



## REQUEST FOR PROPOSALS – ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

**Habitat for Humanity Malawi (HFHM)** invites qualified vendors to submit proposals for the supply and implementation of a robust **Enterprise Resource Planning (ERP) system**. HFHM, a non-profit organization committed to creating "*a Malawi where everyone has a decent place to live,*" seeks to enhance operational efficiency, transparency, and coordination through this system.

### **Project Background:**

The ERP system will streamline HFHM's operations across finance, procurement, inventory, HR, program management, and reporting, supporting data-driven decision-making. The solution must be scalable, compatible with HFHM's existing systems (including SUN accounting), and support integration with online banking.

### **Scope and Objectives:**

- **Finance Management:** Online requisitions, budget tracking, multi-currency support, and automated bank reconciliation.
- **Procurement:** Digital procurement workflows, supplier database, tender and bid management, and contract tracking.
- **Inventory:** Real-time tracking, stock alerts, and future scalability.
- **HR and Payroll:** Web-based HR management, payroll, and digital processing for HR functions.
- **Reporting:** Executive dashboards and customizable reporting.
- **Integration:** Compatibility with HFHM's systems, including SUN and banking platforms.

### **Requirements for Vendors:**

Vendors must have experience implementing ERP systems for NGOs or similar sectors. Proposals should address customization, training, ongoing support, and cost structure.

### **Proposal Submission Guidelines:**

- Proposals must be submitted via the email address [procurement@habitat.mw](mailto:procurement@habitat.mw) by **5th December 2024**.
- Proposals should include a company profile, system description, implementation plan, training/support details, pricing, and references.

### **Evaluation Criteria:**

Proposals will be assessed on system functionality, alignment with HFHM's goals, vendor experience, cost, and timeline.

### **Additional Information:**

Terms of Reference (TORs) detailing project objectives and deliverables are available upon request at [inquiries@habitat.mw](mailto:inquiries@habitat.mw) or can be downloaded from HFHM's website: <https://www.habitat.mw/downloads/>