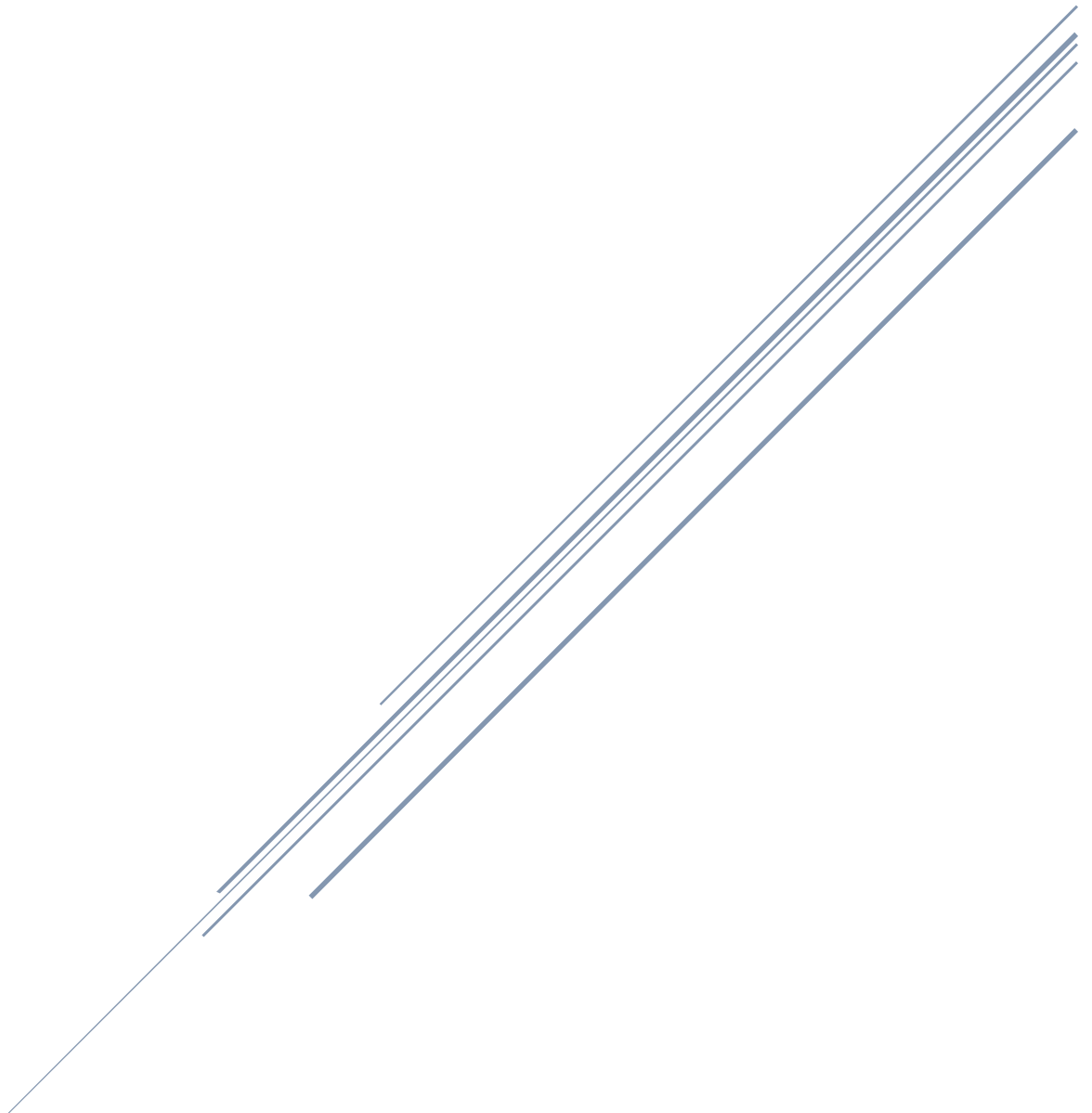


FIXED ASSETS MANAGEMENT SYSTEM

Request for Proposal



Sharjah Chamber of Commerce & Industry

Contents

| | |
|--|---|
| Statement of Confidentiality | 2 |
| INTRODUCTION | 2 |
| About Sharjah Chamber of Commerce & Industry (SCCI) | 2 |
| Sharjah Chamber of Commerce & Industry (SCCI) Requirements: | 3 |
| Asset Management and Barcode Requirements: | 3 |
| Oracle ERP Integration Requirements: | 3 |
| Asset Request and Transfer Request: | 4 |
| PROPOSAL GUIDELINES | 6 |
| PROPOSAL CONTENT | 6 |
| EXECUTIVE SUMMARY | 6 |
| VENDOR PROFILE | 6 |
| PROPOSED SOLUTION / SYSTEM | 6 |
| TRAINING | 7 |
| DOCUMENTATIONS | 7 |
| SOURCE CODE | 7 |

Statement of Confidentiality

All information presented in this document or shared with the addressee, as part of the proposing process is considered strictly confidential. As such, the addressee should not disclose this document or any attachments in whole, or in part to any third party without the prior written consent of Sharjah Chamber of Commerce & Industry.

The addressee also acknowledges that information shared here within is the intellectual property of Sharjah Chamber of Commerce & Industry and is subject to a disclosure agreement as recognized by the copyright and intellectual property protection regulations.

INTRODUCTION

This document represents the Request for Proposal (RFP), for Sharjah Chamber of Commerce & Industry (SCCI) to implement Fixed Assets Management system. The objective of this project is to have an automated system to manage and keep track of all the fixed assets at SCCI. This system will be integrated to our Oracle ERP as well

ABOUT SHARJAH CHAMBER OF COMMERCE & INDUSTRY (SCCI)

Sharjah Chamber of Commerce & Industry- (SCCI) was established in order to effectively and vitally participate in the organization of economic life and the prosperity of its trade, industry and professions sectors on all levels and in cooperation with the concerned establishments and bodies and local departments. The chamber is keen to include in its membership all the companies and establishments practicing economic activity in the emirate whether it is trade, industries or professions. It follows the economic and civilization development witnessed by United Arab Emirates a matter that naturally requires change on the different services and activities of the chamber.

Sharjah Chamber of Commerce & Industry (SCCI) Requirements:

ASSET MANAGEMENT AND BARCODE REQUIREMENTS:

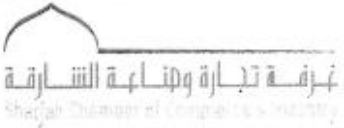
- Design standard Process and Implementation
- Define the project scope, gap Analysis between the current process and the best business practices.
- Provide suggestion on what assets to be tracked and how they need to be categorized
- Define assets categories, sub-categories & locations
- Capture the picture of the assets
- Assign and re-assign assets to different locations, departments or employees
- Define Procurement, Assets receiving, registration, transfers and retirement process with integration of Oracle ERP.
- Conduct fixed assets physical counts (tagging and barcoding) at Head Office with 5 Branches and 4 Offices (Approx. 5000 Assets)
- Integrate Assets Software with Oracle ERP
- Application should be Multi-Lingual
- Standard Reports
- Mobile Application to receive/ transfer/ conduct physical Check and Counting (optional)
- Handheld device for audit
- End-User and Technical Training

ORACLE ERP INTEGRATION REQUIREMENTS:

- Assets Addition (Custom Application to Oracle)
- Asset Transfer and relocation across sections / locations (Custom Application to Oracle)
- Assets Depreciation (Depreciation is done in oracle and it needs to be move to Custom Application)
- Assets Maintenance (Custom Application to Oracle)
- Asset Reclassification (Custom Application to Oracle)
- Assets Retirements (Custom Application to Oracle)
- Oracle will be having only four Major Categories (Furniture/ Devices/ Buildings / Vehicles) and in Custom Application we can have as many categories and sub categories as required.
- While posting from Custom Application it should be mapped to respective major category.
- While sharing the details from oracle to Custom Application we will share the major category, later on we will assign any sub categories in Custom Application.
- Procurement to Assets to Payables - this cycle need to be implemented in oracle

ASSET REQUEST AND TRANSFER REQUEST:

- Asset request and asset transfer form need to be created, it should have the workflow approval with FYI and documents attachment – either in the application or in Oracle.
- Once approved we should be able to print the request in approx. similar format and report showing the approval requests and current status.



Asset Request

طلب أصل

Date

التاريخ: _____

Request by: _____
 اسم مقدم الطلب: _____
 Organizational Unit: _____
 الوحدة التنظيمية: _____
 Line Manager: _____
 اسم المسؤول المباشر: _____

Title: _____
 المسمى الوظيفي: _____

Signature: _____
 التوقيع: _____

Signature: _____
 توقيع المسؤول المباشر: _____

Other: Equipment: Furniture: أثاث:

Other: أجهزة ومعدات: أثاث:

Type of Asset: _____
 نوع الأصل: _____

Name of Asset: _____
 اسم الأصل: _____

Required description: _____
 المواصفات المطلوبة: _____

Reason for request: _____
 أسباب الطلب: _____

استخدام قسم الأصول والامتلاكات

توفر الأصل المطلوب في الغرفة: لا نعم

مكان الأصل: _____

الحاجة لشراء الأصل: لا نعم

ملاحظات قسم الأصول والامتلاكات: _____

توقيع رئيس قسم الأصول والامتلاكات: _____

استخدام الوحدة التنظيمية المختصة

Receiving Organizational Unit: _____
 الوحدة التنظيمية المحال إليها الطلب: _____

Remarks by Receiving Org. Unit: _____
 ملاحظات الوحدة التنظيمية المختصة المحال إليها الطلب: _____

Signature: _____
 التوقيع: _____

Title: _____
 المسمى الوظيفي: _____

Employee: _____
 اسم الموظف: _____


تاريخ الانجاز: _____
 توقيع وموافقة مقدم الطلب: _____

Signature of staff making the request: _____
 توقيع الموظف الذي يقوم بالطلب: _____

Expected date of delivery: _____
 التاريخ المتوقع لتسليم الطلب: _____

يحفظ هذا النموذج بعد اتمام الإجراءات لدى قسم الأصول والامتلاكات.

SCCI-FSD-OP-17-F01


Request to Transfer an Asset
طلب نقل أصل

Date: _____ التاريخ: _____
 Name of the requester: _____ اسم مقدم الطلب: _____
 Signature: _____ التوقيع: _____
 Organizational Unit: _____ الوحدة التنظيمية: _____

Transfer to / **Transfer from** / **Description of Asset**
 (نقل الأصل إلى) / (نقل الأصل من) / (وصف الأصل)

| نقل الأصل إلى | نقل الأصل من | نوع النقل |
|--|--|-------------------------------------|
| Organizational Unit اسم الوحدة التنظيمية | Organizational Unit اسم الوحدة التنظيمية | Furniture أثاث |
| Approval of Head of Unit موافقة واعتماد رئيس الوحدة التنظيمية | Approval of Head of Unit موافقة واعتماد رئيس الوحدة التنظيمية | Equipment and tools أجهزة ومعدات |
| | | Other أخرى |

Reasons for request: _____ أسباب طلب النقل: _____

استخدام قسم الأصول والامتلاكات
 For Assts Dept. use لا نعم تنفيذ النقل: X
 ملاحظات قسم الأصول والامتلاكات: _____
 توقيع رئيس قسم الأصول والامتلاكات: _____

استخدام الوحدة التنظيمية المختصة
 Asset Transfer Form has been delivered تم تسليم نموذج طلب نقل أصل إلى الوحدة التنظيمية المختصة: _____
 Type of Proceed: _____ نوع الإجراء المتخذ: _____
 Transfer done نعم لا تنفيذ النقل: _____
 Remarks by organization unit: _____ ملاحظات الوحدة التنظيمية المختصة: _____
 Signature of head of organization unit: _____ توقيع رئيس الوحدة التنظيمية المختصة: _____

توقيع وموافقة مقدم الطلب: _____ التاريخ الانجاز: _____
 Signature and approval of staff making request: _____ Completion date: _____

SCCI-PSD-OP-17-F03

Note:

All except "Asset Management and Barcode Requirements" needs to be quoted as optional/ separate components. Any Licensing cost also needs to be included in the quotation.

PROPOSAL GUIDELINES

PROPOSAL CONTENT

This RFP seeks a response in the form of a proposal from short-listed vendors who will be capable and willing to carry the scope of work detailed in the previous section.

The RFP cover the bill of items and the scope of services to be provided by the vendors. Vendors are also requested to state all conditions on the use of the proposal. We will take reasonable steps to honor these conditions regardless of whether the proposal is accepted or not. The vendor responses should be structured as follows:

EXECUTIVE SUMMARY

This section should introduce the company submitting the proposal. If additional third party systems have been considered, vendors are requested to include details of all associated solutions and vendors and explain how the vendor would carry out the implementation as a single point of contact for SCCI.

This section should contain a summary of the proposed system vendor's proposal written for nontechnical personnel. The summary may be included in the covering letter, but should contain:

- Overall solution including systems and applications proposed, implementation services and methodologies
- How the system is fit to cater to requirements of SCCI.
- What relevant experience can the vendor leverage for timely and effective implementation?
- Summary of costs and investments.

VENDOR PROFILE

This section should provide a profile of the vendor organization and any partners. The following should also be included:

- Audited financial statements of the company of the last 2 years.
- Legal documents to prove that the vendor is an authorized representative / reseller of the proposed software components.
- Evidence that show that the vendor is an established partner of major software product vendors (if the solution proposed uses the software products).
- Certifications and capabilities in areas of software process management, quality assurance.

PROPOSED SOLUTION / SYSTEM

This section should contain a detailed description of the proposed software solution(s). The following should also be included:

- An overview of the solution components, their brief descriptions and their contribution to the overall solution to achieve SCCI's objectives.

- The proposed solution architecture; if the proposed solution consists of more than one software product from the same or different vendors, the integration architecture and approach also needs to be mentioned
- Any related sales and technical literature detailing the proposed system features
- Benefits of the proposed system and solution that SCCI would achieve
- It should be clearly mentioned:
 - Whether the solution supports n-tier architecture.
 - Whether the solution components are compliant with open standards / industry standards
 - Does not have any specific dependency / technology platform limitations / constraints

TRAINING

- Administration training which will be conducted for the IT system administrator which will cover the application operations activities (such as configuration, user management, etc) as well as system operations activities (such as backups, restores, etc).
- End user training which will cover training on the system functionalities and processes including the screens, reports, outputs, etc.

DOCUMENTATIONS

Vendor should specify the type of documentation which will be handed over to SCCI for example but not limited to User Manuals, Admin manuals & installation guides

SOURCE CODE

SCCI will have the ownership of the source code for all the modules & the vendor shall submit a complete detailed document of the source code that can be understood by SCCI technical resources.