



**RFT 03/2021**

**TERMS OF REFERENCE**

**Request for Tender - Upgrade of  
Financial Management System  
and Hardware**

**LAND TRANSPORT AUTHORITY**

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P.O. Box 6677, Nasinu, Fiji.

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## PART A: RULES GOVERNING THIS REQUEST FOR TENDER

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### 1.0 PURPOSE OF TENDER

The purpose of this tender is to upgrade the current Financial Management System Epicor 7.4 to latest stable version or an equivalent financial management software as part of the Land Transport Authority's (LTA) plan to have an efficient, stable and reliable system in place for financial management that would meet its existing challenges and would be flexible to meet the future requirements of LTA.

### 2.0 NO CONTRACTUAL OBLIGATIONS

This RFT is expressly not a contract between LTA and the Tenderer. Nothing in this RFT or in any tender document is to be construed as to give rise to any contractual obligations, expressed or implied. A contract will not necessarily arise or result from the submission of a Tender.

### 3.0 TENDERERS TO INFORM THEMSELVES

The onus is on the Tenderer to understand the contents of this RFT and the implications of being involved in this RFT process. The LTA does not accept responsibility for any misunderstandings arising from the Tenderer's failure to comply with this RFT.

LTA only accepts tenders on the condition that the Tenderer:

- has examined this RFT and all other information made available to the Tenderer;
- has made all reasonable inquiries regarding relevant risks, contingencies and other circumstances that might affect the tender;
- has satisfied itself as to the correctness and sufficiency of the tender;
- has involved itself in the tender process entirely at its own expense and without any costs being payable by the LTA.

### 4.0 RIGHT TO VARY OR STOP TENDER PROCESS

The LTA reserves the right to stop or vary the tender process, or retender, at any time. Any variation to the original RFT will be given the same distribution as the original RFT.

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## 5.0 PROCUREMENT TIMETABLE

It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to vary dates whenever necessary.

Dates	Tasks
6 <sup>th</sup> and 13 <sup>th</sup> March 2021	Advertisements
12 <sup>th</sup> March, 19 <sup>th</sup> March 2021	LTA Pre-bid Meeting
26 <sup>th</sup> March 2021, 4pm	RFT closing date & time

Where this timetable varies significantly, LTA will notify prospective Tenderers.

## 6.0 FINANCIAL & PAST EXPERIENCE

Tenderers should provide a recent financial statement and reference sites of customers that it has worked on similar projects.

## 7.0 CONFLICT OF INTEREST

Tenderers and their personnel must not place themselves in a position that may, or does, create a conflict of interest concerning this RFT. Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFT must be fully disclosed. Identification of a potential or actual conflict of interest does not necessarily preclude a Tenderer's submission from consideration. However, LTA will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this RFT, and if so, will promptly notify the Tenderer.

## 8.0 INQUIRIES BY TENDERER

8.1 All inquiries by potential Tenderers for information should be addressed only to the nominated contact officer named on the Tender Advertisement.

8.2 Where, in the opinion of the LAND TRANSPORT AUTHORITY, further information provided to one potential Tenderer should be provided to all potential Tenderers, such information will be given the same distribution as the original RFT.

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## 9.0 TENDER CONTENT

Should a potential Tenderer find any discrepancy, ambiguity, inconsistency, error or omission in this RFT document, they should notify the LAND TRANSPORT AUTHORITY in writing as a soon as possible, and in any case before the closing date for the tender so that the LAND TRANSPORT AUTHORITY may take any corrective action it considers necessary.

## 10.0 SUBMISSION CONTENT

The Submission shall be organized and submitted in the following format:

S1.No	Items	Reference
1	Details of Company & Background	
2	Details of experience/knowledge possessed in the areas Financial Management Upgrade with 3 case studies.	
3	Company Business Registration	
4.	Project Plan with duration	
5.	Scope of Works. The bid should be in the format of Annexure A with full breakdown of all the costs.	Annexure A
6.	Team Member Profile of this Financial Management Upgrade	Annexure B
7.	Client Referees with contact details	
8.	Professional indemnity	
9.	Audited Financial statement for past 3 years	

## **11.0 WHAT TO LODGE**

For manual submissions, bidders must submit three (3) hard copies in the tender box placed at LTA - Level 1 Building A, Valelevu, Nasinu, Fiji or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafj/> by the closing date and time.

For manual submissions, the original hard copy must be marked “ORIGINAL” and the remaining two (2) copies must be marked “COPY 1” and “COPY 2”, respectively. The original and the copies must include all supporting materials and be well-bound.

An Evaluation Team will evaluate submissions according to the criteria specified in this RFT.

## **12.0 LODGEMENT OF TENDERS**

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the tender box provided at Level 1 Building A, Valelevu, Nasinu or upload the submission electronically on the LTA site <http://www.tenderlink.com/ltafj/>. The submission must be clearly addressed:

Management Tender Committee  
RFT 03/2021 – Upgrade of Financial Management System and Hardware  
Land Transport Authority  
P.O. Box 6677  
Lot 1 Daniva Road, Valelevu  
Nasinu, Fiji

## **13.0 LATE TENDERS**

Tenders lodged after the tender closing time will be deemed late and will not be considered.

## **14.0 ALTERATIONS, ERASURES OR ILLEGIBILITY**

14.1 Tenders are liable to be rejected where they contain alterations or erasures, incomplete, ambiguous or illegible prices or terms, or insufficient information to enable proper evaluation.

14.2 Alterations cannot be made to tenders after the Tender Closing Time unless it can be clearly demonstrated to the satisfaction of LTA Tender Committee that a clerical or keying error has been made by the Tenderer.

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### **15.0 ACCEPTANCE OF TENDERS**

- 15.1 LTA is not bound to accept the lowest priced tender or any tender. Tenderers whose tenders are not accepted will be notified.
- 15.2 The Tender Committee reserves the right to negotiate with other Tenderers in the event that a contract cannot be successfully negotiated between LTA and the preferred Tenderer.

### **16.0 COLLUSIVE TENDERING**

Tenderers and their personnel must not engage in any collusive bidding, anticompetitive conduct or similar conduct with any other Tenderer or other person in preparing or lodging a tender.

### **17.0 SHORTLISTING**

The Tender Committee reserves in its absolute discretion, to make a shortlist of any Tenderers and seek further information from those Tenderers before choosing a preferred Tenderer. In the event of a shortlist being compiled by LTA, Tenderers not on the shortlist will be advised as soon as possible.

### **18.0 QUALIFICATIONS**

- Reputable & Established ICT product and service provider
- Provision of Company Profile
- Three [3] Cliental Referees
- Delivery timeline
- Score of Previous Contracted Works
- Developer Qualification

### **19.0 IMPLEMENTATION DEADLINE**

- 19.1 Tenderers are to provide the timeline for implementation together in their submission.
- 19.2 Selected vendor(s) would be required to successfully upgrade within two months from the date of issue of Purchase Order.

### **20.0 Cost**

- 20.1 All associated cost in Fijian Dollars (VIP) from procurement to the entire completion of the project to be clearly stated and demarcated.
- 20.2 Stipulate and itemize all Annual Maintenance and Software Upgrade costs.
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## PART B – TENDER SPECIFICATIONS

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LTA requires an upgrade of its Epicor Financial Accounting System from version 7.4 to latest stable version or an equivalent software financial management software to meet its current and future needs. LTA is currently using Epicor 7.4 with FRX version 6.7.

### 21.0 CURRENT ENVIRONMENT

- Server Environment -Windows Server 2008 with sp1
- DBMS - Microsoft SQL Server 2016
- Client Environment –windows 7
- Frx 6.7 reporter

### 22.0 UPGRADE REQUIREMENTS

- Server Environment – Windows Server 2019 release 2, 64 bit.
- DBMS - Microsoft SQK Server 2016 / 2017, 64 bit.
- Client Environment –windows 7, 8 & 10.
- Microsoft FRX 6.7 Upgraded or equivalent deployed with central management.
- Data Exportation and Importation
- Data and Functionality Validation & Verification Report stating that all functions are intact or enhanced as per LTA's operation and all data have been successfully migrated
- User acceptance testing successfully completed.
- All Customizations successfully effected.

### 23.0 HARDWARE REQUIREMENTS

#### Production Server

##### 1. Financial Management Database Server

- Operating System – Windows 2019
  - RDBMS – Microsoft SQL 2016/2017 Standard / Enterprise
  - CPU – 6vCPU RAM – 64GB
  - OS and Paging Drive RAID 1 – 200GB
  - App Drive – 500GB
  - SQL Data Drive – 1 TB
  - SQL Log Drive – 300GB
-



### **DR Server**

#### 2. Financial Management Database server

- Operating System – Windows 2019
- RDBMS – Microsoft SQL 2016/2017 Standard / Enterprise
- CPU – 6vCPU
- RAM – 64GB
- OS and Paging Drive RAID 1 – 400GB
- App Drive – 1 TB
- SQL Data Drive – 2 TB
- SQL Log Drive – 600GB

### **Test Server**

#### 3. Test Application

This server will act as the Test financial ERP Application

- Operating System – Windows 2017/2019 Standard
- CPU – 4vCPU (please adhere to CPU recommendation; adjust vCPU affinity based on Host hardware for best results.)
- RAM – 8GB
- OS and Paging Drive RAID 1 – 200GB
- App drive – 500GB

## **24.0 PRE-BID MEETING & SITE VISITATION**

- The bidder or its designated representative is to meet/visit the project team with regards to respective data migration requirements prior to submitting their RFT proposals.

## **25.0 TRAINING**

- Training with user guide manuals should be provided for end users in the new interface and process flows.
- Training with user guide manuals should be provided for IT Administrators in backup recovery and maintenance activities.

## **26.0 INTEGRATION**

- Financial System to be flexible to integrate with other Software Applications.

## **27.0 DATA MIGRATION**

- Relevant data to be migrated from old EPICOR to the upgraded version of Financial Management System.
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## 28.0 ON-SITE SUPPORT & MAINTENANCE

- Provide on-site support during business and off business hours.
- Must have a local technical support based in Fiji.

## 29.0 DOCUMENTATION

Following documents should be provided either before, during or after upgrade:

- Upgrade methodology – before
- Data Migration and Validation Strategy – before
- End User Training Manuals – during
- Administrator training manual – during
- User Acceptance Report in consultation with key users - after UAT
- Project Status update – regular
- Project Documentation and Completion Report

## 30.0 EVALUATION CRITERIA

### a) BASIC BUSINESS COMPULSORY REQUIREMENTS

- I. Company Profile
- II. Business Registration and Business License
- III. Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders
- IV. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

It is mandatory for the bidder to provide all the requirements listed under (i. to iv.) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per above list, their submission SHALL NOT BE CONSIDERED for further assessment.

### b) ASSESSMENT CRITERIA

#### 1. Non Price Factor 70%

- i. Qualifications & Experience – 30%
- ii. Specifications – 40%

#### 2. Price Factor 30%

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<b>Evaluation Criteria</b>	
<b>Basic Compulsory Requirements</b>	
<b>i. Company Profile</b>	<ul style="list-style-type: none"><li>• Background / History of company including details of parent companies and subsidiaries;</li><li>• List of products and services</li><li>• Specify the years of experience</li></ul>
<b>ii. Business License &amp; Registration</b>	<ul style="list-style-type: none"><li>• Valid Business License (Certified Copy)</li><li>• Valid Business Company Registration Certificate (Certified Copy)</li></ul>
<b>iii. Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b>	<ul style="list-style-type: none"><li>• Tax Identification Number Letter</li><li>• Tax Compliance Certificate</li></ul>
<b>iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b>	
<b>v. Project Plan with duration</b>	
<b>vi. Details of experience/knowledge possessed in the areas Financial Management Upgrade with 3 case studies.</b>	
<b>vii. Scope of Works. The bid should be in the format of Annexure A with full breakdown of all the costs.</b>	
<b>viii. Team Member Profile of this Financial Management Upgrade</b>	
<b>ix. Client Referees with contact details</b>	
<b>x. Professional indemnity</b>	
<b>xi. Audited Financial statement for past 3 years</b>	



<b>Qualifications &amp; Experience – 30%</b>	<b>Percentage (%)</b>
Respond to these criteria: <ul style="list-style-type: none"><li>• Describe how the vendors experience will benefit LTA in terms of the successful upgrade and data migration of LTA’s Financial Management System – minimum 2 pages.</li><li>• List of major clients of the company with particular reference to local government, which may have utilized the areas of expertise. Also, provide at least 3 references from clients you have previously provided service. Names and contact of suitable client contact persons for reference checks.</li><li>• Work Program – to show timeline &amp; delivery.</li></ul>	15  10  5
<b>Total</b>	<b>30%</b>

<b>Specifications - 40%</b>	<b>Percentage (%)</b>
<ul style="list-style-type: none"><li>• Server Environment – Windows Server 2019 release 2, 64 bit.</li><li>• DBMS - Microsoft SQK Server 2016 / 2017, 64 bit.</li><li>• Client Environment –windows 7, 8 &amp; 10.</li><li>• Microsoft FRX 6.7 Upgraded or equivalent deployment with central management</li><li>• Integration with Other Software’s</li><li>• Data Migration</li><li>• DR Setup</li><li>• Test Environment Setup</li><li>• Training</li><li>• Documentation</li><li>• Developer Qualification</li><li>• On-site support and maintenance</li><li>• Pre-bid meeting/site visitation</li><li>• Compatible to an ERP system</li></ul>	40%
<b>Total</b>	<b>40%</b>



Price Factor	Percentage (%)
<p><b>Cost Proposal 20%</b></p> <p>All prices proposed should be separated by all the following:</p> <ul style="list-style-type: none"><li>• All vendors must agree that prices are vat inclusive including freight charges.</li><li>• Bidders are to provide quotes, which include any additional cost.</li><li>• Other cost - that may not fall in the above categories, cost that need to be borne by LTA and is not factored in above categories, etc.</li><li>• Price Validity</li><li>• Support &amp; Maintenance<ul style="list-style-type: none"><li>✓ Local Vendor</li></ul></li></ul> <p><b>Special Price Offers &amp; Discounts 10%</b></p>	<p>20</p> <p>10</p>
<p><b>Total</b></p>	<p><b>30%</b></p>



**31.0 ANNEXURE A**

Area No	Major Audit Areas	fees ( A)	Taxes (B)	Total (A+B)
1.0	Financial Management System Upgrade/Test			
1.1	Data Migration			
1.2	Integration			
1.3	Travel & Accommodation			
1.4	Support & Maintenance			
1.5	Training			
Additional Costs (if any)				

**Note: Price validity duration to be included. All Project related costs to ensure full delivery of the Financial System Upgrade to be included in the table above and will be the full cost incurred by the Authority for the entire Project completion.**



**32.0 ANNEXURE B**

Name	Professional Qualifications	Certifications/ Accreditations	Financial Management System Upgrade expertise. In terms of years and areas of expertise	Financial Management Expertise In terms of years and areas of expertise	Number of assignments done in similar industry as LTA