

Invitation to Tender

ERP System

2021-03-05

1 Introduction

1.1 Background

Stiftelsen Stockholm International Water Institute (SIWI) intends to enter into a contract for an Enterprise Resource Planning system (hereafter referred to as the “ERP system” or the “system”).

SIWI is undergoing a continuous transformation process which involves replacing its current business systems. As part of the transformation process, SIWI intends to replace its current accounting system, Visma Administration 1000, and certain other economy-related systems. Please see Section 2.4 below for more information about the subject matter of the procurement.

1.2 Purpose

The purpose of this procurement is to procure an ERP system for use by SIWI.

1.3 Stockholm International Water Institute, SIWI

SIWI is a water institute which leverages knowledge and convening power to strengthen water governance for a just, prosperous and sustainable future. SIWI implements and participates in development projects around the world and arranges the annual World Water Week in Stockholm.

SIWI is an independent, non-profit institution, constituted as a foundation in Sweden. SIWI is part of a group of three foundations, where SIWI and a third foundation (FMS) is under the attached management of Stiftelsen Stockholm Water Foundation (SWF).

Name:	Stockholm International Water Institute
Organisation number:	802425-8702
VAT identification number:	SE802425870201
Postal address:	Box 101 87, 100 55 Stockholm
Visiting address:	Linnégatan 87A, 115 23 Stockholm
Telephone:	+46 8 121 360 00
Website:	www.siwi.org

2 Information about the procurement

2.1 Information about this procurement

It is important to note that this procurement is not carried out in accordance with the provisions of the Public Procurement Act (2016:1145) or the Act (2016:1146) on Procurement in the Water, Energy, Transport and Postal Services Sectors, as SIWI is neither a contracting authority nor a contracting entity as defined in the respective act. This procurement is carried out in accordance with SIWI’s internal regulations on procurement.

This procurement is advertised, and any supplier may submit a tender in response to this invitation to tender.

SIWI intends to enter into a contract with one supplier. The contract will be awarded to the most economically advantageous tender submitted by a qualified tenderer.

2.2 Information about the procurement documents

The procurement documents consist of the following documents:

1. Invitation to Tender (this document)
2. Annex 1: Process description
3. Annex 2: Requirements on the tenderer
4. Annex 3: Tender form
5. Annex 4: Technical specifications
6. Annex 5: Financial specifications
7. Annex 6: Evaluation of tenders

2.3 Information about the wordings used for requirements and criteria

The procurement documents contain a number of compulsory requirements, which are designated by the term “**must**” in bold type. In order for a tender to be eligible for the award of the contract, these compulsory requirements have to be fulfilled.

The procurement documents also contain a number of non-compulsory conditions, which are so designated by the term “**should**” in bold type. Such criteria are used to evaluate and compare tenders, in order to determine the most economically advantageous tender.

2.4 Subject matter of the procurement

2.4.1 ERP system

The subject matter of this procurement is an ERP system to be procured for use by SIWI. The ERP system **must** include the following:

- General ledger
- Accounts payable
- Supplier invoices, including electronic invoices
- Accounts receivable
- Customer invoices, including electronic invoices
- Bank communication
- Project module, including project accounting and project invoicing
- Fixed assets
- Inventory/stock management
- Report generator
- Time reporting

2.4.2 Conditions underlying SIWI's administration and operations

The following is a description of certain key conditions underlying SIWI's administration and operations, which are of importance to SIWI's needs in relation to the ERP system.

- **Legal entities:** SIWI is part of a group of three foundations, all established in Sweden. SIWI and a third foundation (FMS) are under the attached management of Stiftelsen Stockholm Water Foundation (SWF). However, all administration is managed by SIWI, for all three foundations. SIWI is also the employer in relation to all personnel.
- **Operating income:** SIWI's operating income for 2019, comprised of grants received and turnover, was approximately 140 MSEK.
- **Activities:** SIWI is a not-for-profit organisation that works with development projects focused on water governance. SIWI's operations are project-based and projects are carried out internationally, in Africa, Asia, the Middle East and Latin America. SIWI also holds the annual World Water Week in Stockholm, the world's leading water conference.
- **Funding:** SIWI's activities include both grant-funded development projects and the performance of services such as conference and consulting services. SIWI thus receives funding both in the form of grants and consideration for services performed. SIWI normally receives grants from national development agencies and other public agencies, international organisations and independent foundations. Payment that SIWI receives for services are normally for development projects carried out as consulting assignments and for the World Water Week in Stockholm conference.
- **Time reporting:** The funding of SIWI's operations is based primarily on time reporting, i.e. the time spent by SIWI personnel working on different projects. Time reporting is vitally important to SIWI's operations, financial management and reporting to stakeholders. Time reporting is carried out using project-specific hourly rate plans, with rates based on personnel ranks.
- **Revenue recognition:** SIWI applies a Percentage of Completion Method for revenue recognition in its projects. In practice, this means that revenue is recognised periodically to the extent that the work on the project has been completed during the period, i.e. based on the costs incurred by SIWI for the performance of the activities during the relevant period.
- **Value added tax (VAT):** SIWI is a taxable person in terms of VAT and is registered for VAT in Sweden. However, the fact that some of SIWI's projects are entirely grant-funded means that SIWI cannot deduct the input VAT on its purchases made for those projects, and that VAT on common costs (for both projects where VAT is deductible and projects where it is not) must be calculated using an allocation key.

2.4.3 Key considerations for SIWI

The following considerations are of particular importance to SIWI in relation to the ERP system, and should be taken into account by the tenderer both in the decision as to whether to participate in this procurement and the contents of the tender:

- **Scope:** The system is suited to SIWI's operating income (see Section 2.4.2 above), number of personnel and transactions (see Section 2.5 below).
- **Swedish organisation:** SIWI is a Swedish organisation and as such it is important that the system complies with legal and regulatory requirements such as e.g. those on accounting, reporting, VAT management and data protection.
- **Activities:** The system is suited to SIWI's project-based, not-for-profit operations. It is particularly important that the system includes a project module with strong and flexible functionality.
- **Funding:** The system supports and facilitate the management of grant funds, while at the same time providing the functionality needed for economic activities such as conference services and consulting services.
- **Time reporting:** The system includes a flexible and easy-to-use time reporting module. This is particularly important as SIWI's costs and revenue are primarily based on time reported by its personnel.
- **Revenue recognition:** The system supports and facilitates revenue recognition based on a Percentage of Completion Method. This is particularly important for SIWI as revenue recognition is an important, complex process which can be time-consuming.
- **Value added tax (VAT):** The system supports and facilitates VAT management on a project-by-project basis, as some of SIWI's projects are subject to VAT while others are not.

2.5 Estimated number of users and transactions

2.5.1 Estimated number of users:

User role	Quantity
Users with full access to the system	5
Directors and project managers authorised to approve costs for supplier invoices, time reports and travel/expense claims	15
Project managers and project officers who plan and follow-up projects and pre-approve supplier invoices	35
Users who only report time and expenses in the system	20
Total	75

2.5.2 Estimated number of transactions:

Transaction type	Quantity
Customer invoices, annual	100
Supplier invoices, annual	1,500
Travel claims, annual	200
Other vouchers	6,000
Total	7,800

2.6 Submission of tender

The tender must be submitted in accordance with the following:

2.6.1 Time limit for receipt of tenders: The tender **must** be signed by the Tenderer and reach SIWI no later than

2021-04-04 23:59

2.6.2 Tender submitted to:

The tender **must** be submitted to the following email address:

lena.osterman@siwi.org

2.6.3 Validity of the tender:

The tender **must** be valid through

2021-06-30

A tenderer may only submit only one tender in this procurement. If more than one tender is submitted by the same tenderer, none of its tenders will be considered.

2.7 Time plan of procurement

The procurement procedure will be conducted in accordance with the following time plan:

1. Publication of procurement notice	2021-03-05
2. Time limit for receipt of questions	2021-03-29
3. Time limit for receipt of tenders	2021-04-04 23:59
4. Evaluation of tenders and demos	2021-04-05 – 2021-04-16
5. Intended date for award decision	2021-04-16
6. Intended date for signing of the contract	2021-04-23

2.8 Content of the tender

The tender **must** contain the following documents and information:

- Filled in Annex 3: Tender form
- Filled in Annex 4-5: Technical specifications and Financial Specifications
- Certificate of registration or equivalent document

The tender **must**:

- include all the required documents and information
- be written in English
- be perfectly legible so that there can be no doubt as to words and figures
- be signed on behalf of the tenderer

By signing the tender, the tenderer confirms that it is valid until through the date in 2.6.3 above.

2.9 Tender evaluation

Tenders will be evaluated in accordance with the following:

1. Tenders will be examined to ensure that the tenderer is not in any of the situations listed in . A tenderer who is found to be in any of the situations listed in Section 1 of Annex 2: Requirements on the Tenderer will be excluded from further consideration.
2. Tenders will be examined to ensure that all “**must**-requirements” are fulfilled. A tenderer which does not fulfil all compulsory requirements will be excluded from further consideration.
3. Tenders will be evaluated in accordance with the award criteria and evaluation model in Annex 6: Evaluation of tenders. The contract will be awarded to the tenderer that has submitted the most economically advantageous tender.
4. Tenderers that have been deemed qualified in accordance with mandatory requirements will be invited by SIWI to demo their system. The contract will be awarded to the most economically competitive tender based on the tender and the demo.

2.10 Questions

Candidates may submit questions concerning the procurement procedure and the contents of the procurement documents. Questions must be sent by email to the designated SIWI email address in Section 2.6.2 above. Questions must reach SIWI no later than the date set out in Section 2.7 in order to be answered by SIWI. Information provided by SIWI in response to a question will be made available to all candidates via the webpage of the procurement notice.

2.11 Clarification

In the event that SIWI provides a tenderer the opportunity to clarify their tender, all candidates will be provided the opportunity to provide such clarifications. SIWI is not obliged to request clarifications of tenders.

2.12 Notification

SIWI will inform all tenderers of decisions reached concerning the award of the contract, including the grounds for any decision to cancel the procurement procedure.

SIWI will inform any unsuccessful tenderers of the reason for rejecting their tender.

Tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer’s responsibility to provide a valid e-mail address together with their contact details in their tender.

2.13 Confidentiality and rights to tenders

SIWI will maintain the confidentiality of any materials submitted by tenderers that are marked as confidential, restricted, secret or equivalent, provided that this is consistent with reasonable requirements on transparency.

SIWI acquires and retains the ownership of all tenders received. Tenderers are not entitled to have their tender returned to them nor to have it destroyed.

2.14 Disclaimer

This Invitation to Tender is in no way binding on SIWI. Furthermore, the award of contract is only a decision by SIWI concerning the evaluation of tenders. SIWI's obligations will commence only upon signature of a written agreement by the authorised signatories of SIWI and the Successful Tenderer.

SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, any expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

2.15 Processing of personal data

SIWI will process the personal data included in tender documents and communications received from tenderers. For information about SIWI's processing of personal data, please use the following link:

[Processing of personal data](#)

3 Requirements on the tenderer

The requirements on the tenderer are set out in Annex 2: Requirements on the Supplier.

4 Requirements on the services

The requirements on the services are set out in Annex 4: Technical specifications .

5 Evaluation of tenders

The evaluation of tenders is carried out in accordance with the award criteria and evaluation model set out in Annex 6: Evaluation of tenders .

6 Special conditions

6.1 General information

The following conditions will form the basis for the agreement between SIWI and the Contracted Tenderer.

6.2 Duration of agreement

SIWI intends to enter into an agreement for a period of 48 months.

6.3 Priority of documents

The priority of the documents which form part of the agreement will be as listed below and in the event of any conflict or inconsistency between the documents, a document higher on the list will prevail over a document lower on the list:

1. Written amendments to the agreement
2. The agreement
3. SIWI's procurement documents listed in Section 2.2 of this document
4. The tender of the Contracted Tenderer

6.4 Orders and cancellations

Orders and cancellations of order under the agreement must be recorded in writing. SIWI shall inform the Contracted Tenderer as soon as possible in the event of a cancellation of an order.

6.5 Invoicing

The invoice submitted by the Contracted Tenderer to SIWI must include SIWI's reference. Invoices that do not contain the information required under the agreement will be returned for correction.

SIWI will not accept penalty interest or similar on delays caused by required information on the invoice which is missing or incorrect.

6.6 Payment terms

SIWI will make payment no later than 30 days after the invoice date, provided that the conditions for payment are fulfilled and that the Contracted Tenderer provides a valid invoice and any supporting documents as required in the agreement.

6.7 Assignment, sub-contracting and personnel

Neither party to the agreement may assign its rights or obligations under the agreement in their entirety or in part without the prior written agreement by the other party.

The Contracted Tenderer may not subcontract the services to be performed in their entirety or in part without prior written agreement by SIWI.

6.8 Amendments and addenda

Any changes or additions to the agreement must be made in writing and signed by the representatives of both parties to be valid.

6.9 Applicable Law and Dispute Settlement

The agreement will be governed by and construed in accordance with the laws of Sweden, without regard to its conflict of laws rules.

Any dispute arising from or in connection with the agreement will be settled by the district court of Stockholm in the first instance.