



REQUEST FOR EXPRESSION OF INTEREST
UPGRADE OF NAVISION/MICROSOFT DYNAMICS
EOI NO: PASSTRUST/EOI/02/2025

PASS Trust was established in 2000 as a project by the Government of Tanzania under the Danish Government's Agricultural Support Program. It became operational in 2001 as a facility to increase the growth of private commercial farming and agribusiness. From the outset, PASS was established as a project facility. In 2007, PASS registered as an autonomous body corporate under the trustee laws of Tanzania. Since its inception, Trust is tasked with empowering the agricultural, livestock, and fisheries sectors through credit guarantees and agribusiness development services for entrepreneurs and small financial institutions.

Pass Trust invites interested firms for the Expression of Interest in implementing the upgrade of the current Navision System to the latest version. The purpose of the upgrade is to enhance performance, streamline operations, expand functionality and enhance reporting for decision making to improve the overall efficiency of PASS TRUST's operations.

Project Background:

The existing system (Navision/ Microsoft dynamics) has been in place for the past five years and is increasingly facing limitations in performance, scalability, efficiency and integration capabilities. An upgrade is now essential to support our growing operational demands and ensure continuity in service delivery.

Objectives of the Upgrade:

1. Improve system performance and reliability
2. Enhance user experience and interface
3. Enable better data integration and customized reporting
4. Ability to integrate with other platforms and offer Artificial Intelligence capabilities
5. Increase automation and reduce manual processes
6. Ensure compatibility with other critical tools and platforms
7. Workflow management for approvers to process documents and review applications
8. Email notifications to allow users to monitor application status

Scope of the Work

1. Provision of a complete (Full) finance/ accounts module
2. Provision of a complete(full) procurement module
3. Provision of a complete (full) human resources management module and payroll
4. Provision of a web portal with procurement, HR and all self-services.
5. Configuration & customization of CRM (Customer Relationship Management)
6. Configure the system to operate in multi-company
7. Provide on premises system with license subscription
8. Provide licenses for a total of approximately 90 users.
9. Provision of User Training, documentation (operating manual), support and implementation
10. Integration of the system with other systems like document management and others
11. Quote for Annual maintenance cost (AMC)after a year of implementation.

Vendor's Requirements for submission:

Please include the following in your response:

1. Company Profile with detailed information of goods/services offering
2. Document indicating Directors/shareholders
3. Certificate for distribution/ implementing Navision system (Microsoft dynamics)
4. ICT Authority supplier accreditation certificate
5. The firm shall provide documentation as having successfully executed and completed at least 3 projects of a similar nature (provide award letter/contract and certificate of completion)
6. Team member profiles with CVs indicating relevant experience and contact details. The staff should be members of relevant professional bodies.
7. Financial Capability (supported by Audited accounts for the last three (3) years
8. Certified business License and office location
9. Certified certificate of Incorporation
10. Certified Copy of TIN certificate
11. Certified Copy of VAT registration certificate
12. Copies of Accreditations

Eligibility Criteria:

A shortlist of three to five consultants' firm/individuals will be established at the end of the request for expressions of interest. The consultants on the shortlist will be evaluated on the following criteria based on their submission: number of years of experience in relation to the assignment and all other vendors' requirements for submission.

Please note that interest expressed by a consultant does not imply any obligation on the part of PASS Trust to include him/her in the shortlist.

Completed Expression of Interest document to be sent to email procurement@pass.or.tz with subject marked **EOI – UPGRADE OF NAVISION**

Expression of Interest to be received on or before **17th June 2025 05:00 pm**

Any clarification can be made to: procurement@pass.or.tz

