



TERMS OF REFERENCE

Call for Expressions of Interest

New Implementation or Upgrade of their Accounting System (from Microsoft Dynamics GP) PRF/RFQ/#015

PEMSEA is an international organization specializing in integrated coastal and ocean governance for the Seas of East Asia. It is a partnership arrangement comprised of 11 Country Partners and 20 Non-Country Partners with a collective commitment to the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA). The SDS-SEA represents a consensus among Partners on the shared vision, objectives and action programs of PEMSEA for sustainable development of the Seas of East Asia. PEMSEA also works closely with educational institutions, Regional Centers of Excellence and ICM Learning Centers to build a critical mass of broad-based, trained and educated coastal and ocean managers to undertake the enormous tasks in the region. PEMSEA Resource Facility (PRF) provides secretariat, communications and technical services and assistance to partners to implement the Sustainable Development Strategy for the Seas of East Asia Implementation Plan 2023-2027.

In order to efficiently serve PEMSEA partners and stakeholders in the EAS region, the PEMSEA Resource Facility (PRF) intends to upgrade their accounting system namely, Microsoft Dynamics GP. The current version in use is GP 2016. The Mainstream Technical Support for this version has ended last July 13, 2021 and the **Extended Technical Support will only take place on July 14, 2026.** In line with this, PRF will upgrade their Accounting System for (a) better technical support, (b) modernized user experience so the system can be accessed online, (c) enhanced functionalities, (d) cost effectiveness and (e) efficient reporting.

PRF is seeking suppliers to review, provide sustainable solution and submit quotations to upgrade our accounting system

SCOPE OF WORK

- 1. Functionalities should include the following: (a) Financials, (b) Project Accounting and Budgeting, (c) Purchasing, (d) Payments and Receivables and (e) Standard Financial Reports**
- 2. An Application Program Interface (API) that the system can be linked to other system such as Time logs, Leave/Absence and Budget Monitoring System**
- 3. Can be accessible through the Internet**
- 4. Seamless data migration from the old system to the new system as much as possible with indication of timeline**
- 5. Flexible reporting system that can be done by a trained staff**

6. Exclusion of Microsoft Business Central as it is not compatible with our current system.

IMPLEMENTATION PLAN

PRF will conduct a meeting with the suppliers, preferably face to face, where PRF can demonstrate their existing system and to provide an overview of the current functionalities in use. The supplier is expected to provide sufficient information and recommendations, including a demonstration of their proposed system. Feedback and comments shall be given to the suppliers. Interested suppliers can be requested to present their Proposed Implementation Plan and Cost. The estimated completion of the project is 90 days upon signing of the contract.

Interested suppliers can send their expression of interest including information of its business profile, and portfolio indicating expertise and experience with the above services and system required to **recruitment@pemsea.org on or before August 2, 2024.**