

## Tender Document

Tender Reference	Subject of the Tender	Closing Date
BOKSS/1718/05A	Application System Development -- Financial Management System	28 <sup>th</sup> Aug 2017

### **(A) Brief Description**

To develop an application system to replace the existing financial system (MYOB) with enhancements. The new application system is expected to provide a user-friendly interface, efficient work-flow, accurate data-processing, reliable and high security level to protect data.

### **(B) General Requirement**

1. Supplier should sign the Non-Disclosure Agreement provided by Baptist Oi Kwan Social Service.
2. The application system should be hosted by Baptist Oi Kwan Social Service. The requirements and configurations of server hosting should be stated in the tender.
3. Supplier is responsible for the data migration, data initial setup and installation (if any).
4. Supplier should provide the company profile with client reference list in the tender.
5. Supplier should provide a dedicated project manager to follow up the project
6. The backup & recovery solution, safeguard and implementation plan should be included in the tender.
7. The breakdown of bidding amount should be: (1) system development fee, includes first year maintenance and user training (if any), and (2) recurrent maintenance fee.
8. Supplier may be invited to attend 1-3 times of presentation and tender board interview in the tendering period.
9. The tender submitted by supplier should be valid for at least 60 calendar days from the tender closing date.

### **(C) Functions of the Proposed IT Project**

#### **1 User Management Module**

- 1.1 Access right setting (e.g. Around 8 financial staff and 30-40 frontline staff with different access rights)
- 1.2 User right setting
- 1.3 User account setting
- 1.4 Advanced user security setting

#### **2 General Ledger Module**

- 2.1 Multi-Companies Supported

- 2.2 User definable and Multi-level Ledger Consolidation
- 2.3 Multi-currencies supported
- 2.4 Foreign currency revaluation (realized and unrealized)
- 2.5 Multiple analysis
- 2.6 Budget handling
- 2.7 Standard and recurring voucher support
- 2.8 Account Receivable sub-system
- 2.9 Account Payable sub-system

### **3 Report Generator Module**

- 3.1 Generate account summary report
- 3.2 Generate Trial Balance report
- 3.3 Generate Income and expenditure report (standard)
- 3.4 Generate Income and expenditure by multiple units
- 3.5 Report with multiple data range
- 3.6 Generate Variance report
- 3.7 Generate user defined financial and management reports
- 3.8 Multi-level analysis report
- 3.9 Tailor-made reports may be required

### **4 Bank Reconciliation Module**

- 4.1 Print Cheque
- 4.2 Bank Reconciliation
- 4.3 Bank Reconciliation Report

### **5 Budget Control Module**

- 5.1 Comparison of Budget and Actual reports
- 5.2 User right setting for budget input
- 5.3 User right setting for budget review

### **6 User Training**

\* Customization is required to cope with our existing workflow, especially for reporting and security settings.