MINUTES OF PRE-BID MEETING

NAME OF PROJECT: SUPPLY INSTALLATION AND MAINTENANCE OF ERP OPERATIONAL AND ACCOUNTING SOFTWARE

Date : 15th November 2023

Time: 10.00 AM

Venue: Sri Lanka Sustainable Energy Authority Board Room

Purpose of the meeting: Clarify queries of the bidders

Points of discussion during the meeting and the specific clarifications are given below:

01.Section IV. BID SUBMBMISSION FORM AND PRICE SCHEDULE

SCHEDULE OF PAYMENT (Page 29)

No	Deliverables	Duration	Payment
1	Advance Payment 1. Advance Payment shall be made against the bank guarantee for the same amount and shall be valid for up to 3 months from the commencement date of the project	Commencement Date + 1 Day	20%
2	Acceptance of the following; 1. Detailed Software Requirements Specification (DSRS) 2. Specifications for required hardware	Commencement Date + 2 weeks	10%
3	Acceptance of the following 1. Successful deployment on cloud environments. 2. UAT test cases and successful UAT acceptance 3. User / Administration Manual 4. Production deployment confirmation report	Commencement Date + 7 weeks	50%
4	Acceptance of the following; 1. Completion of Training (Admin Training and User Training) 2. User manuals, Training Materials should be given to the users to check against the functionality of the system	Commencement Date + 8 weeks	10%

5	Maintenance and Software Support 1. Quarterly support and maintenance Report 2. Final S&M report should consist with comprehensive knowledge transfer with the documentation (including above mentioned all the updated documents)	Go-Live + 12 months	10%

2.0 Section V. Schedule of Requirements
2.01 Project Management (Page 35)

There are 12 operational Divisions (Departments) within the Sri Lanka Sustainable Energy Authority. Each Division manages its own projects. Some projects involve employees from two or three Divisions.

The Project Management module should have ability to:

- Set project objectives and goals.
- Assign employees to projects
- Establish project budgets
- Enter expenditures related to the project.
- System should be capable of monitoring both the financial and activity performance of projects.
- Integrate with energy data collection, analysis and reporting softwares, and web applications such as energy benchmarking portal

2.02 Government Expenditure Module (Page 36)

In every government organization, there must be a maintained expenditure monitoring ledger known as the VOTE ledger. Each category of expenses is allocated a budget for every year. Every cash payment made during the year will be deducted from the respective allocations. This includes expenses such as VAT and the acquisition of fixed assets, among others.

2.03 Inventory Management (Page 37, Line 5)

Normally, government organizations maintain a fixed asset register and an inventory register separately. The fixed assets register includes items with values that have been recognized as fixed assets (assets valued at more than LKR 5,000/-), and depreciation is calculated annually.
The inventory register includes all items in the fixed assets register, plus inventory items provided to employees for their daily operations, such as stapler machines, punchers, pen drives, etc.

2.03(A) Stock Management

SLSEA manages consumable stocks exclusively for internal use, not for sales purposes. The system should provide the option to transfer stock (inventory) items among separate divisions and issue inventory to the divisions without integration with sales.

2.04   Payroll Management (page 37)

Time and Attendance Tracking

Sri Lanka Sustainable Energy Authority currently uses an easy time attendance system to monitor employee attendance and manage leave. The payroll management module should have the capability to integrate with the time and attendance system or transfer data from the attendance system using Excel or other software applications.

2.05   Payment Schedule (page 43)

According to the item No 1 in this schedule

3.0 Technical Specification and Compliance with Specifications

3.01 Section 2 (Page no 51)

Please disregard the paragraph regarding the upload of business transactions from the Accounting System into the ETF core system via API (Rest API) and Text File.

3.02   ITB 35.5

Bidders are encouraged to suggestions regarding the cloud environment for hosting the ERP System. Bidder should clearly indicate if they recommend utilizing the cloud environment provided by SLSEA or propose an alternative solution. Any suggested cloud facilities must align with the SLSEA's IT policies and security standards.