



## **Call for Proposal**

### **Al Fayhaa Association**

#### **Terms of Reference**

**Ref:** RFQ-SW-001-24

**Date:** September, 3 2024

#### **I. Background:**

Al Fayhaa association is a Lebanese non-profit Organization NGO that aims to develop and rehabilitate the community through education programs and socio-cultural activities.

Al Fayhaa was founded in 1999 and was officially established on 8/10/ 2008 holding the registration number 1254AD. Al Fayhaa has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al Fayhaa commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and non-discrimination and a focus on children with special needs and learning difficulties.

#### **II. Service requirement:**

Al Fayhaa is seeking to procure a software that includes: HR, Accounting, Procurement and stock Software that aligns with the requirement and goals



of the association, respects the policies framework and customized to our specific needs in order to streamline our work force management.

### III. The specifications to consider for:

- **The HR System:**

1. **Core HR Features:** employee database management, payroll processing, attendance tracking, leave management system
2. **Recruitment and Applicant Tracking:** job posting and applicant tracking system, resume parsing and candidate screening, interview scheduling and feedback management
3. **Compliance and reporting:** compliance with labor laws and regulations and HR's Fayhaa policy
4. **Security:** data encryption and secure access controls, compliance with data privacy regulations
5. **support and training:** vendor support services, training resources for HR staff
6. **customization and flexibility:** Ability to customize features to suit specific needs, flexibility to adapt to changing HR processes

- **the Accounting Software:**

1. **General ledger:** ability to record all financial transactions, Chart of accounts management
2. **Accounts payable:** payment processing, credit control, payment processing (Voucher.)
3. **Financial Reporting:** standard financial statements (income statement, balance sheet, cash flow), customizable reporting options, real-time financial data
4. **Budgeting and forecasting:** budget creation and tracking, forecasting tools for financial planning
5. **Bank reconciliation:** automated reconciliation processes, integration with bank accounts

6. **Payroll integration:** integration with payroll systems for accurate financial reporting, employee compensation management
  7. **Tax Compliance:** tax calculation and reporting capabilities, compliance with tax regulations.
  8. **Audit Trails and security:** secure access controls, Audit trails for tracking changes
  9. **Multi-Currency and Multi-language support:** support for handling transactions in multiple currencies and languages if needed.
  10. **Compliance:** Ensure compliance with accounting standards and regulations applicable to your industry and region.
- **Procurement Software:**
    1. **RFQ (Request for Quotation) and Bidding:** Capability to create RFQs and manage bidding processes, Comparison tools for evaluating quotes(Matrix, Memo and Annex).
    2. **Purchase Order Processing:** Creation, tracking, and management of purchase orders(PR, PO, Delivery and Payment Request), Integration with inventory management for seamless stock updates.
    3. **Contract Management:** Management of supplier contracts, terms, and renewal dates, and alerts for contract expirations and renewals.
    4. **Inventory Integration:** Integration with inventory systems to ensure stock availability for procurement, real-time updates on stock levels after procurement activities.
    5. **Reporting and Analytics:** Reporting on procurement activities, spending, and adjusting performance, and analytics for identifying cost-saving opportunities and process improvements.
    6. **Budget Management:** Budget tracking and control features and notifications for budget overruns and spending limits.
  - **Stock Adjustment Software:**
    1. **Stock Tracking:** Real-time monitoring of stock levels and locations, and Barcode scanning.



2. **Stock Adjustment Types:** Options to adjust stock quantities, values, and locations, record-keeping for reasons behind stock adjustments (e.g., damage, loss, distribution etc.)
3. **Approval Workflows:** Workflow automation for approving stock adjustments, permission settings for different user roles.
4. **Audit Trails:** Detailed logs of stock adjustments for transparency and accountability, historical data for tracking stock changes over time.
5. **Integration with Procurement:** Seamless integration with procurement software for synchronized stock updates, automatic stock adjustments based on procurement activities.
6. **Reporting and Analysis:** Reports on stock adjustments, discrepancies, and inventory movements, analysis tools for optimizing stock levels and reducing discrepancies.
7. **Security and Access Control:** Secure access controls to prevent unauthorized stock adjustments, Data encryption and role-based permissions for data security.

#### IV. Offer Validity:

This offer is valid for a period of 30 days from the date (of submission) mentioned below. After the expiration of this period, the offer will be considered null and void.

#### V. Offer Evaluation:

This offer is subject to the terms and conditions outlined in our Association:

1. **Bid Evaluation Criteria:**
  - Establish clear and measurable criteria against which offers will be evaluated, such as price, quality, delivery time (**Mid of December**) compliance with specifications, and vendor reputation.
2. **Technical Evaluation:**
  - Assess the technical capabilities of each offer, including the quality of the services, repairing service, adherence to technical specifications, and compatibility with our requirements.
3. **Financial Evaluation:**



- Analyze the financial aspects of each offer, such as pricing, payment terms, total cost of ownership, and any discounts or incentives offered.
4. **Compliance Check:**
- Ensure that each offer complies with the terms and conditions outlined in the request for proposal (RFQ) or tender document.
5. **Documentation needed:**
- Administrative file: all legal documents required: MOF, VAT, Financial ID, Legal ID and all other registration papers.
  - Technical Proposal: the technical aspects of each service, including all proposed solutions, methodologies and timelines.
  - Financial Offer: includes the price of each service.(RFQ-SW-001-24)
  - TOR: a copy of this TOR signed and stamped.
6. **Payment Method:** the payment will be via check first beneficiary USD Fresh

If you have any inquiry, send an email to ([procurement@al-fayhaa.org](mailto:procurement@al-fayhaa.org)) **within a three-day following the launch of this offer** (till 6 September) before you submit the final offer.

VI. **Instructions to submit applications:**

Interested parties are to submit their offer by email or in person

1. For offers sent by email:

Complete offer and documents must be sent to: [procurement@al-fayhaa.org](mailto:procurement@al-fayhaa.org) ; titled: ***“Tender for software Services– Terms of Reference”***

2. For offers submitted in person:

Complete offer and documents must be sent to: **City Complex – 1st Floor – Riad El Solh Road; P.O. Box 1327 – Tripoli, Lebanon**

Complete offer documents must be in a **sealed and stamped envelope** with the following statements in block letters on its back:

***“Tender for software Services– Terms of Reference”***



**VII. The documents must be in the offer:**

- Financial Registration MOF, and all other registration documents
- VAT(if available),
- TOR signed and stamped,
- The Finance offer RFQ, (signed and stamped)
- Description of the services(technical aspects, signed and stamped)
- Legal and Financial ID

<b>Date:</b>	
<b>To:</b>	<b>Procurement department</b>
<b>Supplier: name, sign and Stamp.</b>	
<b>Subject:</b>	<b>RFQ-SW-001-24</b>

**VIII. Other Conditions:**

Al Fayhaa Association declare and affirm that our association does not engage in or condone any form of bribery, corruption, or unethical practices in any aspect of our operations.

As a responsible and ethical organization, we uphold the highest standards of integrity, transparency, and fairness in all our dealings. We are committed to conducting our activities with honesty, accountability, and respect of the law.

we are committed to fostering a culture of inclusivity, diversity, and equality. In line with our values, we affirm that the selection of offers is conducted without any form of discrimination based on gender, race, religion, or sex.

**IX. Submission Date:**

Thursday 12/09/2024

Closing Time: 5:00PM

