



**Malawi
Revenue
Authority**

TENDER NOTICE

INVITATION TO EXPRESS INTEREST SAP S/4 HANA IMPLEMENTATION PARTNER

Procurement Reference Number: MRA/SAP4HanaImplementor/07/2024

BACKGROUND

The Malawi Revenue Authority (MRA) (hereafter referred to as “The Authority”) is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has therefore budgeted funds and intends to apply part of the proceeds of these funds towards the cost of engaging and Implementing Partner for the upgrade of SAP ECC 6.0 EHP 4.0 to SAP S4 HANA.

In 2012, the Authority implemented SAP ECC 6.0 EHP 4.0, successfully migrating from its legacy systems. Since then, SAP has undertaken a strategic shift from ECC versions towards S/4HANA (S4H). This product transformation has introduced a multitude of modern technologies and streamlined business processes. Concomitantly, the Authority’s business processes have also evolved, necessitating an upgrade to a newer version of the SAP platform. This upgrade will ensure the platform can meet the Authority’s current and anticipated future requirements.

OBJECTIVES OF THE ASSIGNMENTS

The primary goal of the project is to migrate from SAP ECC to SAP S4 HANA, which will offer a modern, simplified architecture with enhanced capabilities to meet the evolving needs of the Authority. Ultimately presenting an opportunity for The Authority to optimize its business processes and leverage on new SAP functionalities.

ELIGIBILITY AND QUALIFICATION CRITERIA

To this end, The Authority seeks the services of a SAP Certified Partner with at least ten years proven experience to implement the upgrade from SAP ECC 6.0 EHP 4.0 to SAP S4 HANA and wish to invite Expressions of Interest from eligible firms or consortium.

The submission of an Expression of Interest does not constitute a bid. However, the Authority will solely use the information to shortlist qualified firms for participation in a substantive tender process using Request for Proposals (RFP). Bidders must meet the following minimum requirements

- i. Bidder should have experience in consulting and advisory services on SAP for at least 10 years prior to commencement of the assignment
- ii. Bidder must have successfully implemented SAP S4 Hana projects for at least four (4) companies each with an annual turnover equivalent to US\$ 50million in the last 5 years
- iii. At least two (2) staff for this assignment must have a minimum of 10 years’ experience in implementing SAP S4 Hana in organisations with over 1000 staff
- iv. At least two (2) staff for this assignment with a minimum of 10 years’ experience in business process re-engineering in large and complex organisations

Interested firms or consortium should submit the following documents along with signed and sealed letter of Expression of Interest:

- i. Detailed company profile with list of verifiable previous relevant experiences within the last ten years,

- ii. Documentary evidence of SAP Gold or Silver Partner certification
- iii. Copies of contracts, purchase orders and commissioning documents as proof of their general and specific experience on implementation of SAP S4 Hana
- iv. Detailed CVs for key personnel who will undertake this assignment and their specific experience on projects of similar magnitude.
- v. Copies of business registration certificates and business licenses,
- vi. Declaration of submitting a proposal in case of being shortlisted,
- vii. Audited Financial Statement for the past three years
- viii. Partnership or joint venture agreements where applicable

This invitation for Expression of Interest shall lead to the shortlisting of bidders who meet the above minimum requirements. The shortlisted firms will then be invited through a Request for Proposal (RFP) to submit both technical and financial proposals to carry out the assignment.

DURATION AND LOCATION OF ASSIGNMENT

The duration of the consultancy is scheduled to last a maximum of eighteen (18) months, to be carried out at Malawi Revenue Authority Head Office in Blantyre, Malawi.

REPORTING REQUIREMENTS

The consultant will be reporting to Malawi Revenue Authority Management through the Director of Finance.

SUBMISSION OF EXPRESSIONS OF INTEREST

Expressions of Interest will be evaluated in accordance with the Public Procurement and Disposal of Assets Act of 2017. Participation is open to all eligible bidders.

Interested eligible bidders may submit Expressions of Interest to

**The Chairperson
The Internal Procurement and Disposal Committee
Malawi Revenue Authority
Private Bag 247, Blantyre**

Expressions of Interest must be deposited in the tender box on **Second Floor Reception, Malawi Revenue Authority, Msonkho House, Blantyre** at or before **15.00hrs local time on Thursday, 8th August, 2024**. Late bids shall be rejected.

Expressions of Interest shall be opened in the presence of the bidders’ representatives, who choose to attend the opening proceedings at **15:00 hrs on Thursday 8th August, 2024**.

For enquiries, please contact the Head of Supply Chain Management using the email scm@mra.mw.