

Request for Proposal (RFP)

For Workflow Automation Development Using SharePoint

Project / Programme Name : National Office
Publish Date : 20 January 2025
Procurement Method : Open Tender
Last date of submission : 05 February 2025

SOS Children's Villages Bangladesh invites proposals for the development of workflow automation modules using **SharePoint**. The system will eventually integrate with our Document Management System (in future).

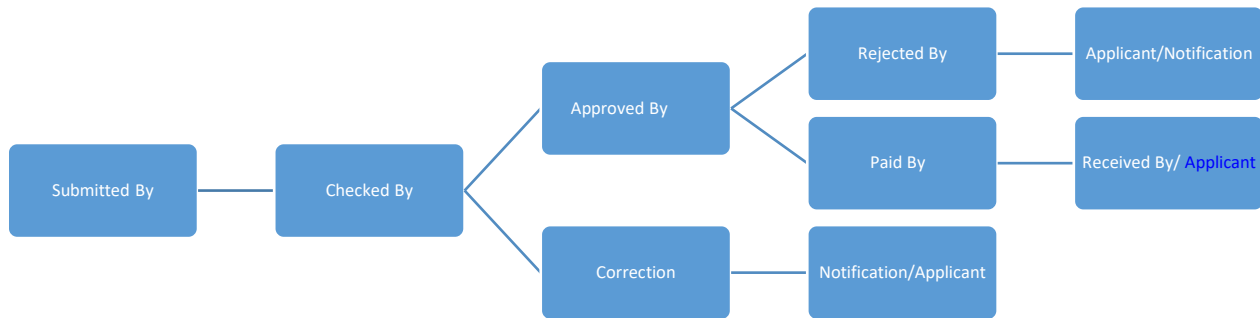
Sl. No	Scope of work	Qty	Unit Price	Total
			Including TDS	
1	The project involves designing, developing, and implementing automated workflows for the following tasks: <ol style="list-style-type: none"> 1. Travel Approval 2. Travel Bill 3. Conveyance Bill 4. Purchase Requisition/ Sale Request 5. Comparative Statement/ Justification notes 6. Bill/ Invoice (up to a certain limit) 7. Advance 	Job		

Each workflow must be user-friendly, efficient, and aligned with organizational requirements. The workflows should allow the following:

- Role-based access controls.
- Notifications and escalations.
- Integration capabilities for future connection to a Document Management System.

The vendor will need to provide workflow diagrams and a functional description for each module.

Workflow Diagram (example):



Vendor Eligibility Criteria

1. **Experience and Expertise**
 - Minimum 3 years of experience in developing workflow automation solutions using SharePoint.
 - Proven expertise in designing and implementing enterprise workflows.
 - Successful track record of SharePoint-based workflow implementations.
2. **Technical Capabilities**
 - **Develop user-friendly workflows with:**
 - Role-based access control.
 - Notifications and escalation mechanisms.
 - API integration capabilities for enhancement such as integration with Document Management System.
3. **Team Composition**
 - Qualified professionals, including SharePoint developers and workflow specialists.
 - Team certifications in SharePoint or workflow automation required.
4. **Documentation and Training**
 - Comprehensive technical documentation and user manuals.
 - Training for end-users and administrators on workflows.
5. **Compliance and Compatibility**
 - Adherence to industry best practices and organizational standards.
 - Compatibility with current and future SharePoint versions.
6. **Delivery and Support**
 - On-time project delivery as per the agreed timeline.
 - Minimum 6 months of post-implementation technical support.
7. **Security and Data Protection**
 - Robust security measures ensure data integrity and confidentiality.
 - Compliance with Bangladesh's data protection laws.
8. **References**
 - Provide at least three clients with references for similar solutions.
9. **Microsoft Solution Partner Designation**
 - **Vendor must hold Microsoft Solution Partner designations in:**
 - Business Applications
 - Digital & App Innovation (Azure)
 - Infrastructure (Azure)
 - Security

Terms & Conditions:

- a) Quotation to be submitted to our **National Office, SOS Children's Village International in Bangladesh, 01 Shamoli, Mirpur Road, Dhaka** or through email: national.office@sos-bangladesh.org on or before 05 February 2025.
- b) Delivery Place: Dhaka (above-mentioned address)
- c) Inspection: The concerned Inspection revisit will be carried out before delivering the products (if needed).
- d) Offer Validity: 30 days from the date of submission.
- e) Quantity/requirement may change during the final order after mutual agreement
- f) SOS reserves the right to cancel this process at any time.
- g) Payment: Payment will be made by crossed cheque/ Bank Transfer after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date).
- h) Necessary VAT & TDS will be deducted from the bill as per government rules.

For any clarification:

SOS Children's Village International in Bangladesh

Mr. Rabiul Islam, Cell: 01329-733741

Phone: 09609500500, +880258152350 (Sunday to Thursday, during office time)