Karakarom Area Development Organization-(KADO)

RFQ No.: KADO/FMIS/2025/001
Date Issued: 12 August 2025
Deadline for Submission: 27 August 2025

Sub: Request for Quotation (RFQ) For the Procurement of a Financial Management Information System (FMIS)

1. Background

Karakorum Area Development Organization (KADO) is a non-profit organization working to promote sustainable development through inclusive economic empowerment, social inclusion, environmental sustainability, and digital transformation. To improve our operational efficiency and transparency, we are seeking quotations for the provision, installation, and configuration of a **Financial Management Information System (FMIS)** that meets our financial, programmatic, and administrative needs.

2. Objectives of the FMIS

The FMIS should:

- Enhance real-time financial reporting and budget tracking
- Ensure compliance with donor and regulatory requirements
- Integrate programmatic data for performance-based budgeting
- Improve administrative oversight and internal controls
- Enable user-friendly dashboards and data visualization
- Support multi-user access with role-based permissions

3. Scope of Work

The selected vendor will be responsible for:

- **Software Provision**: Licensing or custom-built FMIS tailored for KADO
- **Implementation & Configuration**: Setup of chart of accounts, budget templates, workflows, etc.
- **Modules Required**:

  - General Ledger & Financial Reporting
  - Budgeting & Forecasting
  - Procurement & Inventory Management
  - Human Resources & Payroll
  - Grant & Donor Management

- Asset Management
- Program/Project Financial Tracking

- **Training**: On-site and virtual training for finance, program, and admin staff
- **Support & Maintenance**: Minimum 1-year support package

4. Technical Requirements

- Secure, cloud-based hosting or on-premise option
- Multi-currency and multi-year budgeting support
- Data backup and disaster recovery features
- Audit trail and data integrity assurance
- Integration capability with Excel and third-party systems

5. Deliverables

- Fully functional FMIS as per the scope above
- Training materials and user manuals
- Go-live deployment with user acceptance testing
- Ongoing support and issue resolution during the contract period

6. Vendor Eligibility Criteria

Interested vendors must:

- Have at least 3 years of experience in FMIS implementation, preferably with non-profits or development organizations
- Provide 2–3 references of similar past work
- Demonstrate financial and technical capacity to deliver the project
- Be legally registered with a valid tax number

7. Submission Requirements

Please include the following in your quotation:

- Company profile and experience
- Detailed technical proposal including proposed FMIS architecture
- Financial quotation (breakdown of cost per module, licensing, training, support, etc.)
- Implementation timeline (within 60 days of contract signing)
- Terms and conditions
- Tax status and validity of quotation (minimum 60 days)