



**CALL FOR EXPRESSION OF INTEREST FOR AN UPGRADE  
OF THE GLOBAL ENTERPRISE RESOURCE PLANNING  
(ERP) SYSTEM FOR AMREF HEALTH AFRICA**

**TENDER NO. AMREF/09/02/2024/001**

## Preamble

Amref Health Africa is the leading international health non-governmental organization based in Africa. Working with and through African communities in over 35 countries, health systems and governments, Amref Health Africa's vision is lasting health change in Africa. With headquarters in Kenya, Amref Health Africa has physical offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Zambia, Malawi, South Africa, and West Africa, as well as 11 countries in Europe and North America. For more information, visit our website [www.amref.org](http://www.amref.org)

Amref Health Africa invites bids from eligible bidders for the Expression of Interest in implementing **an upgrade of Microsoft Dynamics Navision 2017 to the latest Dynamics 365 Business Central on premise**. The upgrade of the existing system is geared towards enhancing security measures, safeguarding sensitive data against evolving cyber threats, achieve Scalability for the organization's growing needs, compatibility with new technologies and updates and adherence to regulatory and the software life. The existing system is extensively customized and fully integrated with all modules, among them; Finance and Accounting, Advanced Human Resource, payroll for different countries, Mobile money disbursement, Fleet management, Inventory, advanced Procurement and Grants management. The system is supported by various secure web-based portals for internal users and partners.

## Section 1: Invitation to Tender

1. Amref Health Africa invites bids from eligible bidders for the Expression of Interest in implementing **an upgrade of Microsoft Dynamics Navision 2017 to the latest Dynamics 365 Business Central on premise**.
2. Interested eligible bidders are invited to a virtual Pre-bid conference on **Thursday 15<sup>th</sup> February 2024** starting **11AM EAT**.

To access the pre-bid conference kindly join through Zoom link;

[https://amref.zoom.us/meeting/register/tZckdOyvrd4uEtEV2fE-ha\\_Cag66kjbWHaxN](https://amref.zoom.us/meeting/register/tZckdOyvrd4uEtEV2fE-ha_Cag66kjbWHaxN)

After registering, you will receive a confirmation email containing information about joining the meeting.

3. Completed bids for preliminary and technical requirements must be submitted **ONLY** via email to [erp.eoi@amref.org](mailto:erp.eoi@amref.org) on or before **Thursday 22<sup>nd</sup> February 2024**. No bids will be accepted after **5PM EAT** on the closing day.
4. Bids will be opened on **Friday 23<sup>rd</sup> February 2024** at **11AM EAT**. Interested bidders who wish to attend the bids opening can join via Zoom link;  
<https://amref.zoom.us/meeting/register/tZcsf-CsrzgjE9P9wQfbHH4LsmMfDP1nqS21>  
After registering, you will receive a confirmation email containing information about joining the meeting

## Section 2: Evaluation Criteria

Interested bidders are requested to respond with the following details:

### A: Preliminary Evaluation Criteria

	<b>Mandatory Requirements</b>	<b>Max Score</b>	<b>Score</b>	<b>Comment/Remarks</b>
1.	Certificate of Incorporation/Certificate of Registration.	1 or 0		
2.	Copy of Valid Tax Compliance certificate.	1 or 0		
3.	The company profile with a brief history about the company/ organization including senior management structure.	1 or 0		
4.	Copies of 2 audited financial reports (2021 and 2022) and each must be signed and dated by the auditor and the firm's Directors.	1 or 0		
5.	At least two Job references for similar assignments the company has undertaken for institutions within or outside Kenya within the last three years 2021,2022 and 2023 (attach LPOs, appointment letters/ contracts for the consultancies), including contact details for clients willing to provide references.	1 or 0		
6.	Must provide proof of valid Microsoft Dynamics implementation partnership.	1 or 0		
7.	Must attach CVs of at least three (3) lead consultants, or team members likely to be assigned to the project.	1 or 0		

***Note: Bids missing any of the above mandatory requirements numbered 1 to 7 will be considered as non-responsive bid and shall not proceed to the technical evaluation stage.***

***B: Technical evaluation criteria***

Technical Requirements		Max Score	Actual Score	Comments/Remarks
1	The proposed software name and version.	10		
2	Draft upgrade plan/ timeframe.	10		
3	Post-implementation Support structure	10		
4	The proposed upgrade methodology or approach.	10		
5	Data Migration strategy	10		
<b>Total Score</b>		<b>50</b>		
<b><i>Note: Bidders who score below 30 Marks in the Technical requirements will be considered as non-responsive and therefore will be eliminated at this stage</i></b>				

Completed bids for preliminary and technical requirements must be submitted ONLY via email to [erp.eoi@amref.org](mailto:erp.eoi@amref.org) on or before **Thursday 22<sup>nd</sup> February 2024**. No bids will be accepted after **5PM EAT** on the closing day.

***Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision.***