

## **INVITATION TO BID FOR AN ACCOUNTING SOFTWARE**

TPO Uganda is rights based Non -Governmental Organization which has been operating in Uganda since 1994, specializing in mental health, psychosocial support, prevention of sexual and gender based violence and OVC & child protection. TPO Uganda works with local communities, Civil Society Organizations to meet the protection, psychosocial and mental health needs of vulnerable people. TPO Uganda cherishes collaboration with government and the private sector to improve the livelihood of marginalized communities.

We invite reputable firms to submit proposals (Technical & Financial) for an ERP cloud hosted accounting software **Dynamic NAV 365** for 9 users at a time, for the start; though able to host 100 users. We have 15 field offices and about (20-30 projects a year). Our projects are grouped under thematic areas (6), though a project may fall under more than one thematic area. So the reports required will be the consolidated, per thematic area and per project.

### **Our needs**

*I. System Generated Financial Reports per Office/Location, Activity, Thematic area and Project periodically i.e. Project Trial Balance , Project I&E statement, Project Balance Sheet, Project Cash flow Statement*

*II. System Generated Management Reports per Office, Activity, Thematic area and Project periodically i.e Budget Variance Analysis, Funds Accountability Statements*

*III. System generated Consolidated Financial Reports ie Trial Balance, I&E statement, Balance Sheet, Cash flow Statement, Budget Variance Analysis, Funds Accountability Statements*

*IV. System should have a drill-down facility and instant online tutorials/videos/support and tailored training*

*V. The system should also have modules that are able to handle; Financial Management, Human Resource and Payroll.*

### **Modules**

#### **1. Financial Management**

- General Ledger, Journals
- Accounts receivables (Customers and Debtor Management)
- Accounts payables (Vendors and Creditors Management)
- Bank account reconciliation
- Fixed asset management
- G/L Budgeting
- Financial reporting
- VAT and tax reporting
- Intercompany transactions
- Cost accounting

- Consolidation
- Multicurrency
- Cash management
- Month/ year closing

**II. Human resources:**

- Recruitment
- Performance management
- Training and development
- Leave management

**III. Payroll**

- Payroll Generation
- PAYE/ LST/NSSF
- Staff Advances and Loans

**The applying firm must have the following:**

1. Demonstrate years' experience in the same field especially in Uganda.
  2. Audited financial accounts for the last three years of operation.
  3. Certificate of registration, MOU & Trading license.
- 1) Willingness to offer an affordable package; The cost quoted should include the software, set up, testing and initial training of the users

The firms that meet the above requirements should submit their proposals (both technical & Financial) and letters of interest to the Procurement and Operations Manager through email [procurement@tpoug.org](mailto:procurement@tpoug.org) or hand delivered to TPO Uganda offices on plot 652, Block 257 Wamala Close Munyonyo. P.O. Box 21646 Kampala. **The deadline for submission is 2<sup>nd</sup> /03/ 2021.**