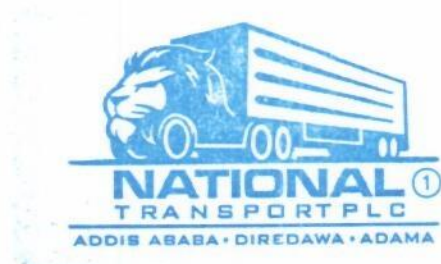




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SCOPE OF WORKS NATIONAL TRANSPORT ERP DEVELOPMENT





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ERP DEVELOPMENT

1. PURPOSE: The main purpose of this Scope of Works is to brief the potential developers regarding the ERP Development services required for NATIONAL TRANSPORT PLC, ETHIOPIA.

2. SCOPE: ERP DEVELOPMENT
MOBILE APP DEVELOPMENT
INTEGRATION OF ERP - TELEMATICS - MOBILE APP
TRAINING
HOISTING
COMMISSIONING
SYSTEM MAINTENANCE

3. RESPONSIBILITIES: The Chief Operating Officer will interact with the market, seek techno-commercial proposals, prepare comparative statement of tenders, seek approvals and oversee production and commissioning.

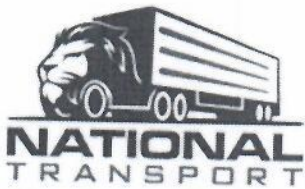
4. DEFINITIONS: ERP The National Transport PLC ERP System.

Non- disclosure In relation to this SOW, NON DISCLOSURE means, the ethical practice of not making any information, related to the development of this ERP system and any info regarding the company or its stake holders, known to third party.

Confidential Information

- a. All information used for this project or contained in whatever form (whether in electronic or any other medium whatsoever), related to the National Transport PLC’s business operations or material that has or could have commercial value or other utility in





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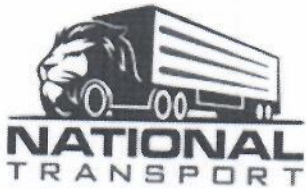
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the business in which National Transport PLC is engaged.

- b. All technical, commercial, strategic and scientific information, know-how, trade secrets, processes, designs, drawings, specifications, analyses, studies, copyright, software control strategies, system engineering software, information regarding products, suppliers, customers and contracts, financial information and data, and generally all information regarding the business, affairs and the method of carrying out business of National Transport PLC.
- c. The contents of all feasibility and market studies and any documents connected with "National Transport PLC" undertaking, agreement in connection with any proposed collaboration, partnership, sub dealership or contractual understanding, proposed or contemplated by the "National Transport PLC or any related party, together with any commercial, financial, technical, operational and administrative methods, models, data, documentation, diagrams, research, development, processes, procedures, analysis, business plans and/or strategies;
- d. All works prepared or developed whether by "National Transport PLC" alone or in conjunction with partners or





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employee and/or other persons from time to time, including the right to obtain, hold and render, in the Disclosing Part's own name, all related patents, copyrights and registrations;

- e. All information relating to the products sold by the "National Transport PLC" (including, inter alia, pricing information, terms and trading conditions, customer information and competitor information);
- f. The nature of the discussions taking place between the Parties and the potential business relationships contemplated;
- g. Any other information which is not available at the time of the disclosure as being, or which by its nature constitute as confidential.

5. ABBREVIATIONS:

NTPLC	National Transport Public Limited Company
NCSC	National Cement Share Company
IT	Information Technology
HOD	Head of Department
COO	Chief Operating Officer
CEO	Chief Executing Officer
NTMS	National Transport Management System
CFO	Group Chief Financial Officer
CSO	Chief Support Officer





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6. **Introduction:** National Transport PLC was Established on Oct 6, 2014 and incorporated and commercially registered on July 21st 2021, with a vision to create a totally focused and quality driven service organization committed to provide Logistics Services to National Cement Share Company and other third party companies in Ethiopia. NTPLC is one among the group companies of East African Holding SC, Ethiopia.

7. **Current Services:**

- 7.1 Transportation Services (We own a fleet of 150 trucks)
- 7.2 Cement Sales - NTPLC is one of the authorized distributors for NCSC
- 7.3 Transport Brokerage

8. **Future services:**

- 8.1 Trading - Tire, Auto Spares, Safety Equipment
- 8.2 3PL Services

9. **Overview:** Currently, NTPLC is using a local Telematics Service company for its fleet tracking and FMS services. For the MIS, we are currently using indigenously developed EXCEL reports for Operations, Workshop, Stores, HR etc. For Finance, we are using PEACHTREE.

The Primary aim of this project is to design a comprehensive ERP system integrated with the Telematics. The main objective that should drive this project is a seamless visibility of operations with respect to sales, operations, Men, Material, maintenance, accounting and maintenance activities with minimal human intervention.

The ERP design should accommodate future expansion / diversification plans as mentioned above.

10. **Objective of the ERP:** The overall goal of this project is to implement Enterprise Resource Planning System for National Transport PLC, which is one of the business entities under the East Africa Holdings umbrella that comprises 15 more companies operating in different sectors. The new ERP system is to replace the current transaction processing system that involves Peachtree accounting and different spread sheet system with a fully integrated, efficient, world class system running on up-to-date technology that supports and in line with Best Business Practices as well as providing flexibility in reporting.

The ERP system should meet the following objectives:

- 10.1 Enable to gain efficiencies in such a way that information will be captured at one point.





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- 10.2 Provide reports on a real time basis thus improving the timeliness, accuracy, and consistency of information; and improving internal company operations.
- 10.3 Provide a single, comprehensive, and integrated solution to manage the company business process.
- 10.4 Streamline business processes through automation, integration, and improved business workflow.
- 10.5 Provide enhanced reporting that promotes data-driven decision capability.
- 10.6 Promote the implementation of processes based on best practices.
- 10.7 Provide a user friendly and intuitive user interface to promote system usage, productivity, and to minimize the need for intensive training.
- 10.8 Eliminate the need for “offline shadow systems” including spreadsheets, etc. to support financial activities and to track project expenditures and status.
- 10.9 Improve and provide necessary reports and access to data through inquiry or drill down capabilities, including mandated reports for auditing.
- 10.10 Minimize human intervention requirements.
- 10.11 Provide ability to scale up within the proposed solution with full dedication.
- 10.12 Improve our ability to service our customers by leveraging technology to achieve a competitive advantage
- 10.13 Improve operational efficiencies throughout the organization
- 10.14 Reduce operational costs.
- 10.15 Should be interactive with separate logins for the company users and clients. Clients should be able to track their cargo using the provided tracking ID.
- 10.16 The ERP should have the following modules:
 - 10.16.1 Accounting and Finance
 - 10.16.2 Asset Management
 - 10.16.3 Purchases and Contracting (Procurement)
 - 10.16.4 Fleet Management
 - 10.16.5 Inventory Management System
 - 10.16.6 Sales and Distribution
 - 10.16.7 Workshop Management
 - 10.16.8 Customer Relationship Management (CRM)
 - 10.16.9 Human Resources Management
 - 10.16.10 Payroll Functionality
 - 10.16.11 Business Intelligence
 - 10.16.12 Audit System
 - 10.16.13 Reporting / real time dash board
 - 10.16.14 War room monitors console: A set of three large monitors; central unit displaying the current locations of assets via telematics, left unit displaying the order status and the right unit displaying live allocation status.
- 10.17 The developed system should be able to communicate live with the War Room Monitors. The confirmed orders, the allocations made and the truck





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availability should appear with live updates on the monitors in order to make decision making easy.

10.18 The Developed system should have a back end and also a mobile app where the drivers and managers and supervisors can login, which will enable them to make necessary data entry using the android or iOS hand helds.

10.19 Should be able to generate Tax Invoices, Proforma Invoices etc. and dispatch the same through the official emails to the customers and other stake holders.

10.20 It should be able to track the debtor and creditor status and provide mail alerts regarding the due payments.

10.21 Integration between below component systems

- 10.21.1 ERP
- 10.21.2 Biometric Attendance
- 10.21.3 Telematics system
- 10.21.4 Mobile Application

10.22 Supply and Installation of Associated Hardwares

11. The Proposal Scope: The project requires that the vendor not only provide the software that contains the functionality require, but also has a viable, detailed and reasonable 'plan of approach' to the project, an effective training process and support capabilities for NTPLC personnel after installation. Therefore, the vendor response should address the following components:

11.1 The Proposed methodology for the performance of tasks.

11.2 The Work Plan should include a detailed description of the methodology for accomplishing required work tasks and their interrelationships.

11.3 The Work Plan shall include a project schedule, which explains the sequencing and interrelationships of the work tasks graphically for all work tasks on the project.

11.4 The Work Plan should include all tasks for the vendor and NTPLC personnel and clearly define responsibility for each task.

11.5 The Work Plan should clearly identify critical path goals and time frames. It should also define up to Go-live project checkpoints.

11.6 The NTPLC is expecting a minimum install with as little customization as possible.

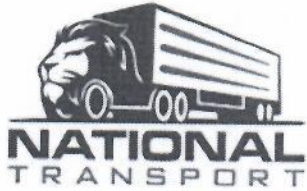
11.7 The vendor will create a Work Plan that will provide the installation of a system, provide documentation and professional/standard training guides for system use during and after implementation.

11.8 Vendor will detail the System requirements, hardware, software and security requirements in the proposal.

11.9 A detailed explanation of the vendors supports policies in the first year of implementation and support policies in subsequent years.

11.10 A summary of the proposed costs including:



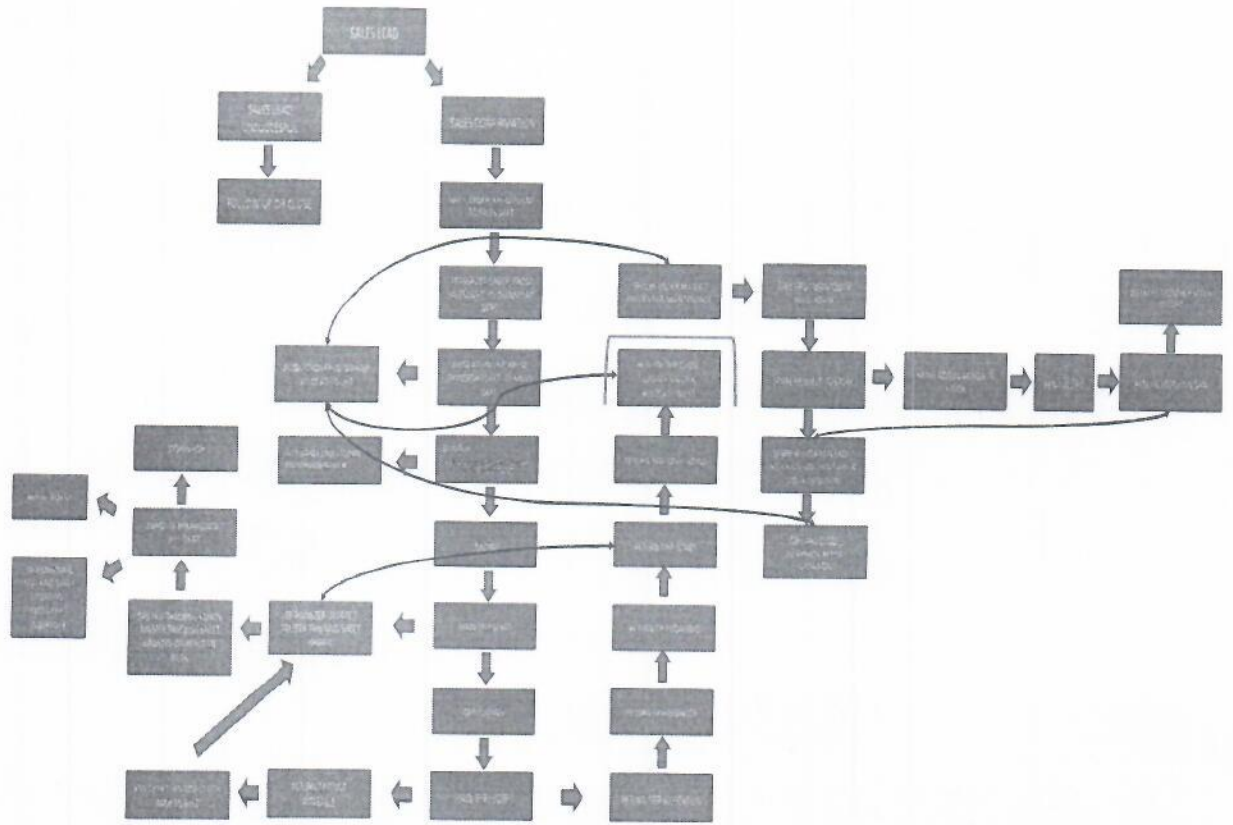


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11.10.1 Initial estimate of professional services, including travel costs and estimated hardware costs

11.10.2 First year support costs

12. Business Process Flow:



13. Business Organization:



Business Divisions under the Company

Current Fleet Strength: 150
Proposed increase in the fleet strength:
 1. 2023: 100 progressive total: 250
 2. 2024: 150 progressive total: 400
 3. 2025: 200 progressive total: 600
Current Staff Strength: 300 (170 Drivers, 70 Mechanics, 40 junior staff, 20 Supervisors 10 Managers)
Business Locations:
 1. Operations: Dire Dawa (550 KMs from Addis and 415 KMs from Adama)
 2. Workshop: Adama (415 KMs from DD & 135 KMs from Addis)
 3. Corporate Office: Addis Ababa





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14. Ownership and Contact Person: All enquiries and correspondence regarding the bid should be addressed through letter or email to:

Name: M Devadas Babu

Mobile Phone: +251 979020308

Email: devadasb@nationaltransportplc.com and CC to eleabg@nationaltransportplc.com & abiym@nationaltransportplc.com

14.1 No bidder shall contact NTPLC or the assigned personnel above on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.

14.2 Any effort by a bidder to influence the NTPLC or the evaluation committee in its decisions on bid evaluation, bid comparison or contract award may result in the rejection of the bidders bid.

15. Bid Submission: Techno-Commercial

15.1 The Bidder shall submit the bid in two parts; Technical & Commercial

15.2 The bidder shall indicate on the price schedule the unit prices where applicable and total bid prices of the services it proposes to provide under the contract.

15.3 Prices quoted by the bidder shall remain fixed during the term of the contract unless otherwise agreed to be changed by the parties.

15.4 A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph.

15.5 If the proposed system cost is based on number of users, the bidder must provide the bid price as an aggregate cost, by taking its own estimate of the number of users based on the existing system users of NTPLC presented under the title "Number of Users" of this RFP document.

15.6 Prices indicated on the price schedule shall be the cost of the service and equipment / Hardware and quoted including all taxes involved.

15.7 The Bids shall be shortlisted based on the Technical Proposal, initially and the commercial Bids of only those shortlisted based on the technical proposal shall be considered.

16. Bid Submission Deadline: The bid must be submitted to NTPLC main office at Building, 2nd floor or by way of mail to the Mail IDs provided in Clause 14, until the bid closing date on Thursday March 31, 2022, 11:00 am. This date may only be extended if NTPLC is convinced that there is a need to do so. This is done by amending the bid document in which all rights and obligations are extended to NTPLC and all bidders making them to be subject to the amended deadline.





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17. Validity of Bids: Bids shall remain valid for 90 days after the date of bid opening as prescribed in this document. A bid valid for a shorter period shall be rejected by NTPLC as non-responsive.

17.1 In exceptional circumstances, the Tender Committee may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

18. Tender Evaluation and Vendor Selection: The evaluation involves three stages, in which preliminary evaluation and mandatory documents are evaluated and checked in the first general evaluation stage; technical evaluation is conducted on the second system evaluation stage, and the final evaluation is conducted considering the financial proposal for the system implementation by the bidders. The details at each evaluation stage are presented in detail below.

18.1 The bid evaluation committee shall evaluate the bid within 2 weeks from the date of opening the bid. To be qualified vendor, the bidder must meet the following criteria:

18.1.1 Necessary partnership with the software provider (for international system vendors) where applicable, qualifications, capability, experience, support & training services, equipment and facilities to provide the proposed system and related services.

18.1.2 Legal capacity to enter into a contract for procurement.

18.1.3 Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to foregoing.

18.1.4 Shall not be excluded from participating in public procurement.

18.2 General Evaluation Stage: The evaluation committee shall first conduct a preliminary evaluation to determine whether: -

18.2.1 The bid has been submitted in the required manner;

18.2.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

18.2.3 The bid has been signed by the person lawfully authorized to do so;

18.2.4 The bid is valid for the period required; and

18.2.5 All required documents and information have been submitted.

18.3 Statutory / Mandatory Requirements

18.3.1 Certificate of Company/Firm registration (Renewed business license)

18.3.2 Tax compliance certificate





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- 18.3.3 Certificate /MAF/ of Software provider partnership/delegation where applicable
- 18.3.4 Standard bidding documents and forms, Executive summary, company profile
- 18.3.5 Proposed system details, hardware and software requirements, Functional and non-functional system requirements, implementation methodology and approach
- 18.3.6 Duly signed commitment letter for 1-year warranty provision and free maintenance and support for the same period
- 18.3.7 Proven physical location and address of the firm
- 18.3.8 Testimonial letter from other organization
- 18.3.9 Details of CV of project manager and experts assigned for this project implementation.
- 18.3.10 Bids which do not satisfy any of the above requirements shall be rejected.

19. Technical Evaluation Stage

- 19.1 The technical evaluation committee appointed by NTPLC shall evaluate the proposals based on the responsiveness of the bidder to the Terms of Reference (TOR), applying the evaluation criteria provided.
- 19.2 Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important/mandatory aspects of the Terms of Reference or if it fails to achieve the minimum technical score.
- 19.3 To qualify for stage three (Prototype demonstration on proposed modules of the ERP system based on need assessment and real data of NTPLC) bidders must achieve a minimum score of 70 points out of the maximum allocated points in the evaluation criteria. This will then be weighted using the formula: $S/100 \times T = TS$, where S is the Bidder's score, T is the technical weighted for technical evaluation and TS is the weighted technical score.
- 19.4 The technical (T) and financial (F) evaluation will be allocated weights of 65% and 35% respectively.

N.B.: - Document evidence must be provided for each requirement; non-compliance shall lead to disqualification.

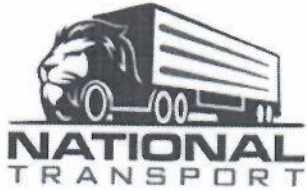
PRELIMINARY EVALUATION

Technical Bid	Commercial Bid	Regn. doc	Tax Compliance	Partnership Docs	System Details / Methodology / Approach	Warranty Commitment	Physical Location	Project Manager CV

TECHNICAL EVALUATION

Methodology / Approach	Business Requirement Document	Business Process Flow	Business Req. Document	Unit Cost	Integration	Ease of User Interface	Modules	Integration	Output Report / Dashboard





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10	10	10	10	10	10	10	10	10	10
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20. System Demonstration

Bidders who qualify on the previous three evaluation stapes, will be invited to present prototype demonstration of the proposed ERP system modules based on the general requirements of NTPLC.

21. Financial Evaluation: Bidders who have scored a minimum of 70 points out of 100 points on the technical evaluation stage, are considered for financial evaluation.

21.1 Bidders shall state their bid price for the payment along with a schedule of payment.

21.2 System cost for user-based licensing software, shall be presented in an aggregate, based on the total number of users that the bidder believes to be appropriate enough to handle all the requirements of NTPLC (Where applicable).

21.3 Bidders are, however, permitted to state an alternative (Only one more) payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. NTPLC may consider the alternative payment schedule offered by the selected bidder.

21.4 The financial comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

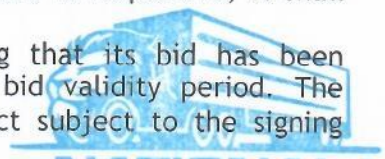
21.5 Software cost and hardware cost (if there is) will be considered separately.

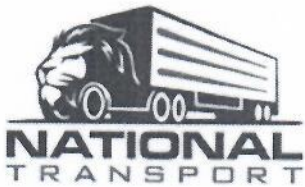
22. Contract Award and Notification

22.1 The determination will consider the bidder’s financial and technical capabilities. It will be based upon an examination of the documented evidence of the bidder’s qualifications submitted by the bidder, as well as such other information as the NTPLC deems necessary and appropriate. NTPLC will award the contract to the successful bidder whose bid has been evaluated and to be substantially responsive to the specifications and has been evaluated to score the highest points, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

22.2 NTPLC reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Procurement Committee’s action. If the NTPLC determines that none of the bidders is responsive; it shall notify each bidder who submitted a bid.

22.3 The selected bidder will be notified in writing that its bid has been accepted, before the end of the expiration of the bid validity period. The notification will indicate the formation of the contract subject to the signing





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between the selected bidder and NTPLC. The other bidders shall be notified that their bid have not been selected, at the same time.

23. Signing of Contract: Within Five working days of receipt of contract form, the selected bidder shall sign under seal and date, the contract agreement for the ERP system implementation project and return it to NTPLC. The contract signing by both parties shall be completed within Ten working days from the date of notification of contract award unless there is administrative review request.

24. Undertaking

7.1 The Development Service provider understands that all the data, communications and information shared during this project, from RFP until commissioning are confidential and the DSP is bound by the NDA, which the DSP agrees to abide by from the time the DSP responds to this RFP.

7.2 All the works and products that is shared and that may emerge during the course of this project shall be the intellectual properties solely owned by the company, National Transport PLC, Ethiopia within the Federal Democratic Republic of Ethiopia. The DSPs shall not duplicate, replicate or share any of the materials, ideas, designs, and business models with any third party of any industry at any location across the Federal Democratic Republic of Ethiopia.

7.3 The DSP shall assign their resources and staff on site as required for the development, implementation, post commissioning continuity training and warranty and post sales service in Ethiopia, at their own expense.

7.4 The DSPs are expected to sign this document for having understood and agreed to abide by the terms and conditions mentioned herein and submit a copy back to the IDs mentioned in Clause 14 ASAP. This acknowledgement will serve as an expression of interest of the bidder to participate in the bid.

Yours Sincerely,

For National Transport PLC
Date: 14 MAR 2022

