

Terms of Reference

For development of Stock/inventory Management System

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, mobile outreach, Marie Stopes (MS) Ladies. It is the local implementing partner of MSI Reproductive Choices (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

Sunaulo Parivar Nepal is delivering health services through over 100 service delivery points, including static clinics (Marie Stopes Centers) and mobile teams. Each service delivery point manages stock between 20 and over 100 pharmaceutical items such as small clinical tools and equipment, drugs, clinical consumables.

Objective:

The objective of the stock/inventory management system in the organization is to be more efficient in managing information/data related to stock/inventory of the organization, minimizing stocks out, and losses due to expiry of items or inventory differences.

Scope of work:

Under the coordination and supervision of Procurement and Finance team of SPN, the outsourced agency shall develop an existing web-based Stock/Inventory Management System which is dynamic and is user-friendly.

Features of Stock/inventory management system:

1. Supplier Management:

- a. -Comprehensive supplier database management for products comprised in a Framework agreement of the suppliers.
- b. Supplier Performance Analysis.
- c. Supplier history.
- d. Supplier price Lists / quotations.

2. Requisition Management:

- a. Generate internal requisitions (request to send items) from service delivery sites to warehouse based on consumption projections and current stock in hand
- b. Automatic generation of minimum, maximum and re-order levels as per the projected numbers
- c. Generate internal requisition, dispatch note, and goods received notes
- d. Digitize approval management system, with users' rights being managed internally

3. Procurement Management:

- a. initiate procurement process for items required and document all the procurement process till the closing of PRF. planning with control / Close procurement.
- b. Procurement Tracking-

- c. 3 Way Matching System – Requisition / Purchase Order / Invoice.
- d. Reporting and Analytics / Dashboards.

4. Inventory Management should be able to incorporate :

- a. Brief product categorization / grouping.
 - b. Product coding system, tracking of expiry dates and batch numbers.
 - c. Multi – company / multiple location inventory management with centralized control system.
 - d. Generate purchase entry / invoice Report / supplier Good Received Note (GRN).
 - e. Dispatching and receiving real-time data.
 - f. Generating shipping challan / Store Issue Notes, packing slips and pick lists.
 - g. Delivery Tracking Alert and Good Received Note report.
 - h. Consumption / Return – Transaction entry & Report.
 - i. Expiry control / damaged loss control / FIFO / optimized inventory levels alert.
 - j. Disposable management & Reverse transaction.
 - k. Inventory Reconciliation with Physical Verification
- The system must provide different access to different staff as per the need, and users rights must be editable internally. The system should be web based and user friendly. The system should be accurate in storing the data of the stock/inventory and allow secured access levels.
 - The system should be able to generate various reports as per requirements such as: Purchase order, store issue, good received notes, Inventory reconciliation, invoice, expiry and dashboards. The system should support exporting/downloading of datasets to other programs such as Microsoft Excel, csv, pdf for further analysis and reporting.
 - The system will have to maintain a detailed level of tracking and recording of user activities on the system regarding access to the system, and modifications of data therein.
 - The system should be friendly with the SUN system

Deliverables:

- Develop a complete Stock/inventory management system as per the need of SPN as mentioned above
- Installation of the system in SPN server
- Import existing data to the system
- Provide training/ orientation to core staff on using the system
- Provide User manual (in English and Nepali)
- Provide warranty after handover of complete finalized system, provide after sales service (Annual maintenance contract).

Time frame:

Timeframe for the completion of the software will be as per the agreement between both the parties.

Terms and Payment:

The payment will be released in three installments. The payment modality is as follows:

Installment	Percentage	Deliverables
1 st Installment	20%	Installation of software
2 nd Installment	20%	Import of existing data into the system
3 rd Installment	60%	Upon handover of the software

Qualification:

Applicants must:

- Be organizations with more than 3 years of experience in software development or customizing
- Have developed stock/inventory management system in other organizations specially experience with other development sectors

Kindly provide your proposal including following information:

Technical proposal:

- Features of proposed software (referring to the aforementioned scope of work)
- Hardware, software and other requirements
- Deliverables
- Time schedule

Financial proposal:

- Estimated cost for the development of the system as per the Scope mentioned above
- Recurrent costs for instance cost per user, annual maintenance fee
- VAT registration
- Latest tax clearance
- Latest Audit report
- Company Registration document

Organizational Information:

- Organization Profile
- Organization Structure and size
- Previous experiences, name, email address of 5 references
- Clientele list mentioning the task accomplished
- CV Key personnel of the organization and system developers who will be involved in this assignment

Please note that you will be requested to make a demo of the software as a part of the selection process.