

Request for Proposal / Quotation for the Procurement of Intuit QuickBooks Enterprise Version 2016 and Hosting Services

Opening Date: Thursday, 21st January, 2016

Closing Date: 4th February, 2016

Association for Reproductive and Family Health (ARFH) is one of the leading Nigerian Non-Governmental Organizations implementing programs for improving Sexual and Reproductive Health, Care and Treatment of HIV/AIDS, Tuberculosis (TB) and Malaria etc. ARFH is planning to install a centralized accounting system to run its accounting transactions of different projects, running at different locations. The new system will enable ARFH have a robust, unified and consolidated accounting software for the organizations' entire projects, such that all the users can have easy access to the centralized accounting system resources through a secure and robust cloud computing.

ARFH is therefore seeking to engage an ICT company to provide cloud hosting through **sealed Technical and Financial bids.**

Company: ARFH

Purpose: Cloud Hosting, Intuit QuickBooks Enterprise solution version 2016 entry Specification/Features:

QuickBooks Enterprise software with full Service Plan

QuickBooks Enhanced Payroll – unlimited employees

Advanced Reporting

- Multi-user (35 users) access and flexible for future growth and expansion across the country Multi-location
- The bids should include the installation, training of staff, and annual maintenance.

Validity

- Vendor proposals shall remain valid for 60 calendar days from the deadline for receipt of quotations. Additionally, for the successful bidder(s), the bids submitted shall also remain valid and not subject to review for the one year period from the date of contract signing by the vendor

Duration of Contract: Initial 1 year renewable upon satisfactory 1 year service contract

Pre-qualification:

The RFQ documents should contain the following information (The documents below must be made available in a separate sealed Technical bid envelope). The scoring for each information is stated and will be used as such in the selection;

- (1) Full details of the company's profile-10%

- (2) Evidence of company incorporation with CAC-10%
- (3) Evidence of Payment of taxes/Tax Identification Number -10%
- (4) Evidence of execution of similar job(s) in the past – 35%
- (5) Evidence to show accreditation as a licenced web hosting organization 35%

Please Note that the financial bid will not be opened if the score for the Pre-qualification is below 70% score):

Financial Bid/Price Quotes:

All vendors are expected to submit the bids in a tabular format using spread sheets with the detailed services available for each of the web hosting plans mentioned above with their unit cost.

Additional Information:

All bid documents submitted for the purpose of this procurement process shall be duly signed by each of the Procurement committee member present on the Bid Opening day for proper validation of the documents.

This request for proposals solicitation has been advertised in numerous print and electronic media and hence, will be very competitive.

The successful bidder(s) shall be notified in writing and will be invited to sign a contract with ARFH.

Submission of Quotations:

The Hardcopies of the 2 bids should be sealed separately in an envelope marked on the top right side with “Quickbooks Enterprise and server hosting – Technical Bid” and “Quickbooks Enterprise and server hosting -Financial Bid”). Quotations may be delivered by courier service referencing the RFQ title. All bids should be addressed to:

The Chairman, Procurement Committee

Association for Reproductive and Family Health (ARFH)

Millennium Builder’s Plaza, 1st Floor, Block C,

Plot 251 Cadastral Zone

Herbert Macaulay Way, Opposite NNPC Towers

Abuja, Nigeria.

Phone Nos. – +234 7040930356, 09 8751463, 09 8725487

Website: www.arfh-ng.org

Deadline for Receipt of Quotations:

The deadline for the submission of quotes shall be **on or before 4th February, 2016 by 5:30 pm**. ARFH reserves the right to reject **any quote submitted after** this time.