

16<sup>th</sup> April 2026

## **PUBLIC TENDER NOTICE**

### **Request for Proposals (RFP)**

#### **Implementation of Microsoft Dynamics 365 Business Central ERP System**

Community in Need Aid (CINA) is a national non-governmental organization based in Juba, South Sudan, implementing humanitarian and development programs across multiple locations in South Sudan.

CINA invites qualified and experienced vendors to submit proposals for the supply, implementation, customization, training, and support of a Microsoft Dynamics 365 Business Central Enterprise Resource Planning (ERP) System.

### **1. Background**

Community in Need Aid (CINA) currently operates across 8 states in South Sudan and manages multiple donor-funded programs. The organization is transitioning from QuickBooks to an integrated Microsoft Dynamics 365 Business Central ERP system to strengthen financial management, procurement, inventory control, human resource management, and project reporting.

### **2. Scope of Work**

The selected vendor shall be responsible for:

- Supply and implementation of **Microsoft Dynamics 365 Business Central**
- System configuration and customization
- Migration of historical data from **QuickBooks**
- Deployment of cloud-based ERP solution
- Implementation across headquarters and field locations
- Integration of required modules
- User training
- System testing and go-live support
- Post-implementation technical support



### 3. Required Modules

The ERP system shall include, but not be limited to:

- Financial Management
- Procurement Management
- Inventory Management
- Human Resource & Payroll Management
- Asset Management
- Project & Grant Management
- Fleet Management
- MEAL Reporting and Dashboard Modules

### 4. Eligibility Criteria

Interested vendors must meet the following minimum requirements:

- Be an **authorized Microsoft Dynamics implementation partner**
- Demonstrate experience implementing **Microsoft Dynamics 365 Business Central**
- Have at least **three (3) successful ERP implementations**
- Demonstrate experience supporting **multi-location organizations**
- Experience working with **NGOs or donor-funded projects** is an added advantage
- Provide qualified technical and functional implementation teams
- Demonstrate capability to provide **ongoing system support**

### 5. Proposal Submission Requirements

Interested vendors shall submit:

- Technical Proposal
- Financial Proposal
- Implementation Methodology
- Work Plan and Timeline
- Company Profile
- References from similar projects
- Team Composition and CVs
- Microsoft Partnership Certification



## 6. Tender Timeline

Activity	Date
Tender Publication	16 <sup>th</sup> April 2026
Deadline for Clarification Questions	21 <sup>st</sup> April 2026
Proposal Submission Deadline	4 <sup>th</sup> May 2026
Evaluation Period	5 <sup>th</sup> -8 <sup>th</sup> May 2026
Vendor Selection	11 <sup>th</sup> May 2026
Contract Signing	13 <sup>th</sup> May 2026

## 7. Submission Instructions

Proposals shall be submitted electronically to:

✉ [bolmark@cina-southsudan.org](mailto:bolmark@cina-southsudan.org) and cc; [hannah@cina-southsudan.org](mailto:hannah@cina-southsudan.org)

Subject Line:

**RFP Submission – Microsoft Dynamics 365 Business Central ERP Implementation**

Deadline:

🕒 **4<sup>th</sup> May 2026**

Late submissions will not be considered.

## 8. Request for Full Tender Documents

Interested vendors may request the full tender package by emailing:

✉ [davidgarang@cina-southsudan.org](mailto:davidgarang@cina-southsudan.org)

Subject Line: **Request for ERP Tender Documents – CINA**





from the heart of humanity

Munuki A, Block A1 Plot No. 48,  
Off Bilpham Road,  
Juba, South Sudan

## 9. Disclaimer

Community in Need Aid (CINA) reserves the right to:

- Accept or reject any proposal
- Cancel the tender process
- Request additional information from vendors
- Award the contract in whole or in part

**Dr. Daniel Machuor Arok**

**Executive Director**

**CINA -South Sudan**

