

**DOCUMENT TYPE : RFT**

**RFT REFERENCE : RFT/FMS/2024/03**

## **RFT REQUIREMENTS**

# **DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM**

RFT Issued	16 November 2024
RFT Closing	29 November 2024 04:00
RFT Submission Method	Email
RFT Submission Email	<a href="mailto:tenders@taf.org.fj">tenders@taf.org.fj</a>

# RFT INSTRUCTIONS & ESSENTIAL CONTEXT

## DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM

### OVERVIEW

The Telecommunications Authority of Fiji (The Authority) is a Statutory Authority mandated in the Telecommunications Act of 2008 as the regulator of Fiji's Telecommunications sector.

The Authority has commenced a modernisation program of its various information and communications technology capabilities with the goal of improving service availability and delivery to its internal and external customers.

To this end, The Authority has issued this RFT for **DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM** comprising the following Sections:

Section A: RFT Administration Instructions

Section B: Essential Context Information

Section C: Tender Requirements (Technical, Project Management, Commercial)

Sections A and B are included [in this document](#) and is for the bidder's noting.

Section C is a separate Word document containing structured requirements with relevant responses.

Bidders must complete Section C and submit a PDF copy to [tenders@taf.org.fj](mailto:tenders@taf.org.fj) before the RFT closure time.

The Authority invites interested parties to review these documents carefully and should any aspect relating to these documents require clarification, promptly email the contact person identified within the Tender Instructions section to have these addressed.

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# 1 SECTION A: TENDER ADMINISTRATION INSTRUCTIONS

## 1.1 RFT CONTACT

- 1.1.1 All queries relating to this RFT, including registration for Bidder Briefing Session or requests for clarification or information, should be directed **via email** to the Authority's contact person:

<b>Contact Name</b>	Waisele Latianara
<b>Contact Role</b>	Manager Corporate Services
<b>Contact Email</b>	<a href="mailto:waisele.latianara@taf.org.fj">waisele.latianara@taf.org.fj</a>
<b>Contact Mobile</b>	+679 999 7004

## 1.2 INTRODUCTION

- 1.2.1 This section outlines instructions to bidders relating to the administration of this tender.
- 1.2.2 Bidders intending to bid for this opportunity must do so in accordance with the complete terms and conditions outlined in this RFT.
- 1.2.3 The RFT is expected to conclude with The Authority successfully negotiating and awarding a contract for the implementation and support of the solution having been satisfied that the successful bidder:
- 1.2.3.1 has a track record for delivering solutions of the type specified in this RFT.
  - 1.2.3.2 has the capability to deliver the project's scope as specified in this RFT.
- 1.2.4 Should The Authority determine that the outcome it seeks in 1.2.3 is unachievable, The Authority reserves the right to suspend or terminate this RFT or reissue it.

## 1.3 INFORMATION CONFIDENTIALITY

- 1.3.1 The RFT documents are the property of The Authority and may not be copied or reproduced in any way, other than for the sole purpose of preparing and submitting bidder proposals.
- 1.3.2 Bidders must not release or disclose any of the information to any other person, (other than to their employees, agents or advisors).
- 1.3.3 Bidders are responsible for any unauthorized disclosure of such information by their employees, agents or advisors.
- 1.3.4 Information supplied by The Authority (either by itself or through its advisors) about this RFT or any contract that may arise out of it, is confidential between the Authority and the bidder.
- 1.3.5 Bidders shall not make any public statements to third parties or release any information to the press or other media in relation to this RFT, its contents, its response to it, or the awarding of any contract relating to it without the written permission of The Authority's Chief Executive or his/her delegate.

## 1.4 RFT CIRCULATION

- 1.4.1 This RFT is available to any party that believes it possesses relevant expertise and support capability pertaining to the RFT's scope.

- 1.4.2 The Authority will not disclose the identity of parties who have requested copies of this RFT, nor the identities of bidders who have responded to this RFT.

## 1.5 RFT TIMETABLE

- 1.5.1 The timetable for this RFT is outlined in clause 2.5.1 of Section B.

## 1.6 RFT CLARIFICATIONS

- 1.6.1 The Authority will only respond to **email enquiries** made to this RFT's contact person. TAF will respond directly to the entity making the enquiries.

## 1.7 RFT CHANGES INCLUDING EXTENSIONS OF CLOSING DATE

- 1.7.1 The Authority reserves the right to change the RFT requirements or extend the closing date prior to expiry of the closing date and time. Bidders should consult TAF website on [www.taf.org.fj](http://www.taf.org.fj) for any extensions.

## 1.8 PROPOSAL RESPONSES

- 1.8.1 All proposals are to be submitted in English.
- 1.8.2 Bidders are expected to submit honest and complete responses. Where a proposal contains statements that is factually incorrect or intended to mislead The Authority, such proposals **will not be considered for further evaluation**.
- 1.8.3 The Authority is under no obligation to check any proposal for errors. The Authority expects that acceptance of a bidder's proposal that contains errors will not invalidate any subsequent contract or deliverables by a bidder to meet the Authority's requirements.
- 1.8.4 By submitting a proposal, bidders warrant that any information provided to The Authority and the use of it by The Authority for evaluating proposals or for negotiating any resulting contract, will not breach any third-party intellectual property rights.

## 1.9 PROPOSAL DELIVERY

- 1.9.1 Details relating to the delivery method are specified in clause 2.6 of Section B.
- 1.9.2 Bidders are advised to submit their bid documents well in advance of the closing date to avoid being disqualified for late submission. **Late bids will not be accepted.**

## 1.10 PROPOSAL PREPARATION COSTS

- 1.10.1 The Authority is not liable for any costs incurred in the preparation or submission of Proposals.

## 1.11 PROPOSAL VALIDITY PERIOD

- 1.11.1 Bidder proposals must be continuing and irrevocable and open for acceptance until the Expiry of Bid Validity specified 2.5.1 of Section B.

## 1.12 PROPOSAL EVALUATION CRITERIA

- 1.1.1 Proposals will be evaluated based on its compliance to the RFT Specifications outlined in Section C which include requirements that establish:

- 1.12.1.1 Credibility of bidding organization.
- 1.12.1.2 Bidder track-record in implementing solutions required in the RFT.
- 1.12.1.3 Credibility of products proposed including compliance to relevant standards.
- 1.12.1.4 Credibility of references provided and relevancy to project.
- 1.12.1.5 Realistic project delivery schedule which considers dependencies between parties.
- 1.12.1.6 Post-Project support response times, service levels and accountabilities.
- 1.12.1.7 Overall Lifetime Cost of the solution over the expected lifetime period i.e., bidder Initial and Recurring Costs plus any ancillary costs which the bidder has specified that The Authority must incur for the solution to work as expected.

### **1.13 EVALUATION CLARIFICATIONS**

- 1.13.1 Where required, The Authority will request bidders to clarify aspects of its proposal or provide more information to complete The Authority's evaluations or formally document comments or commitments bidders have made during their presentation to The Authority.
- 1.13.2 Requests stated in 1.12.1 require prompt action and bidders must respond in writing within the time specified in such requests.
- 1.13.3 In the event the Authority fails to receive a response from the bidder within the time allocated, the Authority reserves the right not to consider the bidder's proposal any further.

### **1.14 RESULTS OF THE RFT PROCESS**

- 1.14.1 On completion of evaluations, the Authority expects to either:
  - 1.14.1.1 Enter directly into negotiations with shortlisted Bidder(s); or
  - 1.14.1.2 Re-open the tender and/or seek further proposals; or
  - 1.14.1.3 Terminate this RFT process.

## **1.15 RIGHTS**

1.15.1 The Authority reserves the right to:

1.15.1.1 Establish contact with any bidder before and/or after the RFT closes for the purpose of clarifying any queries they raise or any aspect of their bid proposals.

1.15.1.2 Not accept the lowest proposal.

1.15.1.3 Deal separately with any of the divisible elements of any proposal.

1.15.1.4 Reject any or all proposals at its sole discretion.

1.15.1.5 Suspend or cancel, in whole or in part, this RFT.

## **1.16 ACTIONS AND DECISIONS**

1.16.1 Nothing in this RFT or any subsequent communication or correspondence (taken individually or collectively) prior to a contract being executed with the successful bidder will in any way bind the Authority or impose any obligation on the Authority.

1.16.2 Unless as stipulated in this RFT, no actions, decisions or contractual negotiations are to be initiated by bidders because of discussions with any of the Authority's employees or any other person purporting to act on the Authority's behalf.

1.16.3 Only communications in writing, from the Authority by the Authority's contact person or authorised individuals can be regarded as duly authorised expressions on behalf of the Authority.

1.16.4 The Authority will not be bound by statements, written or verbal, made by any person other than its nominated contact person or persons authorized by the Authority in relation to this RFT.

## **1.17 CANVASSING**

1.17.1 Bidders should not directly or indirectly lobby or attempt to influence any the Authority's Employees, Board Members, Consultants or Advisors in relation to this RFT. Where bidders directly or indirectly make such an approach, then that bidder's proposal will be disqualified and excluded from the evaluation process.

## **2 SECTION B: ESSENTIAL CONTEXT INFORMATION**

### **2.1 PURPOSE**

This document provides context and background for DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM RFT and critical instructions on how to complete the tender responses.

### **2.2 AS-IS STATUS**

The Authority has an existing JIWA financial management system(s).

### **2.3 TO-BE STATUS**

The Authority is seeking a new financial management system to enhance the Authorities operations and reporting capabilities.

### **2.4 SCOPE & DELIVERABLES**

The DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM project expects the following outcomes by 1<sup>st</sup> August 2025 and must include the following features:

#### **2.4.1 Vendor Creation**

- Business registration
- Compliance (Tin number, Superannuation, levy, etc.)
- Bank Details
- Contact Person
- Other relevant details
- Creditor Reports

#### **2.4.2 General Ledger (G/L)**

- Comprehensive G/L management with multi-currency support
- Ability to create custom charts of accounts and have flexibility to add according to business requirements.
- Automated journal entries and transaction posting
- Ability to create recurring entries and adjustments
- Comparative reports

#### **2.4.3 Requisitions and Purchase Orders (PO)**

- User-friendly requisition creation, attachment of quotations, selections of relevant departmental budget, chart of accounts, cost centre and approval workflow
- Automated PO generation from requisitions and approval workflow
- PO tracking and management, including receipts and discrepancies
- PO cancellation management with approval workflow

#### **2.4.4 User-Friendly Interface**

- 5 Licence users and ability to accommodate more licence users
- Different access levels for staff



- Control mechanisms
- Intuitive user interface that simplifies navigation
- Role-based access control to ensure data security
- Customizable dashboards for different user roles
- Log Management

#### 2.4.5 Cash Payment Management

- Mode Of Payments (Cash, EFTPOS, fintech, credit card, etc.)
- Invoicing (sequence / Month)
- Receipting
- Accounts Payable (A/P)
  - Automated invoice processing and payment scheduling
  - Reporting on outstanding payables
  - Aging Reports and export reports to excel spreadsheets
  - Alignment to various delegated level of authority (DLA)
- Debit & Credit Adjustments with approval workflow
- Petty Cash Limit Management
- Inventory and Cost of Goods Sold
  - Real-time tracking of inventory levels
  - Integration with purchase orders and sales orders
  - Reporting on inventory valuation and turnover
  - Cost of Goods Sold
  - Inventory Purchases
  - Freight and Shipping Costs
- Accounts Receivable (A/R)
  - Client invoicing and collections tracking
  - Reporting on outstanding receivables
  - Debtors Ageing report
  - Write Off
- Purchase processing
- General journal entries
  - VAT and tax compliance
  - Automated calculation and reporting of VAT and other taxes
  - Integration with local tax regulations (FRCS Portal) to ensure compliance
  - Periodic tax reporting features
  - Provision for other taxes and levies introduced in future
  - Reversal entries
- Sales tracking

#### 2.4.6 Revenue Types

- Import Permit
- Type Approval
- Spectrum Management
- Aeronautical Services
- Maritime Services
- Amateur Radio Licensing
- Telecom Licensing
- ICT Levy Management
- Broadcasting Licensing
- Future expansion capabilities for additional licensing
- All revenue received in CFA account should link to Financial Management System
- Sales summary report as per revenue type

#### 2.4.7 Financial Reporting

- Customizable financial statements (trial Balance balance sheet, income statement, cash flow Statement, Statement Equity, Bank Reconciliation,)
- Built-in reporting tools for ad-hoc and scheduled reporting
- Capability to export reports in various formats (PDF, Excel)
- Audit trails records

#### 2.4.8 Budget Tracking

#### 2.4.9 Expense Tracking

- Simplified expense reporting and approval process
- Integration with credit card and reimbursement processes
- Reporting on expense trends and budget adherence

#### 2.4.10 Payroll and Leave Management

- Integration to existing payroll and Leave management system (Linksoft)

#### 2.4.11 Technical Requirements

- Cloud-based or on-premises deployment options
- Mobile compatibility for on-the-go access
- Data backup and recovery solutions
- Robust security protocols, including encryption (Multi factor authentication) and user authentication
- Super Admin access
- Read Only access
- Compatibility with major Operating System and Browsers

#### 2.4.12 **Compliance and Standards**

- Ensure all functionalities comply with local and international accounting standards (e.g., GAAP, IFRS)
- Compliance with data protection regulations (e.g. GDP)
- Data Retention for most recent 7 years or as amended by FRCS from time to time

### 2.4.13 Eligibility Criteria

Bidders must meet the following criteria:

- Proven experience in developing and implementing finance systems of similar scope and scale.
- Demonstrated expertise in financial software solutions.
- Proven Financial management Solution
- References from at least three clients for whom similar services have been provided.
- Mobilisation and deployment timeline
- Training and Knowledge transfer
- Post Installation Support
- Commercial Proposal

### 2.4.14 Submission Guidelines

Interested bidders should submit their proposals by the deadline indicated above. Proposals must include:

- A detailed technical proposal outlining the approach to the project and how the system will meet the specified features.
- A financial proposal, including all associated costs (development, implementation, training, support).
- Compliance Documents (FNPF, FRCS, FNU LEVY. Public Liability Insurance)
- A project timeline with milestones.

### 2.4.15 Bidders Instructions

Bidders need note the following:

2.4.16 Bidders must include the following Appendices in their bid documents.

Appendix	Purpose	Applicable
A	Product Information	MANDATORY
B	Business Registration & License Documents	MANDATORY
C	Reference Customers	MANDATORY
D	Vendor Quotation	MANDATORY
E	Bidder Declaration	MANDATORY

2.4.17 Every requirement within this RFT specification requires a response.

2.4.18 **Requirement References** (ReqRef) are unique and grouped into Technical, Project Management and Commercial **Categories**.

**2.4.19** For each requirement, bidders must select the appropriate **Compliance Level** option from the drop-down list that best describes the level of compliance of their bid to the specified requirement.

## 2.5 RFT TIMELINES

2.5.1 The timetable for this RFP is shown below:

Milestone	Date	Day
Issue RFT	16/11/2024	Sat
Close RFT	29/11/2024	Fri
Expiry of Bid Validity	4 months from submission	

## 2.6 RFT SUBMISSIONS

- 2.6.1 Proposals must be received **no later than 4.00pm of 29<sup>th</sup> November 2024, 4.00pm.**
- 2.6.2 Bidders are advised to submit their bid documents in advance of the RFT closing time to avoid being disqualified for late submission.
- 2.6.3 All submitted bids become the property of The Authority and shall be retained by The Authority.
- 2.6.4 Bids must be submitted via email as follows:
- 2.6.4.1 Email Subject : **Tender /FMS/2024/03 – DEVELOPMENT & IMPLEMENTATION OF FINANCIAL MANAGEMENT SYSTEM**
  - 2.6.4.2 Email Attachments : PDF Files
  - 2.6.4.3 Email Address : [tenders@taf.org.fj](mailto:tenders@taf.org.fj)