

Request for Expression of Interest (EOI) for Website



Small & Medium Enterprise Foundation
 Royal Tower, 4, Panthapath, Kawran Bazar, Dhaka-1215.
 Phone: 8142983, 55013983 Website: www.smef.gov.bd

Request for EoI for selection of ERP software firm/s

1	Request for	Request for EOI for preparing an Enterprise Resource Planning Software Adoption among SMEs' Trade Bodies'
2	EoI ref no. with date	36.12.0000.035.07.20/ 136 Date:: 21 January 2021
3	EoI closing date	February 04, 2021 at 02:00 PM
4	Place of EoI submission and Contact details	New Address: SME Foundation Parjatan Bhaban (7 th -8 th Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207. Tel: 8142983, Cell: 01727499802, 01712691317, 01820059314 E-mail: mastafizur.rahman@smef.gov.bd ; rakib.khan@smef.gov.bd ; saifur.rahman@smef.gov.bd ; jona.talukdar@smef.gov.bd Website: www.smef.gov.bd
5	Qualification and Experience required:	<ol style="list-style-type: none"> The firm must have at least one Work Order and related Work Completion Certificate for Business system (with Accounting) by the organization should be submitted. 04 months development with 02 years maintenance & support after the Software deployment. Updated BASIS membership. The Domain Expertise should be preferably in consideration of relevant academics and professional qualification. Such as Programmer/Technical team should hold degree in CS/CSE/Software Engineering or related area. CVs of all team members must be submitted with EOI.
6	List of necessary documents:	<ol style="list-style-type: none"> Supporting documents e.g. Work orders or Work Completion Certificates must be submitted in support of at least 03 years of experience in software. Organization must submit all the legal documents, namely: <u>up to date (2019-20) & valid Trade License or Certificate of Incorporation, Income Tax Payment Certificate (2019-20) with TIN No and VAT Registration Certificate</u>. If any organization enjoys any kind of waiver of VAT and Tax the relevant documents must be submitted. In order to prove financial solvency the organization must submitted Bank solvency certificate issued by the Bank with seal, authorized signature and date or summary of audited financial statement of last two years attested by the bidder. If two or more organizations make consortium then they have to submit proper legal documents.
7	Special Instruction:	<ol style="list-style-type: none"> Outer envelope should be marked with name and reference no. of the EoI In any circumstances, no EoI will be accepted after due date and time. A short-list of firms will be prepared from the firms who will register their expression of interest to this advertisement. Request for Proposal (RFP) will be distributed to the short-listed firms for the submission of proposals. Final selection will be made on the basis of Quality and Cost Base Selection (QCBS) method.
8	Pre-proposal meeting	A Pre-Proposal meeting of all the Technical Bidders (the short-listed EOI applicants) will be convened at SMEF Office. The purpose of this meeting will be to clarify the requirements as envisaged by SMEF and also to address the queries if any, of the Technical bidders.
9		SMEF reserves the right to accept or reject any or all of the EOIs or cancel the procuring process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s). SMEF will not be responsible for any cost or expenses incurred by the applicant in connection with the preparation or delivery of the EOI. SMEF will not be responsible for any delay in submission including delay due to postal or any other reason.
		Sd/ Managing Director