

Request for Proposals Subject

Subject of Procurement: Request for Proposal (RFP) for providing an inventory and asset management System in JALI INVESTMENT Ltd and its subsidiaries based in Rwanda.
Procurement Reference Number: JIL/PRO 232/SVC/OCTOBER 2022

OCTOBER 2022

Dear Prospective bidder:

JALI INVESTMENT would like to procure services of experienced software houses, IT companies for the development, configuration, implementation and maintenance support of a web - based inventory and asset management system for JALI INVESTMENT LTD and its subsidiaries Jali Transport and Jali Real Estate. The inventory and asset management System should provide all the necessary facilities to run activities as per best standard practice. JALI Investment Ltd invites proposals for the provision of the above services.

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this Request for Proposals (RFP). Interested parties should submit their proposals no later than **28th October 2022 at 2PM sharp (Rwanda Time) at Head office of JALI Investment at Muhima.**

Responding bidders are advised that this solicitation does not in any way obligate JALI Investment Ltd to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, JALI Investment Ltd may award a contract after conducting negotiations. JALI Investment Ltd reserves the right to award any resultant contract to other than the offer or submitting the lowest price proposal based on technical excellence, schedule superiority client or Regulator request.

All inquiries and Requests for Clarification regarding this RFP should be addressed via email to jali.investmentltd@gmail.com.

Below is the planned procurement schedule (subject to changes):

Activity Date

- a) Advert **14th October 2022**
- b) End for request for Clarifications **20th October 2022**
- c) Proposal closing date **28th October 2022 at 02:00pm Rwanda time**
- e) Notification to bidders no later than **04th November 2022**
- f) Contract Signature no later than **11th November 2022**

Cordially,


TWAHIRWA Louis Doda
Chief Executive Officer
Jali Investment Ltd



Contents

Dear Prospective bidder:	1
SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS	3
1.1 Technical Proposals:.....	3
1.2 Financial Proposals:.....	3
SECTION 2: ELIGIBILITY CRITERIA	4
SECTION 3: EVALUATION OF PROPOSALS	5
III. SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET	8
SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET	11
SECTION 6: TERMS OF REFERENCE	12
6.1 Background	12
6.2 General Requirements:	12
6.3 Technology Requirements	14
6.3.1 Functional and Technical Requirements	14

SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the bidder is responsible for their accurate reproduction. You are advised to carefully read the complete Request for Proposals.

1.1 Technical Proposals:

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. An approach and methodology for development and implementation of the required Software solutions;
3. Company profile and experience;
4. A summary of your experience in similar assignments with work completion proof;
5. The documents evidencing your eligibility, as listed below;

1.2 Financial Proposals:

Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of the costs inclusive of taxes with two options: ***one off purchase cost of the system and system rental cost***;

Validity of Proposals: Proposals must remain valid for **120 days** working days.

Submission of Proposals: The **Technical** and **Financial** proposals should be submitted **separately**, both clearly marked with the Procurement Reference Number above, the Bidder's name, Jali Investment and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) should be submitted no later than **28th October 2022 at 2: Pm.at JALI Investment Head Office, Muhima.**

SECTION 2: ELIGIBILITY CRITERIA

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise:

S/N	Mandatory Requirements	Documents Evidencing Eligibility
1	Have the legal capacity to enter into a contract	<ul style="list-style-type: none"> a) A copy of the Bidder's Trading license or equivalent and a copy of the Bidder's Certificate of Registration (from RDB) b) Power of attorney with a specimen signature of authorized representative c) Any other relevant documentation
2	<ul style="list-style-type: none"> • The bidder must submit Annual Audited Report for the last 3 Financial years, • Not be insolvent, in receivership, bankrupt 	Annual reports as defined by the IAS 1
3	Have fulfilled your obligations to pay taxes and social security contributions	<ul style="list-style-type: none"> a) Evidence of statutory Compliance such as a valid tax clearance certificate. b) Social Security clearance certificate
4	Not to have a conflict of interest in relation to this procurement requirement; and not have a conflict of interest in relation to this procurement project	Signed ethical code of conduct for the bidders
5	The bidder shall provide a list of completed projects similar in nature and capable of providing a comprehensive, cost-effective, Scalable solution for any company	Valid documentary evidence must be submitted of at least 2 successfully Completed Projects of Asset or Inventory management in Rwanda
6	The bidder should have enough Technical Strength at its end to complete the project within stipulated time	List of Staff (HR) of the Company along-with their CV's
7	The bidder shall assign a dedicated onsite Project Manager to manage the project and report to the stakeholders as per requirements	Project Manager having Experience should be assigned and his CV must be submitted
8	Firm should be Registered Asset and management provider with patent or any other evidence justifying the intellectual property ownership of the software	HR Software patent and any other software ownership evidence
9	The firm should be familiar with Rwanda Financial and information technology Regulations	

SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposal on a pass/fail basis;
2. Detailed Technical evaluation will contribute **80%**;
3. Financial scores will be allocated 20% to determine the best evaluated bid.

NOTE: Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Technical proposal Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated in below.

N/O	Technical Evaluation Criteria		MARKS
1	Compliance to technical specifications and eligibility criteria as detailed in the terms of reference		9
2	Knowledge transfer		2
3	Work plan		6
4	Sequential entry number (S/N)	To each and every single entry. The sequential number should be automatic with a +1	1
5	Description	The field should allow the user to capture information behind the transaction in terms of the make and the model.	1
6	Asset tag	This is a field to record the tag number assigned to the asset by the time of reception	1
7	Serial Number	The field should allow the user to capture the item's serial number (SN, S/N, or SNID), this is the unique number as found on the item to allow a company to identify very item.	1
8	Category	An Asset Category classifies different assets of a Company. The IFRS provides for details on this issue vis a vis to asset management.	1
9	Sub-category	this is a subdivision in the categories whenever it applies	1
10	Date of acquisition	The date when the asset officially became company's property. The date of the asset's creation might be another value	1
11	Date of asset creation	Different from the date of acquisition, this field provides for the date the entry was created.	1
12	Name of the Supplier	The name of the supplier of the asset	1
13	Invoice Number	The number of the invoice that backed the acquisition	1
14	Cost at acquisition	How much the company spent on buying the asset. For auditing purposes, this value may include all related receipts during the purchase of the item	1
15	Depreciation Method	The method the company choses to apply on the depreciation of a given category or subcategory	5
16	Lifespan in year	The years the company expects the asset to be in service	2
17	Depreciation Rate	This is all about the rate to apply on the method adopted	1
18	Date Revalued	The date of revaluation of the category	1
19	Revaluation amount	The change in the value of the asset following the revaluation	2

N/O	Technical Evaluation Criteria		MARKS
20	Actual Cost post revaluation	The new cost post revaluation	2
21	Accumulated depreciation at the beginning of the period	This is to report on the accumulated depreciations from the day the assets got in	4
22	Adjustment	In case there would be any adjustment, be it in any of the variables	2
23	Accumulated depreciation at the end of the period	The complete accumulated depreciation at the end of the period	3
24	Net Book Value	The Netbook value being the cost less the accumulated depreciation	2
25	Location	A description of the asset's location on the company premises	2
26	Custodian	The person that was entrusted the use and responsibility of the asset	1
27	Asset transfer	This function should allow to recognize any change in the location or the custodian or any other internal movement	3
28	Asset condition	The condition in which the asset is found	2

For the inventory management:

N/O	Technical Evaluation Criteria		MARKS
1	The inventory to be run under FIFO		6
2	The system must recognize any duplication in the transaction unique reference number and create a duplication alert and refuse to continue unless if a different reference is entered. This will apply to the invoice management (vendors) and their payments. The transaction reference may include invoice number and payment number as per company accounting policy;		3
3	Add a feature of MISCELLANEOUS LOSSES to host any item that would be found defective before use or reported missing during the end of the period stocktaking. The system should make it mandatory to make the user/inputter to upload the missing/damage report (duly signed by the authorities)		3
4	For the stock out, the system should provide for fields to capture the mileage at the time of the service and the other to provide for the mileage of the previous servicing . For the tracking aspect, there should also be another field to display the difference between the two (old and mileage at the entry). This will help to appreciate the soundness behind the distance covered. Add a field to capture the plate number and part number at the time of stock out. This will help to know the consumption of each and every vehicle. The system should be making it mandatory to ask the inputter to provide for the details on the end user department (ref. to the organizational chart). This will be very useful for the inventories of the administrative purpose.		10
5	Stock out:(not to say sales) . This will be providing for the details behind any item issued from the stock for the workshop to use. Among others will be the item and category as well, the quantity in hand and value, the requisition number, the quantity given out, the unit price, total price, the end user and department (staff or plate number), remaining stock (quantity)		3
6	The system should have the feature of MOQ: Minimum Ordering Quantity in the system, which will facilitate the proper tracking of the inventory status. The system shall be warning the user with a yellow alert whenever the MOQ approaches and red when on it or below.		3

N/O	Technical Evaluation Criteria	MARKS
7	The system to have additional portals in the inventory for use system whereby they can upload the customized excel templates, which may serve in the future reporting purposes;	2
8	The system to be run on a mobile app, which will facilitate the inventory officers in the offline transactions recording;	6
9	The system to allow the upload of supporting documents (like invoices, note on losses/damages and inventory request).	4
	GRAND TOTAL	100

Minimum technical score: The mark required to pass the technical evaluation is **56/80** which is **70%** of the Total Technical Score

Financial Criteria: Pricing information should not appear in any other section of the proposals other than the financial proposal

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of **80%** for technical proposals and a weighting of **20%** for financial proposals.

Currency: Proposals should be priced in Rwandan Francs.

Best Evaluated Bid: The best-evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract after Negotiation.

Right to Reject: JIL reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

III. SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments.

Proposal Addressed to:	JAL Investment
Date of Technical Proposal	
Procurement Reference Number	
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until _____ [insert date, month and year] and it shall remain binding upon us and may be accepted at any time before or on that date; I/We enclose a separate financial proposal.

Technical Proposal Authorized by:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____



CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) Maintain integrity and independence in their professional judgment and conduct;
- (b) Avoid associations with businesses and organizations, which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) Strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with JIL. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of JIL that might be viewed by others as having an influence on an Institution procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a procurement staff in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a staff to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not:

- (a) Collude with other businesses and organizations with the intention of depriving JIL of the benefits of free and open competition;
- (b) Enter into business arrangements that might prevent the effective operation of fair competition;
- (c) Engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) Misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of JIL; or utter false documents;
- (e) Unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the JIL;
- (f) Withholding information from the Procuring Disposing Entity during contract execution to the detriment of the JIL.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF BIDDER

SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed to:	JALI INVESTMENT LTD
Date of Technical Proposal	
Procurement Reference Number	
Subject of Procurement:	

The total price of our proposal is: _____

We confirm that the rates quoted in our **Financial Proposal** are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

SECTION 6: TERMS OF REFERENCE

6.1 Background

JALI Investment Limited is registered under Article 24 of the Law No 27/2017 of 31/05/2017 governing companies; JIL has three subsidiary companies namely:

- (i). JALI Transport Ltd, responsible for provision of public transport services in the country.
- (ii). JALI Real Estates Ltd responsible for the development and management of bus parks, Garage services and washing bays.
- (iii). JALI Savings and Credit Ltd, a MFI primarily targeting the provision of financial services to Members of Transport cooperatives and the general public.

JIL is responsible for providing overall strategic leadership on matters relating to investment decisions, capacity development, policy formulation, and the monitoring and control of operations for its subsidiaries.

Vision:

To be the leading investment company in public transport, bus park development and management as well as micro finance.

Mission

Enhancing shareholders' value, empowering employees and providing quality and reliable services to our customers.

Integrity

We are honest, transparent, ethical and objective in every service we offer.

Innovation and competitiveness

We always challenge ourselves and seek new ways of doing business in a more innovative and competitive manner.

Results driven

Our focus is driven by the desire to achieve and exceed shareholders' targets.

Leadership

We take initiative to be proactive, committed and demonstrate ownership and accountability in every service we offer.

6.2 General Requirements:

- 1) The Vendor must provide documentation such as:
 - a) User manuals;
 - b) Administrator manuals;
 - c) Technical specification manuals;
 - d) Any other relevant documents;
- 2) The vendor must specify processes, procedures and tools used for version control. (A Demonstration will be required before awarding the tender);
- 3) The vendor must specify operating system platforms that their system is compatible with;
- 4) The vendor must specify the DBMS (database management system) version that they will deliver and that is compatible with the application. The version must be as current/recent as possible and must be supported by the manufacturer;
- 5) The Database will be locally installed and hosted, must be fully accessible, and managed by an Administrator;
- 6) The vendor will provide a system with an open software architecture that is scalable to incorporate new modules that may be required in the future and/or new functionality;

- 7) The vendor will provide comprehensive system training for the entire suite that they will supply;
- 8) The vendor will agree to a maintenance and service level agreement for the solution(s) provided;
- 9) The vendor will provide an online portal through which issues/problems can be logged and handled per the terms of agreed SLA;
- 10) The vendor is required to indicate the degree of support provided by the solution against each of the requirements listed in the sections below. The degree of support must be classified as:
 - a) **FS - (Fully Supported)** the application fully supports the requirement without any workarounds or modifications;
 - b) **PS - (Partially Supported)** the application supports the requirement with use of a system or workflow workaround;
 - c) **RM - (Requires Modification)** the application requires modification in order to support the requirement.
 - d) **NS - (Not Supported)** the system is not capable of supporting the requirement and cannot be modified to accommodate the requirement;
- 11) The vendor is required to provide a clear and concise explanation in the comments column against each requirement.

6.3 Technology Requirements

6.3.1 Functional and Technical Requirements

6.3.1.1 Technology Requirements

Ref	Requirements	FS	PS	RM	NS	Comment
3.1	Ability to be a web-based application.					
3.2	Ability to have a logical Graphical User Interface that is user friendly and responsive. The menu structure shall be logical given content and workflow. The screens shall be consistent with regard to layout, wording, and use of color.					
3.3	Ability to support multi-tenancy, meaning that one physical installation will serve different department - but they will remain logically separated.					
3.4	Ability to handle multi-user login. The system shall allow multiple users to log on concurrently.					
3.5	Ability to support real time transaction processing. The system shall accept, process and service user requests in real time.					
3.6	Ability to support multi-tasking. The system shall accept, process and service requests of all concurrent users within acceptable response times					
3.8	Ability to be flexible to accommodate a change requirement to an already existing function to meet business/ regulatory needs					
3.9	Ability to be configurable to allow or prohibit transactions based on defined rules and/or upon specific events					
3.10	Ability to validate data entries and give alerts both in event of deviation from defined rules and upon specific events.					
3.12	Ability to integrate with and work securely with VPN technology					
3.13	Ability to support single sign on (SSO) functionality.					
3.14	Ability to generate SMS or e-mail notification for some transactions.					

Ref	Requirements	FS	PS	RM	NS	Comment
3.15	Ability to generate standard/batch reports; and export of data to: <ul style="list-style-type: none"> • Ms. Excel • CSV • PDF 					
3.17	Ability to support end of period (day, month, year) closure processes					

Access Control and User Rights Management Requirements						
Ref	Requirements	FS	PS	RM	NS	Comment
4.1	Ability to create users.					
4.2	Ability to create user profiles e.g. Supervisors, Managers, etc					
4.3	Ability to assign particular permissions/privileges to user profiles					
4.4	Ability to assign user to one or more user profiles as may be required					
4.5	Ability to assign and enforce limits to specific users/user profiles					
4.6	Ability to add, update or disable profiles and users.					
4.7	Ability to ensure privileged users e.g. Administrators, cannot monitor themselves, since they can alter security controls to conceal their irregular activities.					
4.8	Ability to promptly report (alerts) any failed password change attempt after a certain number of retries					
4.9	Ability to store passwords in a strong encrypted form					
4.10	Ability to allow password change on demand, or on the basis of a specific criteria or policy					
4.11	Ability to support full Segregation of Duties e.g. roles are clearly defined with no overlapping.					
4.13	Ability to support a workflow approval process that is flexible to assign multiple approvers based on request or model (i.e. require 2 or more approvals before process is completed).					
4.14	Ability to support easy configuration of approval workflows according to business needs (without requiring code changes).					
4.15	Ability to define validity periods i.e. dates and business hours during which different users or user groups will have access to the system					

Audit Trail Requirements						
Ref	Requirements	FS	PS	RM	NS	Comment
5.1	Ability to capture all system and user-initiated actions/events in an audit trail with user details like login_ID					
5.3	Ability to prevent any amendment/deletion of events/activities captured in the audit trail					

Contingency and Disaster Recovery Requirements						
Ref	Requirements	FS	PS	RM	NS	Comment
6.1	Ability to backup and restore the application, its parameters and settings.					
6.2	Ability to backup and restore the database, its parameters and settings.					
6.3	Ability to perform database replication between primary site and secondary as and when required.					
6.4	Ability to configure automatic backup of the application, its parameters and settings					
6.5	Ability to configure automatic backup of the database, its parameters and settings					
6.6	Ability to configure automatic replication of the database between primary site and secondary site on real-time					
6.7	Ability to initiate and perform full, incremental backup of database as per user definable intervals (SQL jobs)					

6.3.1.2 Functional requirement for fixed asset register and inventory management

A. THE FIXED ASSET REGISTER MODULE

An asset register is a complete listing of a business' or an entity's fixed asset to track the date assets were purchased, calculate their value, identify their physical locations and many more.

Fixed asset are tangible property that a business uses in the process producing income. To qualify as a fixed asset, the item cannot be consumed or sold in less than a year.

Fixed asset are listed in the balance sheet of a company and are subject to depreciation¹. This exclude assets purchased for resale are listed in the company's assets under inventory.

For a pretty organized management of these, the international financial reporting standards preconize a list of main categories and subcategories that is likely to be reorganized according to the standard operating procedures.

The following table shows the list of the main and the subcategories.

Categories	Subcategories
Tangible Asset	
Free hold land	Depends
Land of buildings	Depends
Land improvements	Depends
Buildings	Depends
Office Furniture	<ul style="list-style-type: none">▪ Desk▪ Chair▪ Filing cabinets▪ Others
IT Equipment	<ul style="list-style-type: none">▪ Desktop▪ Laptop▪ Printers &scanners▪ telephone▪ Others
Machinery	Depends
Motor Vehicle	<ul style="list-style-type: none">▪ Coasters▪ Buses▪ motorcycle▪ Administrative use
Intangible	
Software	Depends
Investment property	
...	Depends

¹ The term depreciation refers to an accounting method used to allocate the cost of a tangible or physical asset over its useful life. Depreciation represents how much of an asset's value has been used. It allows companies to earn revenue from the assets they own by paying for them over a certain period of time.

The class are meant not only to organize the register but also to facilitate the depreciation and amortization process, whereby each and every subcategory is given a corresponding depreciation rate and method.

The purpose of an asset register is to enable businesses to know the status, procurement date, location, price, depreciation, and the current value of each asset. Other benefits of an accurate asset register include: Providing complete transparency of all asset data for insurance purpose.

Failure to keep an accurate asset register it will affect a business badly. For example, you will not be able to calculate accurate asset depreciation and tax reports. They are essential to make financial data is precise and up to date as well

The Asset register should provide for a complete report on the following:

Column	Details
1 S/N	Sequential entry number
2 Description	A general overview of the asset briefly explaining what it is. Some companies assign codenames for their items, so having brief summaries makes identification easier.
3 Serial Number	Sometimes abbreviated as Serial No., SN, S/N, or SNID, a serial number is a unique number used for identification to allow a company to identify a product and get additional information about it for replacement or to find compatible parts.
4 Tag Number	An asset tag is a silver metallic tag (or yellow vinyl replacement label) that is permanently affixed to equipment that serves to identify it for tracking, inventory, and accountability purposes
5 Category	An Asset Category classifies different assets of a Company. The first step towards asset management is creating an Asset Category based on the type of assets
6 Sub-category	this is a subdivision in the categories whenever it applies
7 Date of acquisition	The date when the asset officially became company property. The date of the asset's creation might be another value
8 Name of the Supplier	The name of the supplier of the asset
9 Invoice Number	The number of the invoice that backed the acquisition
10 Cost @ acquisition	How much the company spent on buying the asset. For auditing purposes, this value may include all related receipts during the purchase of the item
11 Depreciation Method	The method the company choses to apply on the depreciation of a given category or subcategory
12 Lifespan in years	The years the company expects the asset to be in service
13 Depreciation Rate	This is all about the rate to apply on the method adopted
14 Date Revalued	The date of revaluation of the category
15 Revaluation amount	The change in the value of the asset following the revaluation
16 Actual Cost post revaluation	The new cost post revaluation

Column	Details
17 Accumulated depreciation at the beginning of the period	This is to report on the accumulated depreciations from the day the assets got in
18 Depreciation of the period	The depreciation of the period
19 Adjustment	In case there would be any adjustment, be it in any of the variables
20 Accumulated depreciation at the end of the period	The complete accumulated depreciation at the end of the period
21 Net Book Value	The Netbook value being the cost less the accumulated depreciation
22 Location	A description of the asset's location on the company premises
23 Custodian	The person that was entrusted the use and responsibility of the asset
24 Status	The condition in which the asset is found

The following are the expectations vis-à-vis to the Fixed asset register in view:

I. GENERAL FUNCTIONING

1. The register to be a friendly use platform
2. Ability to create classes and their subs
3. Addition of a new asset with all the relevant details and information
4. Mass addition by uploading excel sheet
5. Running an automated depreciation on a monthly basis
6. Producing a depreciation report prior to validation and posting of the entries
7. Ability to manage the disposals and any kind of asset decommissioning
8. Produce a removal report with proposed entries for validation and posting of the entries
9. Allow the management of asset revaluation and impairment (change in cost and accumulated depreciation)
10. The system to produce a revaluation report with proposed entries for validation
11. Allow any kind of adjustment in any of the variables
12. In addition to the report in view, the asset register should be able to automate the depreciation, propose the entries and once validated, posted in the General ledger.

II. OF THE REPORTING

13. Overall report of the fixed assets (with all the details in the columns)
14. Addition of a specified period (with the ability to filter with any of the criteria)
15. Depreciation report (Item, class, period...)
16. Disposal or decommissioning over a given period and with any of the other variables)
17. Asset movement tracking (change in location/custodian)
18. Any other report as it might be required.

B. FOR INVENTORY MANAGEMENT MODULE

The inventory management module shall fit the **workshop management**. The items will not be taken out for sale but for use (motor vehicle repair). The items to be taken out on the same entry cost. No profit margin in all.

- 1) The inventory to be run under FIFO
- 2) The system must recognize any duplication in the transaction unique reference number and create a **duplication alert and refuse to continue** unless if a different reference is entered. This will apply to the invoice management (vendors) and their payments. The transaction reference may include invoice number and payment number as per company accounting policy;
- 3) Add a feature of **MISCELLANEOUS LOSSES** to host any item that would be found defective before use or reported missing during the end of the period stocktaking. The system should make it mandatory to make the user/inputter to upload the missing/damage report (duly signed by the authorities)
- 4) For the stock out, the system should provide for **fields to capture the mileage** at the time of the service and the other to provide for **the mileage of the previous servicing**. For the tracking aspect, there should also be another field to display the **difference between the two** (old and mileage at the entry). This will help to appreciate the soundness behind the distance covered.
- 5) Add a field to capture the plate number and part number at the time of stock out. This will help to know the consumption of each and every vehicle. The system should be making it mandatory to ask the inputter to provide for the details on the end user department (ref. to the organizational chart). This will be very useful for the inventories of the administrative purpose.
- 6) The system should have the feature of MOQ: Minimum Ordering Quantity in the system, which will facilitate the proper tracking of the inventory status. The system shall be warning the user with a yellow alert whenever the MOQ approaches and red when on it or below.
- 7) The system to have additional portals in the inventory for use system whereby they can upload the customized excel templates, which may serve in the future reporting purposes;
- 8) The system to be run on a mobile app, which will facilitate the inventory officers in the offline transactions recording;
- 9) The system to allow the upload of supporting documents (like invoices, note on losses/damages and inventory request).
- 10) For the reporting aspect: The system should provide the client with all the inventory related reports among others the following:
 - The overall report to show the **inventory status** at a given point of time. This will be listing the items, the MOQ, minimum delivery period, quantity in hand, unit price, total cost of the inventory and the location. The report should list the items under main categories.
 - **Inventory movement report**. It is a combination of all the items that were involved in a transaction and a code indicating the type of inventory movement. The report also shows the

inventory location that each item came from, and where it was moved to (destination location). When broken down, it turns into the following:

- The report of the **purchases** over a given period of time. This should mention the items, categories, suppliers, Purchase order number, invoice number, quantity, price,
- **Stock out report** (*not to say sales*). This will be providing for the details behind any item issued from the stock for the workshop to use. Among others will be the item and category as well, the quantity in hand and value, the requisition number, the quantity given out, the unit price, total price, the end user and department (staff or plate number), remaining stock (quantity), ...
- **Losses/damages report**. This will provide for vital information about the items lost, quantity and cost.
- **Return-in report**. This should be reporting about all the times an item or items were taken back into the inventory after they were initially issued.
- **Return-out report**. Unless the fact of reporting on the item returned to the vendor, the other aspects shall be the same as the previous report.

In addition to the reports here above, the system should allow the end of the period inventory taking with a field to capture the quantity found. Furthermore, it should produce a discrepancy report. Once signed, the report shall be good at adjusting the entries with found quantities of which no valid reason was found (surplus or loss).

The reporting being a key aspect, Jali side would request for any other report deemed necessary in the development process.

6.4 Work plan

- ✓ Consultant must provide comprehensive deployment plan for their solution considering the fact the system will be online & web based, multi-tenant and initially JIL where the system will be used by its subsidiaries.
- ✓ Must have comprehensive migration plan;
- ✓ Training of the Staff (Technical and Operational Users).