

The Associated Newspapers of Ceylon Ltd
Request for Proposals
Automated Procurement Management System

The Associated Newspapers of Ceylon Ltd (ANCL), calls for proposals from reputed implementers & system integrators to submit an automated procurement management system. ANCL is in the primary business of publishing newspapers and periodicals for sale. The procurement department involves with the functional areas of imports, local purchases, wharf and disposals.

The procurement management system should support the aspects of supplier management, sourcing, contract management, procurement process with several steps from originating the request to order placement, follow up and financial settlements.

Detailed RFP including the Scope of work is available at the web site www.lakehouse.lk/tenders .

The successful implementer should provide a Performance bond from approved bank operated in Sri Lanka. The procurement committee of the ANCL will decide the value of the bond , depending on the circumstances.

Vendors who are interested in providing the above mentioned services to ANCL are requested to submit proposals including company Profile, references, contact details and financial proposals for the above.

Proposals should be sent in sealed envelope marked as **“Procurement Management System”** on the top left hand corner and sent to **Head of Procurement on or before 7th August 2018 at 3.00 p.m.**

The Associated Newspapers of Ceylon Ltd. reserves the right to accept or reject any or all offers without assigning any reason what so ever.

Head of Procurement
THE ASSOCIATED NEWSPAPERS OF CEYLON
LTD.

No. 35, Lake House, D.R. Wijewardene
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Colombo – 10.

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The Associated Newspapers of Ceylon Ltd
Request for Proposals
Automated Procurement Management System

The Associated Newspapers of Ceylon Ltd (ANCL), calls for proposals from reputed implementers & system integrators to automate the procurement process. The procurement department involve with the functional areas of import, local purchasing, wharf and disposals.

The procurement management software solution should support the following aspects:

1. Supplier management- Supplier registration, supplier database
2. Sourcing - bid document distribution, bidding ,bid tabulation, RFP/RFO & Advertisement templates
3. Contract management - supplier contract database, Contract document management, Expiration alerts
4. The procurement process consists of many steps such as originating the request, upgrade the current stock position, approval to proceed, quotation calling, recommendation, committee meetings & approvals, issuing the P/O, establish L/C and arrange payments, follow up the confirmed order, verify the invoice etc.Further the clearing process of import consignments is also involved.
5. All procurement related activities should be supported on a Work flow environment where all stake holders of the system access and respond on a real time basis.
6. Three – way matching of procurement settlement (P/O, Invoice , GRN) is required.
7. System should be a web based on premise system to be access through the company intranet. Any Department within the institution should have the facility to access the system without any license restrictions.
8. System should be integrated with the finance system. Current finance system is based on MSSQL Database. Flat-file data transfers are unacceptable. ANCL will provide details to facilitate this exchange.
9. The stock is not currently automated and proposed system should have the facility to be integrated with the stock and inventory module.
- 10.ER Diagrams of the Database should be provided.

11. Reports should indicate the print-count, date and the user who generated the report.
12. Activity logging for all activities should be available.
13. Prospective implementers / system integrators may come and discuss with the ANCL's team with prior appointment in order to determine the scope of work.
14. The implementer should clearly specify adequate hardware, database & operating system requirements to sustain the procurement system at ANCL over a five year period.
15. Comprehensive training on operations should be provided to the operations staff and complete training on overview, installation, & System maintenance of the system should be provided to the IT Staff. Complete updated Operations manual should be provided with the system.