



BID SUBMISSION EXTENSION 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 by **10th 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 or can be downloaded from HFHM's website: <https://www.habitat.mw/downloads/>