



Social and Educational Services Organization (SESO)

**Request for Quotation for
Management Information System (MIS)**

Issue Date: April 17, 2018

Closing Date: April 30, 2018

RFQ #: SESO-18RQ-02

Introduction

Social and Educational Services Organization (SESO) is an independent, nonpartisan and nonprofit organization that aims to empower Afghan society by offering social and educational services, especially to marginalized and under-represented populations.

1 Purpose

The purpose of this RFQ is to select a suitable vendor to develop, deploy and implement a comprehensive online database system (MIS) for SESO to automate and computerize all the existing operations of SESO. The proposal should include the followings:

2 Modules

The online management system is composed of nine (9) modules. Following is a brief description of the modules.

2.1 Finance/Planning and Budgeting Module

This module is for registering and allocation of grants and other sources of revenue, which leads to development of budget. This module will help the organization to streamline its expenditures, revenues and other activities on track with the fixed budget and be able to calculate the fund balances of budget.

2.2 Accounting Module

This is a complete accounting module based on a double-entry accounting system, which contains all the necessary components of an accounting system. It provides facilities of Account Payable and Receivable, Cost Allocation, General Ledger, Journal Voucher, Cost Accounting, Travel Accounting and Petty cash Management.

2.3 Inventory Module

This module provides an automation facility of fixed and current assets. It contains two sub modules of expendable and non-expendable assets. The fixed assets module will be integrated with the barcode generator software to generate barcodes for each item registered in the database.

2.4 Procurement Module

The procurement module consists of the purchasing and procurement activities. The system should generate RFP (request of proposals) and RFQs (requests for quotations) by using the procurement module.

2.5 HRM Module

The Human Resource Management Module automates the entire HR Management activities like payroll modules for the salaries, Time and Attendance Module using the biometric devices, Appraisals and leave configuration facilities. The system contains the personnel

record and generates Pay Checks and Payroll reports based on the business constraints of the system. This module also manages different training and workshops for the employees.

2.6 Reception Module for Visitors

The reception module is for registering the visitors. It will store the check-in and check-out dates and times along with the information of the department being visited.

2.7 Library module

The library module contains the information regarding the books and other related material in the library. The system stores the information of the visitors and the materials being used by each patron.

2.8 Online Examination Module

The online exam module generates random questions for each quiz or test and evaluates the results by generating a progress report. The questions are fed into the system and based on the quiz type, different objective and subjective questions are generated.

2.9 Courses and Student Management System

The course and student management system will store and automate students and teachers attendance, personal information, progress, etc.

3 Acceptance of Software

Immediately upon completion of development phase set forth in the development plan's delivery schedule, the company must deliver and install the software and deliver all needed specifications and other materials required to be provided in accordance with the delivery schedule.

4 Ownership of Software

The company must assign to SESO its entire right, title and interest in anything created or developed by company for SESO under this proposal including all patents, html codes, copyrights, trade secrets and other proprietary rights.

Note: Only authorized firms who are registered with AISA and other relevant Afghan government agencies should submit quotations for the provision of services.

Short listing and evaluation:

A shortlist will be drawn up from the RFQs received, and a decision will be made by May 10, 2018.

In evaluating quotations submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

Tax Deduction: SESO will deduct the applicable tax (currently 2%) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank. As the tax withholding entity, SESO is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the 10th day of the month following the transaction. SESO will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account.

Contacts:

All questions regarding this RFQ must be submitted by email to **procurement@sesoaf.org**

Submission Guidelines:

Quotations shall be sent to **procurement@sesoaf.org** no later than April 30, 2018 at 5:00 PM Kabul time.

Disclaimer: SESO is not bound contractually or in any other way to any proponent to this request for quotation. The organization is not liable for any costs or compensation in relation to the consideration of this request for submission of quotations/bids by the proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this request for quotation.