SPECIFIC PROCUREMENT NOTICE – IT SERVICES

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Information Technology
Project Name:	**eProcurement– Solution Implementation**
Project No.:	**AIIB CP - 264**
Issue Date:	September 19, 2018
Closing date:	September 26, 2018

Background

Asian Infrastructure Investment Bank has selected SAP Ariba Solution. The package is primarily focus on upstream part including SAP Ariba Sourcing, SAP Ariba Supplier lifecycle &Performance, SAP Ariba Contracts and SAP Ariba Supplier Risk. To realize the product function and achieve satisfactory business purpose, the Corporate Procurement team intends to engage the service of a **Certified SAP Integrator of Ariba solutions** to implement the SAP Ariba solution.

OBJECTIVE AND SCOPE OF WORK

AIIB requires a sound and robust SAP Ariba Implementation. The objectives are as following:

• Implement systematic supplier management function:
• Digitalize sourcing activities:
• Digitalize Contract Management process:
• Better reporting and spend analysis function:
• Increase operation efficiency for Procure-to-Pay Process

The eProcurement– Solution Implementation RFP may be obtained by sending an email to **it.procurement@aiib.org** referencing the following information:

1. RFP Number

2. Company Name

3. Contact Person Name and Title

4. Address

5. Telephone Number

6. Contact's Email Address

RFP documents will be sent to organizations that have replied to and are eligible to receive this advertisement. All requests and questions regarding this solicitation shall be directed to **it.procurement@aiib.org**

The AIIB reserves the right to publicly disclose contract award information, including but not limited to, name of company receiving the award, brief description of services, and contract award amount, for any contract award valued over US$200,000. Suppliers' proposal and contractual documents will remain confidential and therefore not subject to disclosure.

The AIIB reserves the right to reject any or all responses without recourse.

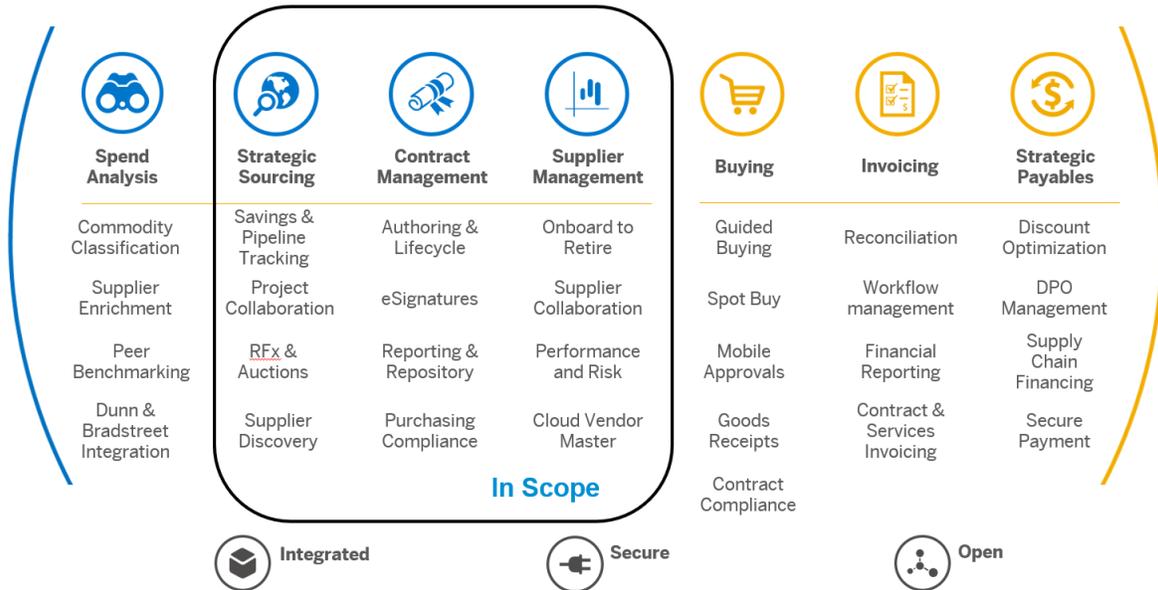## ANNEX- TERMS OF REFERENCE

1. Scope of work

The overall scope of this project shall cover (but not be limited to):

a) Supply, installation, configuration, and maintenance of a solution that meets AIIB's functional and technical requirements with the target system architecture design

For the Stage I of this project, the procurement operation will remain in the SAP ByD system.
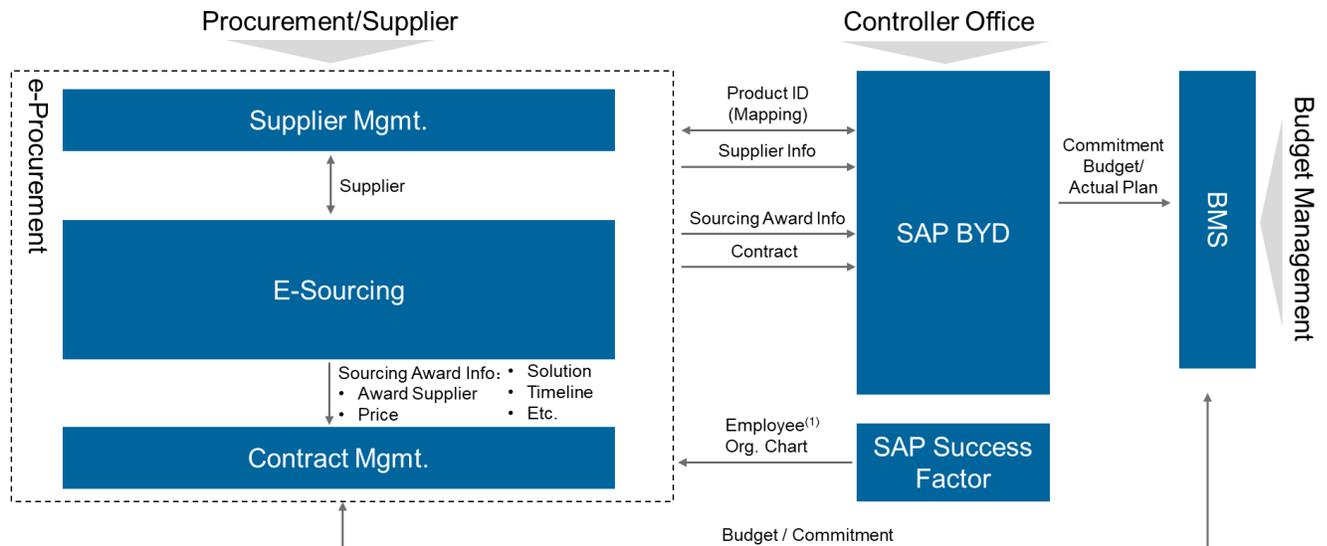
Figure 1

b) Provide system interface to integrate with other external systems

As the Stage I of the project, the procure-to-pay function will still remain in the SAP ByD system. Therefore, we need to align the master data and necessary transaction data between eProcurement and SAP ByD as indicated in the figure below. eProcurement also needs to build interface with HR Successfactor for employee related master data. To enable the cost control function in the eProcurement system, eProcurement system need to build up interface with Budget management system to fetch the budget data for cost control purpose.

- Master data integration: product ID, chart of accounts, supplier master data, cost centers, project ID and etc.
- Transactional data integration: sourcing award information, contract, budget, commitment and actual posting and etc.

Figure 2

c) **Provide support to complete E2E testing and Data Migration**

Before system go-live, vendors should conduct sufficient testing to ensure system usability and reliability based on the project implementation methodology.

d) **Data migration to newly implemented solution**

Considering AIIB is adopting a semi-manual approach to sourcing request and management, budget numbers from BMS and master data, such as enterprise master, employee master, expense types, Project ID, Cost Centers, etc., should be imported into system to realize smooth system go-live and effective corporate expense cost control.

e) **Develop and conduct the training of AIIB's staff on the use of the new solution**

Vendor should provide trainings after system configuration is completed. Target training audience include but are not limited to AIIB system admins and AIIB eProcurement end users.

f) **Produce and deliver documentation for the development and transfer of critical / technical knowledge to AIIB**

Critical / technical knowledge should include but not be limited to system operation knowledge, system configuration knowledge, common errors and solutions and other usage cautions. Please refer to Section 5 for detailed project deliverable requirements.

g) **Ongoing support after go-live**

Vendor support team should assist in fixing system errors and conducting simple system

configuration, cooperate with AIIB eProcurement admins to monitor unsolved issues, inform AIIB about system update information, solve AIIB eProcurement admins' FAQs in remote or limited on-site manners.

2. Firm Qualifications and Project Team Requirements

a) Firm Qualifications

- The implementation partner should be a Certified SAP Ariba Service Provider with a minimum of 5 years of direct experience or 2-3 Ariba implementation project experience in Ariba.

- The Implementation partner should well know Ariba best practice and implementation methodology, work closely with SAP Ariba Share Service team and lead the entire project, manage all tasks and milestones related. and leverage SAP Ariba Share Service team for troubleshooting to ensure successfully go live and hyper care.

b) Project Team Requirements

The implementation partner has to be SAP Ariba certified service partner. The project team shall have but not be limited to, team members with the following experience and qualifications:

- Project Manager
  - 8+ years' working experience
  - Experience in managing complex IT projects
  - Excellent English both oral and written
  - Experience with at least 3 procurement solution implementation projects
  - Experience with projects in MDBs / Commercial Banks / Other FIs is preferred

- Application Consultant
  - 5+ years' working experience
  - Experience in 3 Ariba full implementations
  - Familiarity with SAP Ariba functions
  - Familiarity with procurement management processes
  - Strong functional and technical analysis capabilities
  - Fluent English in both writing and speaking, pass CET-6