



(FIRM SELECTION)

# REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

## ENTERPRISE RESOURCE PLANNING EDUCATIONAL SYSTEM GR/GCPS/CS/001/2022

### 1.0 BACKGROUND

The Ghana College of Physicians and Surgeons an agency under the Ministry of Health intends to procure services in the design, development and implementation of an ERP Educational system.

### 2.0 SCOPE OF WORK

The College invites firms/companies suitably qualified and experienced technically to provide the College with the services below.

1. Enquiry and Admissions Management
2. Program and Course Management
3. Examination Management
4. Fees and Billing Management
5. HR Management
6. Inventory Management
7. Transport Management
8. Alumni Management
9. API / Custom Integrations (e.g., SMS, Email, preferred payment gateway)

### 3.0 QUALIFICATION

Interested firms should provide the following as part of their expression of interest:

1. Evidence of legal status of the firm (i.e. Certificate of registration and certificate of commence business with renewal receipt.
2. Evidence of previous works (Similar) executed in the last (5) five years. (Provide a brief description and contacts for reference)

3. Proof of valid registration with Public Procurement Authority (PPA)
4. Curriculum Vitae (CV) of key technical and managerial staff for the proposed assignment

### 4.0 SHORTLISTING CRITERIA ARE:

- Core Business and number of years in business
- Technical and managerial Organisation of the firm
- Availability of appropriate skill among staff
- Firm's experience in working in similar assignment /condition
- Profile or brochures indicating that they have all the above listed qualifications that makes them qualify to perform the required services.

A firm will be selected in accordance with the procedures set out in the Public Procurement Act, 2003 (Act 663) as Amended of the republic of Ghana specifically Quality Based Selection (QBS).

The Deadline for submission of the EOI is **Thursday, 14<sup>th</sup> April, 2022** at **11am** and should be in **Three (3) copies** labelled, "**Original (1)**" and "**copies (2)**". The **place** for the submission of the EOI is the Faculties Forum, 2<sup>nd</sup> Floor of the GCPS Building.

Should you require any clarifications on any of the EOI, please contact the Procurement Office on (0243690073 or via email on pbaah@gcps.edu.gh) within working hours. Signed Expressions of interest and supplementary documents, all in English, should be sealed in an envelope and addressed as follows:

**RECTOR,  
GHANA COLLEGE OF PHYSICIANS AND SURGEONS  
P.O.BOX M429,  
MINISTRIES - ACCRA**