



The Republic of South Sudan  
Ministry of Water Resources and Irrigation  
Juba

Regional Climate Resilience Program for Eastern  
and Southern Africa Project



18<sup>th</sup> December, 2023

To: ALL INVITED SUPPLIERS

**RFQ No: SS-MWRI -18122023 -NC-REQUEST FOR QUOTATION**

1. The Government of South Sudan through the Ministry of Water Resources and Irrigation (MWRI) is implementing the Regional Climate Resilience Program for Eastern and Southern Africa Project (RCRP Project).
2. The Ministry of Water Resources and Irrigation (MWRI) has established a Project Implementation Unit (PIU) and assigned with the responsibility of managing the project; and the Ministry intends to apply part of the proceeds to pay for Supply, Installation of Quick Books Accounting Software for financial management of the projects listed above.
3. The Ministry now invites quotations to provide the following non-consulting services (hereinafter called “Services”): **Supply, Installation and Training of Quick Books Accounting Software**. More details on the Scope of Services required are provided in the Technical Data (Section D).
4. A firm will be selected under the Request for Quotations procedures and in a format as described in this RFQ, in accordance with the policies of the World Bank’s Procurement Regulations for IPF Borrowers: Procurement in Investment Financing - Goods, Works, Non-Consulting and Consulting Services dated July 2016 and current edition. (“Procurement Regulations”), which can be found at the following website: [www.worldbank.org / procure](http://www.worldbank.org/procure).

**Section A: Quotation Requirements**

5. Brief description of the services required are listed below.

No	Item Description	Unit	Quantity
1a	Supply, Install, Customize, Test and Commission <b>Quick Books</b> Accounting Software (3 users) version 2023  This above assignment includes Linking of three (3) computers (one host and two other computers) to access installed quick books database from the host computer	Set	3 users
1b	Training and inputting financial transactions (from March 2023 to date)	month	1

6. **Quotations:** Bidders must quote for all items **a-b** in the package. Partial quotations will be rejected. Each item must be quoted and listed separately. Quotations shall cover all costs of labour, materials, overheads, profits and all associated costs for performing the services. The cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
7. **Duration of the Services:** The Services will be required for period of one (1) calendar month as follows:
- i. Delivery, Installation, testing and Training / transferring of financial transaction data: Within one (1) month
8. **Validity:** Quotations must be valid for 30 days from the Return-by Date given below.
9. **Payment:** Payments will be made in the following manner:
- i. 50% of the Contract Sum after delivery and installation
  - ii. 50% of the Contract Sum after customization, testing and training.
  - iii. Payment shall be made into the Supplier's Bank Account in the currency of the quotation within 14 days on completion of satisfactory performance of the contract and upon receipt of an invoice supported by a Delivery Note and or Acceptance/Completion Certificate issued by the Ministry's authorized representative.
10. Your quotation in the **attached format** should be sealed in an envelope and addressed to and delivered at the following address:

**The Project Coordinator (RCRP)**  
**Project Implementation Unit**  
**Ministry of Water Resources and Irrigation (MWRI)**  
**Juba**  
Location: Hai Cinema

11. Quotations (**clearly marked with the quotation number and description and no other markings**) must be delivered to the address above by hard copy or email on or before **10<sup>th</sup> January 2024 at 02:00 PM local Time**. Late bids shall be rejected.

12. We look forward to receiving your quotation.

1-18/12  
2023



Yours sincerely,

**The Project Coordinator (RCRP)**

**Project Implementation Unit - Ministry of Water Resources and Irrigation**



**SECTION B: QUOTATION SUBMISSION SHEET**

1. Currency of Quotation: **US Dollars**
2. Delivery period offered: ..... days from date of contract signature
3. The validity period of this Quotation is: ..... days from the date for receipt of Quotations.
4. Warranty and or license period (where applicable): ..... Months.
5. We attach the following documents:
  - i. Section C of the Request for Quotations completed and signed;
  - ii. A copy of valid Business Registration Certificate from bidders country of origin,
  - iii. A copy of a valid Tax Certificate or Tax Identification Number from bidders country of origin
  - iv. A list of two recent contracts of similar nature supplied and of comparable value,
  - v. Terms of warranty.
- 1) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the draft Contract attached.
- 2) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

**Authorised By:**

Name: ..... Signature .....

Position: ..... Date: .....

Authorized for and on behalf of:

Vendor: .....

Address: .....

.....

## SECTION C: SCHEDULE OF REQUIREMENTS

(TO BE PRICED BY BIDDER)

Item No.	Description of Goods (Attach detailed specification if necessary)	Unit	Qty	Delivered Unit Price CIP Juba	Delivered Total Price CIP Juba
1a	Supply, Install, Customize, Test and Commission <b>Quick Books</b> Accounting Software (3 users) version 2023  This above assignment includes Linking of three (3) computers (one host and two other computers) to access installed quick books database from the host computer	Set	1		
1b	Training and inputting financial transactions (from March 2023 to date)	month	1		
<b>Total</b>					

**NOTES:**

*Attach any documents -brochure, technical data, etc that may provide additional description of good required*

**Authorised By:**

Name: .....

Signature .....

Position: .....

Date: .....

Authorised for and on behalf of:

Vendor: .....

## SECTION D: TECHNICAL DATA/SPECIFICATIONS

No.	DESCRIPTION	REQUIRED MINIMUM SPECIFICATION	BIDDER'S OFFERED DETAILED SPECIFICATION
1	Supply, Installation, Integration and Testing of Accounting Software-Quick Books	<p>Delivery of the software to the project offices.</p> <p>The Supplier is expected to:</p> <ul style="list-style-type: none"> <li>▪ Prepare a detailed chart of accounts;</li> <li>▪ Supply QuickBooks Software and customise it to meet the accounting needs of the Projects.</li> <li>▪ Prepare computerised resource requirements including IT network and requisite hardware requirements.</li> <li>▪ Set up the computerised accounting system with ability to maintain up-to-date financial records for the Projects to include Cash Book, Ledgers, and further build databank.</li> <li>▪ Set up the QuickBooks accounting system with the ability to track budgets specific counts units.</li> <li>▪ Process a sample of payment vouchers using the computerised accounting system.</li> <li>▪ Input initial data into the system and ensuring that it is following the project accounting and reporting procedures.</li> <li>▪ Conduct a full reconciliation of the system information with physical documents, reports, and budgets to ensure a complete set of accounts can be generated from the system.</li> </ul> <p>Set up budget into the system to generate BvS and conduct Exchange rate analysis input into the system to identify any variance and advise the project team.</p>	
2	Number of users	Three (3)	
3	Training and back-up services	<p>Train up to 2 officers of the PIU on the computerised accounting system functionalities for a period of one month after installation and back-up services after installation and training for a further period of 3 months.</p> <p><b>Manuals:</b> Bidders will be required to provide Standard User Operating Manuals and</p>	



No.	DESCRIPTION	REQUIRED MINIMUM SPECIFICATION	BIDDER'S OFFERED DETAILED SPECIFICATION
		Training Manuals after installation and training.	
4	License	<p><b>Valid License:</b> Bidders are required to certify in their quotation/proposal that the software is either covered by a valid license or was produced by the Bidder; non-compliance will be cause for rejection of the bidder's quotation.</p> <p>The software must be an Original Equipment Manufacture (OEM)</p> <p>The project will NOT be liable for any pirated software that the supplier delivers.</p>	
5	Qualification & Experience Requirements of the Bidder	<p>Bidders should demonstrate and provide examples of previous experience in the performance of similar services. The minimum qualification requirements are:</p> <p><b>i. Mandatory requirements:</b></p> <p>a) <b><i>A valid business registration certificate;</i></b></p> <p>b) <b><i>A valid Tax Certificate;</i></b></p> <p><b>ii. Experience as corporate entity engaged in computerized software development, implementation and or supplies as follows:</b></p> <p>c) <b><i>Be able to provide in-country support for the software; bids entirely from outside South Sudan must demonstrate their capabilities for providing effective in-country support.</i></b></p> <p>d) <b><i>Have been in the business of supplying and supporting Quick Books software for not less than 3 years.</i></b></p> <p>e) <b><i>Have undertaken at least two (2) successful implementation of the Quick Books software, within government and/or NGO establishments during the last 3 years. This implementation must have involved the supply, installation, training and technical support of the Quick Books software. Bidders will be</i></b></p>	

No.	DESCRIPTION	REQUIRED MINIMUM SPECIFICATION	BIDDER'S OFFERED DETAILED SPECIFICATION
		<p><i>required to provide evidence of past installations/ implementations.</i></p> <p>The following should be detailed for each of the past assignments listed:</p> <ul style="list-style-type: none"> <li>i. Name of Client</li> <li>ii. Date of the assignment</li> <li>iii. Description of the assignment;</li> <li>iv. Contact persons</li> </ul>	

***We confirm that we comply with the technical requirements or scope of services as detailed above.***

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Supplier: \_\_\_\_\_