



# Social Development Foundation (SDF)

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Memo. No. SDF/Proc./Services/MIS/S-7.0 (RELI)/2023/05

Date: 01/01/2023

## Request for Expression of Interest (REOI) for Hiring of consultancy services for modification of MIS software

1.	Ministry	Financial Institutions Division (FID), Ministry of Finance (MoF)
2.	Implementing Agency	Social Development Foundation (SDF)
3.	Head of Procuring Entity	Managing Director, Social Development Foundation (SDF)
4.	Procuring Entity District	Dhaka
5.	EOI for Selection of	Hiring of consultancy services for modification of MIS software. Package No-S-7.0 (RELI)
6.	EOI No. & Date	SDF/Proc./Services/MIS/S-7.0 (RELI)/2023/05 Date:01/01/2023
7.	Procurement Method	Quality and Cost Based Selection (QCBS)
8.	Budget & Source of Fund	IDA
9.	Development Partner	IDA (World Bank)
10.	Project Code	IDA Credit No-6876-BD
11.	Project Name	Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
12.	EOI Submission	EOI, in 2 (two) sets ( <b>One original + One duplicate</b> ) each with supporting documents, must be submitted in sealed covered envelope at the office of Social Development Foundation (SDF), 22/22, Khilzi Road, Mohammadpur, Dhaka-1207 and be clearly marked on the envelope Expression of Interest for Hiring of consultancy services for modification of MIS software. Package No.-S 7.0 (RELI).
13.	Closing Date & Time	Date: 25/01/2023 Time: 2.00 PM
14.	EOI Opening Date & Time	Date: 25/01/2023 Time: 2.30 PM
15.	EOI Opening Place	Conference Room, Social Development Foundation (SDF)
16.	The specific objectives include	<p>Modification, upgradation, enhancement and fixation of bug of SDF's web-based Management Information System (MIS) that consisting Financial Information System (FIS) Module including Payroll and Provident Fund Management System Module &amp; HRM System Module including Leave Management, Online Performance appraisal and Attendant Management System Module. Modification, upgradation and enhancement of Project Management System (PMS) Module. Modification, upgradation and enhancement of web-based Inventory Management System Module. Developing separate module for Gratuity Provision and Fixed Asset. Improving the interfaces and interlinks of existing SDF-MIS. Modification, upgradation and enhancement of various types MIS report formats based on specific needs. The report formats should include tables, charts, maps, photographs, descriptions/comments etc. with comparison of current status to historical progress and targets, and be in easy-to-understand layouts to facilitate status reporting and decision-making to a wide range of MIS stakeholders. Developing Dashboards for different levels including national, region, district and cluster to demonstrate latest situation of different activities.</p> <p>SDF intends to hire an experienced and reputed consulting firm to conduct the services for modification of MIS software. Details are mentioned in TOR (<a href="http://www.sdfbd.org">www.sdfbd.org</a>)</p>
17.	Qualification & Experiences	<p>The Social Development Foundation now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:</p> <p>General experience of the Firm(s); The agency/firm must have similar experience as a software development firm with experience of designing, developing, maintaining of at least 2 (two) similar computerized web based MIS/ERP system that is being used by some organizations from different office locations, Financial soundness, staffing and logistics of the firm, The agency/firm must have appropriate professional and technical team with high level of competencies to handle tasks and responsibilities. Evidence of engagement of software development professionals should be in the regular payroll of the concerned firm. The firm/agency shall have an ISO 9001 and/or at least CMMI Level-3 Certification.</p> <p>Consultants are requested to submit the following supporting documents in support of the above-mentioned criteria: (i) Up to date relevant registration papers of the firm (s); (ii) JV agreement/letter of intent (if applicable); (iii) Firm's brochure; (iv) Audited financial reports for last three years; (v) Service experience record of Last five (05) years (including nature, total cost of Contract, total input in terms of man month, employer, location of service etc.); (vi) Updated trade license; (vii) Turnover of the consulting firm; (viii) any other information necessary to substantiate the shortlisting criteria listed above and/or included in the TOR; However, Key Experts will not be evaluated at the short-listing stage;</p>
18.	Other details	<ul style="list-style-type: none"><li>• Incomplete/partial EOIs will be rejected. Interested firm(s) must provide focused information demonstrating that they are qualified to perform the services.</li><li>• The firm shall be selected in accordance with World Bank Guidelines for selection of Consultants (July 2016 revised November 2017 and August 2018) &amp; PPR-2008.</li><li>• Activities of implementing units are given in TOR.</li><li>• The authority reserves the right to accept or reject any or all the EOIs or annul the EOI process at any stage without incurring any liability to the affected firm(s).</li><li>• The EOI and Terms of Reference are available in the website: <a href="http://www.sdfbd.org">www.sdfbd.org</a></li></ul>
19.	Name of the Official Inviting EOI	AZM Sakhawat Hossain
20.	Designation and Address of Official Inviting EOI	Managing Director, Social Development Foundation (SDF), 22/22, Khilzi Road, Mohammadpur, Dhaka-1207.
21.	Contact Details	Phone: 02-41022521-4, Fax 02-41022525, Email: <a href="mailto:md@sdfbd.org">md@sdfbd.org</a> ; <a href="mailto:fpdhq@sdfbd.org">fpdhq@sdfbd.org</a> , website: <a href="http://www.sdfbd.org">www.sdfbd.org</a>

A.Z.M Sakhawat Hossain  
Managing Director