



**TENDER 4/2025 TERMS OF  
REFERENCE**

**Tender for the Implementation of  
Microsoft Dynamics 365 Business  
Central**

***CLOSING DATE AND TIME: Friday, 29/08/2025 5 pm***

## SECTION A COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is deemed a Commercial Statutory Authority.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect the Fiji Islands against the entry of regulated pests and diseases affecting animals, plants, human beings, and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings, and the environment in the Fiji Islands;
4. to eradicate, contain, or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries;
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animals and plants into, out of and within Fiji and for the facilitation of Trade.

## SECTION B TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
  - To provide prospective vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
  - To ensure that a consistent level of information is obtained from each prospective vendor, and
  - To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Proposal (“RFP”) for the goods or services as specified for BAF. Vendors are required to respond to this RFP demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions; clearly marked “**Tender No: 4/2025 Tender for the Implementation of Microsoft Dynamics 365 Business Central**” and must be submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

**The Tender Evaluation Committee,  
Biosecurity Authority of Fiji,  
GPO BOX 18360  
Level 3, FNPF Building,  
Ellery Street  
Suva**

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Postal Agency to the address mentioned above. The Envelopes are to be marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications must complete the tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. Bidders are required to complete the tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
7. All proposal documents must be submitted before or on the closing date and time as indicated in the RFP document. Late, faxed, or e-mailed proposals will not be accepted. BAF reserves the right to change the closing date and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
8. If there are any problems with the delivery of the proposals, vendors should contact the Secretary to Tender Committee on the number 8910033.

9. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender's misplacement or premature opening.

10. All enquiries relating to the RFT should be submitted in writing to the Secretary Tender Committee or emailed to [hbuksh@baf.com.fj](mailto:hbuksh@baf.com.fj) no later than **29/08/2025**.

11. Summary of Submissions Deadlines

| ITEM                       | DATE              | TIME |
|----------------------------|-------------------|------|
| Tender Closing and Opening | <b>29/08/2025</b> | 5 pm |

## SECTION C SCOPE/SPECIFICATIONS OF TENDER

The primary objective of this project is to enable significantly more streamlined and efficient business operations. BAF is seeking to implement **Microsoft Dynamics 365 Business Central** as a platform that comprehensively supports its process requirements, providing integrated process and information models while minimizing the reliance on bespoke applications and custom components.

BAF aims to maximize the digitization of its operations by adopting process integration and automation capabilities, incorporating digital signatures, and maintaining digitized audit trails.

While pursuing a flexible, configuration-driven model aligned with Software-as-a-Service (SaaS) best practices, BAF intends to leverage standard best practices by utilizing as many out-of-the-box processes and transactions delivered as part of **Microsoft Dynamics 365 Business Central** as possible.

To enable the adoption of digitized process models, the platform is also expected to make available:

- Digital signature features (native or via plug-ins);
- Fully configurable, preferably graphically managed, workflow models and streamlined mechanisms for approvals (email, mobile, etc.);
- Plug-in integration with office productivity services such as Microsoft Office 365;
- Integration with partners (such as suppliers) via web portals and machine-to-machine integration functionality;
- User roles definition based on processes access privileges and limits of operations;
- Extensive usage of digital information representation and audit trails.

For finance, BAF currently uses Navision 2015 with the following modules:

- General Ledger
- Accounts Payable
- Accounts Receivables
- Bank Reconciliation
- Fixed Assets
- Budget
- Electronic Funds Transfer – EFT
- Procurement
- Online Invoicing System (Web-based system designed for online invoicing & receipting)

## SYSTEM REQUIREMENTS SPECIFICATIONS

### 1.1 Finance

#### 1.1.1 Chart of Accounts

- ❖ Should have components such as Accounts, Dimension and Structures
- ❖ Has main account categories can be used to better classify a general ledger account (for grouping or selection of ledger accounts for Cubes and Key Performance Indicators)
- ❖ Dashboard reporting for balances and net change for selected period.

#### 1.1.2 Financial Statements

- ❖ Ability to generate income statement and, Balance sheet on required dates
- ❖ Reporting dashboards
- ❖ Ability to drill down into any specific report for more information
- ❖ Ability to toggle between different periods and accounts to make comparisons
- ❖ Ability to view the General Ledger Trial Balance in summary or details
- ❖ Statement of changes in equity

#### 1.1.3 Cash Flow & Other Corporate Reports

- ❖ Ability to generate Monthly/half /Yearly cash flow reports for all bank account
- ❖ Ability to generate monthly/half/Yearly consolidated cash flow reports

#### 1.1.4 Budget

- ❖ Budgeting capability is required and system to have view of budgeting tool for retrieving previous data for efficient budgeting purposes.
- ❖ The budget system must allow for the inputting of budgets for 5 years or more years.
- ❖ System should have ability to generate reports and compare with actual expenses and revenue
- ❖ Comparative reports up to 5 Years with actuals expenses and revenue
- ❖ Each department should be able to submit budget for consolidation

#### 1.1.5 Bank Reconciliation

- ❖ Bank statements should be allowed to imported via CSV file to perform a reconciliation
- ❖ Side-by-side layout for reconciling transactions allows for easier matching

- ❖ Ability to generate reports for bank reconciliation
- ❖ High-volume transaction matching
- ❖ Tracking categories such as Station Code and users

#### 1.1.6 Expense Analysis

- ❖ Dashboard reporting
- ❖ Classification of expenses
- ❖ Graph reports for monthly or yearly expenses
- ❖ Actual vs budget
- ❖ Comparative reports i.e. yearly/six month/ monthly

#### 1.1.7 Revenue Analysis

- ❖ Dashboard reporting
- ❖ Classification of expenses
- ❖ Graph reports for monthly or yearly revenue
- ❖ Actual vs budget
- ❖ Comparative reports i.e. year/ month wise
- ❖ Revenue generation reports by station & Section
- ❖ Salesman Reports

#### 1.1.8 Fixed Assets / Inventories

- ❖ The system must ensure the asset procurement transactions are directly linked to asset register and contracts
- ❖ Provide complete and single view of information on asset status, history and location for audit trail purposes
- ❖ Transaction types must support full and partial disposals, transfers, enhancements, cost adjustments and revaluation
- ❖ Enable unlimited number of standard and user-defined depreciation methods for full statutory compliance
- ❖ Generation of depreciation report/book value reports
- ❖ Capability to pull through the assets notes into financials statements
- ❖ Ability to generate reports for active list of Fixed Assets with location, project funding source, cost, serial number, warranty period etc.
- ❖ Automated alerts for key events such as warranty expiry or contract expiry date.
- ❖ Depreciation methods and rates to align with BAF policy and restriction for modification.
- ❖ System ability to generate barcode for tagging assets and verification through scanning.
- ❖ Disposal of assets
- ❖ Managing the lifecycle of assets and inventories.
- ❖ System able to create line items for inventory mapping with stock and expense journal code
- ❖ Separation of asset reports for BAF funding and Donor funded

- ❖ Ability to post assets/inventory transfer from one location to another location
- ❖ Recording the acquisition of assets and inventories.
- ❖ Recording the elements of the assets and inventories including description, serial number, barcode, and location.
- ❖ Revaluation of assets
- ❖ Automate and streamline financial, procurement, and inventory processes.

#### 1.1.9 Journal Entry Process

- ❖ The finance module should be able to process journals such as SCM, PCM, GJ Etc.
- ❖ System generated; manual and reversing journals automation
- ❖ System ability to generate journal entry approvals and posting
- ❖ Backdating capabilities for manual journals
- ❖ System restrictions for an independent preparer and reviewer/posting of the journals
- ❖ Importation of excel entries to the propose system

#### 1.1.10 Accounts Payable/Receivable

- ❖ Creditors/debtors ageing analysis
- ❖ Creditors/debtors reconciliations
- ❖ Creditors/debtors ageing reports
- ❖ Monthly Payment summary
- ❖ Ability to create invoice or payment
- ❖ Ability to process payment or receive payment through different mode of payment.
- ❖ Process LPO, quantity matching, GRA and posting
- ❖ Managing debtors account/system ability to allocate payment to multiple customer
- ❖ Automation of statement generation and auto sending feature
- ❖ Ability to post journal and print cheques or other mode of payment

#### 1.1.11 Tax Management

- ❖ Apply tax standard practice
- ❖ Tax notes on financial statements and tax reports
- ❖ Ability to generate reports for Vat Returns as per format required by FRCS

#### 1.1.12 Invoicing and Receipting

- ❖ Ability to generate invoice and receipts for customers mapping with correct resource code, station, project and section.
- ❖ Ability to generate invoices for vendors with correct GL, resource, project, department and section.
- ❖ Revenue and expenses codes are correctly mapped to the chart of account

#### 1.1.13 Banking

- ❖ Daily banking reports from each station
- ❖ Collection reports analysis



#### 1.1.14 Online Invoicing System (OIS)

- ❖ Integrate the Online Invoicing System (OIS) with Microsoft Dynamics 365 Business Central.
- ❖ Develop a Trader Information Portal that allows customers to:
  - View/Print their invoices, receipts, and inspection certificates.
  - Submit Biosecurity Inspection (B1) requests online.
- ❖ Enhance the existing Online Invoicing System (OIS) to enable BAF approvers to view B1 requests and assign officers accordingly.
- ❖ Implement an online payment feature within the Trader Information Portal.
- ❖ Add a admin profile to the Online Invoicing System where reports could be generated.

**Note:** For further information, please email [ksharma@baf.com.fj](mailto:ksharma@baf.com.fj) for a detailed feasibility report on the BAF system.

#### 1.1.15 Procurement

- ❖ Ability to load quotations and invoices to the system
- ❖ System should be able to analyze the uploaded data and compare it with past data
- ❖ Create approval levels
- ❖ Creation of LPO and payments
- ❖ Mapping to GL, budget, project, and station dimensions.

### 1.2 Technical

- 1.2.1 Provide full details and requirements for the implementation of Microsoft Dynamics 365 Business Central in the cloud.
- 1.2.2 The system to be flexible to integrate with other software applications
- 1.2.3 Relevant data to be migrated from NAV2015 (current accounting system) to Microsoft Dynamics 365.
- 1.2.4 Microsoft SaaS (Cloud) Deployment
- 1.2.5 Data encryption in transit and at rest (Azure compliance)
- 1.2.6 Service monitoring and incident management tools must be included
- 1.2.7 Integrate with existing Microsoft 365 and other business systems

### 1.3 Delivery

1.3.1 The bidder shall submit a detailed project implementation plan and management plan including:

- Scope of work
- Work breakdown schedule
- Communication plan
- Risk management strategy
- User acceptance testing
- Go live support
- Post-implementation support

### 1.4 Pricing

1.4.1 Estimates that include pricing for software, maintenance, and implementation services which include installation, configuration, training, annual software license fee, data conversion,

and annual support.

1.4.2 All pricing is to be provided in VAT Exclusive Price (VEP).

1.4.3 Payments to be defined in the tender documents and based on milestone

## 1.5 Training

1.5.1 Train users and provide user manuals both operational and administrative. User operation manuals, custom designed to BAF financial workflow needs to be provided as part of the whole package.

## 1.6 Documentation

1.6.1 Methodology – before

1.6.2 Design document – during

1.6.3 Data migration and validation strategy – before

1.6.4 End user training manuals – during

1.6.5 Administrator training manuals – during

1.6.6 User acceptance report in consultation with key users – after UAT

1.6.7 Project status update – monthly

1.6.8 Project Documentation and Completion Report.

## 1.7 Warranties

1.7.1 All warranties must be clear, concise, and in writing. Warranties shall be specific as to what is and is not covered, along with the exact term (in calendar days) of each covered item.

1.7.2 Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor.

1.7.3 In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of the module proposed herein.

1.7.4 Bidders must warrant to BAF that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

## 1.8 Contact and Communication

1.8.1 All correspondence is to be addressed to the Project Manager, Biosecurity Authority of Fiji.

## SECTION D TENDER EVALUATION CRITERIA

The following documents are compulsory and not part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate

The following table highlights the evaluation criteria:

|    | DESCRIPTION   | POINTS |
|----|---|--------|
| 1. | Administration  |        |
|    | <ul style="list-style-type: none"><li>○ Background</li><li>○ Reference Letters</li><li>○ Years of being in operation</li><li>○ Number of successful projects</li></ul>  | 10     |
| 2. | Technical   |        |
|    | <ul style="list-style-type: none"><li>○ Quality, clarity, and completeness of the proposal</li><li>○ Adherence to requirements for TOR preparation</li><li>○ Vendor viability and strength</li><li>○ Ability to meet BAF's system requirements</li><li>○ Software scalability, flexibility, and ease of use</li><li>○ Compatibility for integration with other applications</li><li>○ Vendor's experience on similar projects</li><li>○ Post-implementation</li></ul> | 40     |
| 3. | Cost  |        |
|    | <ul style="list-style-type: none"><li>○ VAT exclusive</li><li>○ Price Validity</li></ul>  | 50     |

