

For Supply, Installation, Implementation and Maintenance
of an ERP Solution for LRC

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(Company letterhead of Primary/Principal partner)

COVER LETTER

[Date]

Chairman
Departmental Procurement Committee
Land Reform Commission
475, Kaduwela Road,
Battaramulla.

Dear Sir,

Ref: Expression of Interest Notice for Supply, Installation, Implementation and Maintenance of an ERP Solution

Having examined the Request for Proposal (RFP) Notice, the receipt of which is hereby duly acknowledged, we, the undersigned, herewith submit a Pre-qualification requirements proposal for your consideration in relation to selection of a Software Vendor to carry out the above-mentioned undertaking.

We hereby declare that all the information and statements made in this proposal are true, accurate, verifiable and complete. We fully understand and agree to abide by a decision made by you that upon an evaluation of this proposal, if any of the information provided here is found to be a misrepresentation i.e. false, untruthful, misleading and the like, we are liable to be excluded from the selection process.

We hereby declare that our RFP is being made in good faith and the information contained is true and correct to the best of our knowledge and ability.

We further declare that we have understood and herewith accept the set of instructions drawn for Prospective Applicants and all conditions imposed by the LRC in relation to this invitation of RFP.

We attach hereto our response as required by the RFP, which constitutes our proposal. Primary and Secondary contacts for our company are as follows:

No.	Information	Primary Contact	Secondary Contact
1	Name		
2	Title		
3	Address		
4	Telephone		
5	Fax		
6	Email		

No.	Form	Available
1	Cover Letter	
2	Form A – Prospective Applicant Information	
3	Company Registration Certificate	
4	Form B – Audited Financial Statements (Last 3 years) – Summary	
5	Audited Financial Statements (Full)	
6	Form C – Vendor Certification of software owner/Authorized agent/Reseller/Partner accreditation	
7	Form D – Product Details	
8	Form E – Qualifications and Experience of Team members	
9	Form F – Description of Approach, Methodology, Work Plan and Support Services model for the assignment	

Sincerely

[Company Name]

Name

Title

Signatures with Company Seal

Date

1. Form A – Prospective Applicant Information

Ref	Prospective Applicant Information	Prospective Applicant's Response
1	Company Name	
2	Business Address	
3	Type of organization (Proprietary, Partnership, Private, Public, Public quoted etc)	
4	Date of commencement of business	
5	Company Registration No.	
6	Date of commencement of ERP/system implementation subsidiary/division/function	
7	Offices within Sri Lanka	
8	Support Center Details (e.g. Location, Key contact person hotline,etc.)	
9	Level of Accreditation (e.g. Platinum/Gold/ etc.)	
10	Other Standards (e.g. ISO)	

Note1: If the project involves any subsidiary, subcontractor or third-party involvement by the Prospective Applicant, information regarding the parties should also be submitted according to the table above.

Note2: Provide copy of Company Registration Certificate.

2. Form B – Audited Financial Statements (Last 3 years) - Summary

Year	Turnover	Profit before tax	Profit after tax	Total Assets	Total Liabilities	Share Capital
2017/2018						
2018/2019						
2019/2020						

Note1: Attach Audited financial Statements for the last three years of the company proposing the services.

Note2: If the project involves any subcontractor or third-party involvement by the Prospective Applicant, information regarding the parties should also be submitted according to the above table.

3. Form C – Vendor Certification of software owner/Authorized agent/ Reseller/ accreditation/ awards.

Note: Provide certified copy of accreditations /awards if any

4. Form D – previous Product Details

Ref	Product Details	Prospective Response	Applicant's
1	Customer Name		
2	Product Name		
3	Latest version and release date		
4	No of years the product has been in operation		
5	Operating Systems supported		
6	Databases supported		
7	BI tools/Report writing tools supported with the product		
8	Any 3 rd Party software embedded in the product		
9	Any other software products required/supplied by third parties.		

Note: This form is to be filled for each product similar (ERP,CRM,CMS,etc)

5. Form E – Qualifications and Experience of Team members

Ref	Description	Prospective Response	Applicant's
1	Team member name		
2	EPF number		
3	Total number of years of ERP experience		
4	Proposed position in project		
5	Professional/Academic qualifications		
6	ERP/Systems Implementation Experience		
	5.a Client		
	5.b Team member's Role		
	5.c Modules handled/implemented by team member		
6	Member Signature with consent		

Note1: This form is to be filled for each key team member proposed (must cover but not limited to Business analyst, Project manager, tech leads, Security analyst/consultant, QA head, Support center manage, etc)

Note 2: Repeat 5 for each implementation assignment carried out

6. Form F – Description of Approach, Methodology, Work Plan and Support

Services model.

Please provide details on the above heading.