

Tender for ERP Implementation Queries Answers

S. No. Queries

1 Will Pak-re be interested in a 'Cloud' implementation? Or will Pak-re opt for 'On premise'
Need clarity on the number of users who will be using the ERP system:

1. Financials
2. Supply chain
- 2 3. HR & Payroll (including ESS)
- 3 Assumption is that there is only one legal entity of Pak-re

Ability to record transactions based on accounting year and underwriting year (Reinsurance Accounting)

- 4 **Query:** What is the difference between accounting and underwriting year
Fixed assets being purchased are already approved in annual budget and board meeting (if applicable).
Query: Does this means that Pak-re will enter budget entries in the ERP and based on that budget
- 5 checking is required on purchase orders?

Define independent fixed asset register for each group entity

- 6 **Query:** Can you please clarify group entity here? Our assumption is that Pak-re is a single entity
Generate Capital Expense Proposal (CEP) [Fixed asset acquisition]
- 7 **Query:** Kindly clarify CEP here?

Allow cedants to input online data in PRCL System (Revenue Accounting - Other Requirements)
Allow the upload of Ms Excel file related to revenue (cedant)
Generate the report to verify the correct uploading in the system
Upon recording of invoice in the system inform cedant through SMS and email soft copy of advice/invoice to cedant

Query:

1. Does this means an integration is required. Kindly clarify
- 8 2. Integration with SMS gateway is required here as well?
Allow to design reports in the system as per desired format.
- 9 **Query:** What kind of ad-hoc reporting are required?
Allow changes in data entry before posting the transactions in the system.
Pakistan Reinsurance Company (PRC)
Request for Proposal (RFP)
- 10 **Query:** Need clarity on the above statements
Create special (e.g. key cedants) invoice format if required
- 11 **Query:** Can you please clarify above
- 12 Kindly clarify if Vendor will access the ERP system, i.e vendor collaboration is required

Ability in thye system to ensure tax compliance with applicable rules & regulations including provision of double taxation treatment.

- 13 **Query:** Kindly clarify above requirement

Solution is open, vendor can suggest various options. Addressed in Pre bid conference.
Max 40. Addressed in Pre bid conference.

Yes

Underwriting year is the year in which the Provisional reinsurance offer is registered/accepted in PRCL. The offer may be approved in the same year or another (accounting year) depending upon approval. For e.g offers registered in 4th quarter 2016, booked in 1st quarter 2017.

Yes

Yes

Please ignore

Not required

Customization and creation of new reports should be available in system.

Changes should be allowed on the current workflow level. When posted to another level, the editing should be disabled.

Yes

Not required.

The system should deduct tax based on applicable laws and parameters pre defined in system. This applies to local as well as foreign transactions. Changes of Finance Act each year must be incorporated. File and Non filer marking . Sale tax and income tax monthly returns. Advance tax working quarterly. and monthly tax working of supplier and employees.

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- Ensuring that company's has submitted its returns as a taxpayer.
Classification through the system of tax returns submitted/required to be submitted through category wise i:e Individual, party, corporate, etc.
Alerts generated / system should trigger a flag if the date of return submission is near as well as when the date is due.
- 14 **Query:** How can this be ensured from ERP system?
Ability in the system to ensure forecasting & tax planning of the company as a whole.
- 15 **Query:** Tax planning is not part of ERP, is this required?
Ensuring tax risk monitoring and assessment through the systems.
- 16 **Query:** Not part of ERP, is this required
Multilevel chart of account can be created.
- 17 **Query:** Need clarity on this
- 18 **Maintain the record of pre signed cheque books with leaves received from cedants**

Tax return computation needed only on annual basis .

No.

No

This is basic requirement

- Check that once an employee joins, HR department generates a Unique Employee Code in the system. A Unique Employee Code sheet is maintained. Check that a Biometric ID is generated.
- 19 **Query:** Need clarity on biometric ID generation

Biometric devices are used for marking attendance in company. The proposed system shall be able to generate a unique(permanent) ID for each employee or the proposed system shall be able to link or synch the records of attendance of employee. Hence the proposed system shall generate One Code ofr each employee which shall further be used for any service matter of the employee, be it attendance, Leave, payroll or any other service matter available in the ERP.

- The potential system should also have HR modules with following functionality; but not limited to:
- Leave Master
 - Records of Leaves of all type; i-e EL,CL,EOL, Ex-Pakistan etc
 - Leave encashment and LPR
 - Leave maintenance. I-e the Service Book
 - Generation of Standard office order of Leaves
- 20 **Query:** Clarification required for Generation of Standard Office Order of Leaves

The system should be able to generate office orders/circulars or any other Memo with digital Singnatures or scanned signatures. The Standard Office Order means an order which contains the logo, name & address of PRC, name of Department, Employee name/designation & code, name & designation of issuing ahtority. the system should provide an open box where such order can be typed. formated samples of office orders etc will be given to sucessfull bidder for incorporating the same format in the ERP.