Request of Quotation to procure and maintain accounting software

Background:
Badabon Sangho is a women’s rights and women-led organisation. Organisation works to empower women through transferring information, skill and know-how. Organisation is working with women and girls particularly that are single, divorced, separated and widow. Badabon Sangho is registered with NGO affairs bureau and funded by national and international organisations. Being a small woman rights organization we are implementing project to keep up women’s voice and demand.

Description of item:
Badabon Sangho is wishing to purchase and maintain Accounting software helps track and organize financial data, giving an accurate, real-time look at business’s finances. The features of accounting software would include following:
- Income and expenses accounting with double entry
- Multi currency reporting
- Balance sheet preparation and reporting
- Cash management
- Automatic invoicing
- Human resources management
- Preparation of time sheet
- Leave register
- Programme reporting
- Any kind of customized report
- Ledger

Last but not least
- Total inventory & warehouse management
- Automate value forecasting and depreciation

Deliverables:
1. Complete accounting software with one year coaching and serving assistance.

Qualification of the vendor:
1. The vendor must have outstanding experience in software preparation and management
2. Vendor should have experiences with national and/or international NGOs

Subject of the Contract
1) The vendor will submit the quotation addressing the purchase committee within deadline.
2) The purchase committee will take decision and consult with vendor if necessary
3) The committee has power to cancel the quotation without any kind of prior notice. The payment would be made by bank cheque.
4) VAT and Tax according to the govt. procedure will be deducted from the final payment.

Process of quotation submission
Interested firm/vendor is requested to submit a Quotation including timeline and budget to the purchase committee by hand or email: badabonsangho.bd@gmail.com on vendor’s letter head pad. All quotations must reach on or before 07 July, 2020.

Request of quotation

Shaila Akter
Programme Manager

Sharmin Sultana Taneea
Manager-Accounts

Mistia Kaberi
Programme Support Officer

Shaila Akter
Programme Manager
Badabon Sangho

Sharmin Sultana Taneea
Manager Accounts
Badabon Sangho

Mistia Kaberi
Programme Support and Admin Officer
Badabon Sangho