

TERMS OF REFERENCE

for

INTEGRATED SOLUTION TO PNGCS ACCOUNTING SYSTEM TO BE CONNECTED WITH ASYCUDA WORLD

1. BACKGROUND OF PNG CUSTOMS SERVICES (PNGCS)

PNGCS is a statutory body established under the *Papua New Guinea Customs Service Act, 2014* and mandated with the strategic functions of Border Security, International Trade Facilitation and Revenue Collection.

In response to its growing business necessity, PNGCS has embarked on strategic reforms that are necessary and aimed at improving its operational efficiency. It endeavours to embrace innovative technological interventions that provide ‘end-to-end business solutions’ to leverage its operational competitiveness.

2. BACKGROUND TO PROJECT

PNGCS seeks to develop a new Accounting System that will be integrated with the ASYCUDA World System to support the Customs Management in, Accounting of Revenue, Post clearance Audits, Reconciliation of Revenue, statistical reporting and other management analysis requirements

The Integrated System will generate reports on risk, trade and business statistics to allow PNGCS management make strategic and operational decisions.

3. PROJECT AIM AND OBJECTIVE

The main purpose is to develop and have in place an Integrated Accounting System that will integrate with the Customs ASYCUDA World application.

4. PROJECT REQUIREMENTS

The requirements of the project include:

- a. Develop an Integrated Accounting System for PNGCS and link it with ASYCUDA World application;
- b. Make provision for further expansion into tracking of Containers and CEF images.
- c. Develop effective Data Base Systems;
- d. Provide an accounting module related to all Customs Financial Transaction Processing, including provision of General Ledger, Accounts Payable and Accounts Receivable set up tables;
- e. Provide facility to issue and manage “Demand Notices” for Post Clearance Audit (PCA) investigations;

- f. Provide facility to issue and manage “Penalty Notices” for late lodgements of Manifests, late payments for Customs Declarations and for other Declaration related offences ;
- g. Develop a debt management process for Aging Report, Issuance of Notice and Garnishee;
- h. Develop tools for data analysis and daily reporting for Total Revenue Collected, Trade Statistics and other related customs business;
- i. The length of the Project will be four (4) months and will be accepted as completed upon acceptance and endorsement of the Completion Report by the Chief Commissioner as advised by the Customs Project Management Steering Committee (PMSC) on recommendation from the Customs Project Management Coordination Team (PMCT);
- j. The shortlisted bidders that meet all requirements in this TOR will be requested to come for an interview;
- k. The final successful bidder will be invited to sign the contract on the Service Level Agreement with PNGCS with specific terms to be agreed by all parties.
- l. The successful bidder is required to meet with the PNGCS as and when required by the PMCT or the Project Desk any time during the phase of the project monitoring;

5. EXPECTED OUTCOMES AND DELIVERABLES

Development of an Advance Integrated Accounting System that is linked to ASYCUDA World for effective management of Customs Revenue Collection, Data Analysis and Reporting.

6. QUALITY ASSURANCE REVIEWS OF THE WORK

Quality Assurance of the Customs Integrated Accounting Project will be closely monitored by Customs PMCT and report to the main Project Management Steering Committee (PMSC).

7. MONITORING PROGRESS

The PMCT shall monitor and evaluate the progress of the project through the assessment of the project milestones and deliverables on an ongoing basis, as well as conduct an impact analysis after the project.

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that their staff maintains their objectivity by remaining independent of the activities they execute.

9. PROJECT MANAGEMENT

Process	Description
Time Management	The project timelines will be regularly monitored by the PNGCS Impact Project PMCT
Cost Management	The monthly cost report will be done by the Customs Impact Project on behalf of the PMCT for project disbursement.
Quality Management	Quality assurance will be maintained through regular meetings as per the TOR of the PMCT, which will be reporting to PMSC
Change Management	<ul style="list-style-type: none"> - Any changes within the Project Scope will be recorded, discuss at the PMCT level and submit for approval by PMSC. - No changes will be Effected/Implemented/Actioned without the relevant prior approval from the PMSC.
Risk Management	The details of each risk will be summarized in a Risk Register to enable the Project Manager to monitor and control the status of the risks throughout the project
Issue Register	<ul style="list-style-type: none"> - An issue is an adverse event that has occurred and has the potential of jeopardizing the success of the project. - All issues will be documented and report to PMSC through PMCT - The details of each issue will be summarized in an Issue Register and report to PMSC for immediate deliberations and Project Manager to monitor and control the status of the Issues throughout the project.
Acceptance Management	The PMSC will certify performance in terms of the contract
Report Management	<p>The PMCT will meet every Monday of each week throughout the duration of the project as per the TOR to discuss:</p> <ul style="list-style-type: none"> - Progress to date - Current risks and issues - Any changes required to ensure project success - PMSC will be supplied with regular progress reports in the agreed format - Monthly progress reports will be submitted by PMCT every 20th of each month or as and when required by PMSC

10. PRICING

- The PNGCS Integrated Account System Project Aim and Scope of Work detailed in sections 3 and 4 should be used when compiling the budget for this bid.
- A detailed cost breakdown structure must be included.
- All other costs are to be listed and included under other.

- All pricing must be shown inclusive of any applicable Goods and Services Tax.
- All pricing must be completed on the standard template as prescribed in the bidding documents.

11. TECHNICAL PROPOSAL CONTENT

A. TECHNICAL PROPOSAL

The technical proposal needs to be submitted in the format with the headings (A-G) as detailed below in the submission requirements.

B. SUBMISSION REQUIREMENTS

Criteria	Submission Requirement(s)	Critical Criteria	Weight
A) IPA Registration/IRC COC/Tax Clearance Certificate/Confirmation of VAT exemption	Original Documentation		
B) Submission of bid documentation in the prescribed format	Please refer to Cover page and guidelines of the bid documentation		
C) Experience	<ul style="list-style-type: none"> - Proof of doing the same or similar job for Customs organisation - Submission of three contactable references from reputable organisation/business/person who can recommend 		
D) Expertise	<ul style="list-style-type: none"> - Detailed CV's and expertise indicating qualification in computing technology 		
E) Experience in Providing Integrated Accounting Solution	<ul style="list-style-type: none"> - Proof of experience in developing Integrated Accounting Solution - Proof of three contactable references 		
F) Project Management, Approach and Methodology	Detailed Project implementation plan (approach, methodology, timeframes, deliverables and resources)		
G) Knowledge of the Accounting sector	Must demonstrate knowledge of the sector through a write up of no longer than three (3) pages		
Technical Evaluation Threshold 75%			
Total Score			

*The shortlisted Service Providers may be invited to present their proposals to PNGCS through the PMCT/Project Desk.

*PNGCS reserves the right not to award the tender to the unsuccessful bidder that fails to fulfil all requirements herein this ToR.

Disclaimer

The information supplied in this TOR are believed to be true and specifically designed for our needs and are not allowed to be altered for anyone's purpose.