



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf-bd.org

Reference: 53.23.0000.040.03.008.21.3638

Date: 16 June 2022

Subject: Request for Expression of Interest (REoI) for selection of consulting firm following the FBS method for the “Development of Accounting Software for automatic production of Withdrawal Applications (WAs) and other Financial Statements” under Rural Microenterprise Transformation Project (RMTP) of PKSf.

Palli Karma-Sahayak Foundation (PKSF) is an apex development organization established by the Government of Bangladesh in 1990 for poverty alleviation through employment creation. Since its inception, PKSf has been implementing various development programs and projects through its partner organizations (POs) all over Bangladesh. Currently, PKSf is implementing a six-year project titled ‘Rural Microenterprise Transformation Project (RMTP)’ from January 2020. The project is jointly financed by IFAD, PKSf, POs of PKSf, Private sector organizations, entrepreneurs and NBFIs. This USD 200 million-project is focusing on promoting high-value agricultural products. DANIDA participates in this project as a co-financier to implement value chain activities. PKSf is extending financial services for microenterprises, undertaking value chain enhancement interventions through this project in order to expedite poverty reduction.

To fulfill requirement of IFAD (in accordance with Financing Agreement, Letter to the Borrower/Recipient etc.), PKSf needs to submit Financial Reports and Withdrawal Applications in prescribed formats on a regular basis. As per requirement of IFAD, RMTP needs to produce and submit to the Fund software based Withdrawal Applications and other reports and statements of the project. PKSf has taken an initiative to develop accounting software to produce Withdrawal Applications (WAs), Financial Statements etc in prescribed formats to meet the requirements of IFAD. In this regard, PKSf is going to hire a competent consulting firm to provide the above-mentioned software development service.

The objective of development of the accounting software is to enable RMTP PMU so that it can automatically generate Withdrawal Application (WAs) and other reports/statements in prescribed formats of the Project as per the requirement of IFAD. The development work should be done in a way so that it can be modified quickly and easily when required without affecting the existing PKSf Core Accounting Software.

Necessary Information:

01	Agency	Palli Karma-Sahayak Foundation (PKSF)
02	Name of Procuring Entity	AQM Golam Mawla, Deputy Managing Director-2
03	Title of Service	“Development of Accounting Software for automatic production of Withdrawal Applications (WAs) and other Financial Statements”.
04	Procuring Entity District	Dhaka
05	Expression of Interest (EoI) for	Selection of a consulting firm following the FBS method for the “Development of Accounting Software for automatic production of Withdrawal Applications (WAs) under Rural Microenterprise Transformation Project (RMTP) of PKSf.



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06	EoI Ref. No.	53.23.0000.040.03.008.21.3638	
07	Package No.	PKSF/RMTP/SD-02	
Key Information			
08	Procurement Method	Fixed Budget Selection (FBS)	
Funding Information			
09	Budget & Source of Fund	PKSF own fund and IFAD	
Particular Information			
10	Name of the Program	Selection of a consulting firm following the FBS method for the “Development of Accounting Software for automatic production of Withdrawal Applications (WAs) under Rural Microenterprise Transformation Project (RMTP) of PKSF.	
11	EoI Submission	EoI, in two sets (1 original & 1 duplicates) each with supporting documents, must be submitted (<u>using shortlisting questionnaire with attached formats</u>) in sealed covered envelope at the PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207 directly or by courier/mail and be clearly marked on the envelope: Selection of a consulting firm following the FBS method for the “Development of Accounting Software for automatic production of Withdrawal Applications (WAs) under Rural Microenterprise Transformation Project (RMTP) of PKSF.	
12	EoI Closing Date & Time	Date: 04 July 2022	Time: 2:30 pm
Information for the Applicant			
14	Brief Description of Assignment	<p>a) A separate reporting module to be developed (flexible reporting period) based on the information or transactions provided under RMTP or any other Project in the existing accounts module that may be introduced in future. This newly developed module must not hamper the operations of existing Accounts module but contribute in the consolidated Accounts.</p> <p>b) The configuration part will also accommodate different conditions, percentages, ceiling amount etc. relevant to different categories of expenses based on the agreement with the donors.</p> <p>c) An Interface to be developed to prepare Withdrawal Application, which will maintain, system generated sequential number for each Application under the project.</p> <p>d) The module will have currency (Euro) exchange rate history, which will facilitate to preserve the data in Euro along with Taka.</p> <p>e) The system should have option for accommodating Cumulative Figures of Income and Expenditure for IFAD, DANIDA, PKSF, Beneficiaries, MFIs, Private Sector and PO’s Contribution (up to the last reporting period – from</p>	



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		<p>inception to till date) heads. The figures in taka will come from the accounting Ledger posting.</p> <p>f) A comprehensive Bank Account Reconciliation Statement to be developed for the account of RMTP as per donor's requirements.</p> <p>g) A comprehensive Budgetary Monitoring Tool to be developed.</p> <p>h) For Microenterprise Loan reporting, the system has to take information of PO wise loan information from FMS.</p> <p>i) Formats for Withdrawal Applications, Annual and Semi-annual/interim project financial statement, budget monitoring tool and project expenditure statement may be revised from time to time.</p> <p>j) Different reports for the project. The figures will be shown in BDT. Figures in Euro should have been provided in the statements concerning the designated account.</p> <p>k) A user security system to be developed for project wise user maintenance.</p> <p>l) Consulting firms are requested to visit the website: http://pksf-bd.org for ToR and shortlisting questionnaire in details.</p>
15	Qualification & Experiences	<p>a) The consulting firm must have at least 07 years of general experiences in Design, Develop, Installation, Testing and Commissioning of Accounting/Financial Management Software.</p> <p>b) The firm must have 05 years specific experiences in implementation of IT infrastructure in financial/government or multinational organization.</p> <p>c) The firm should be able to demonstrate a good grasp of technical concepts and have solid all-round experience in project management, particularly in Oracle platform.</p> <p>d) The consulting firm's knowledge about developing accounting/financial management software/system of an organization having microfinance operations will be treated as a special qualification.</p>
16	Documents should be submitted along with EoI	<p>a) Profile of the firm (including Name, Address, Telephone/cell, Fax, Email, Website etc)</p> <p>b) List of logistics (Office equipments, transport facilities etc)</p> <p>c) Office space</p> <p>d) Copy of updated certificate of income tax and value added tax.</p> <p>e) Copy of valid registration certificate</p> <p>f) Financial audit report of at least last three years.</p>
17	Association with foreign firms	Not Encourage



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Procuring Entity Details		
18	Name and Designation of the Official Inviting EoI	AQM Golam Mawla, Deputy Managing Director-2 & PE, PKSF
19	Address and contact details of official inviting EoI	PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207. Phone No.:88 02 8181011, Email:mawlapksf@gmail.com


AQM Golam Mawla 16/6/22
Deputy Managing Director-2 & PE
PKSF