

Tender Specification: Provision of an ERP system

Date: 29 April 2019



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1. INVITATION TO TENDER

The Contracting Authority for the purpose of this Invitation to Tender is Katmex Seaham

Their address is George Street Industrial Estate, Seaham SR7 7SL

2. BACKGROUND

Katmex Seaham Limited is a fabrication and machining company based in Seaham. The company operates as a subcontractor, fabricating large volumes of structural steelwork supplied into a range of industries.

The company requires a new ERP system to support an increase in stock levels, which is being requested by customers. The new system will enable the business to improve order processing and control work/stock throughout the plant

3. SPECIFICATION OF REQUIREMENTS

3.1 Services/Work/Equipment to be provided:

The ERP system will be expected to:

- replace current several standalone systems with a single integrated software platform allowing process improvements and efficiencies.
- bring together/integrate/improve processes, sales orders, jobs, purchasing, deliveries, invoicing, stock, etc.
- reduce/remove unnecessary manual input, repetition, paperwork, duplication, errors, etc.
- facilitate capturing of job progress and timesheets quickly, accurately and real time via shop floor without the need for current labour-intensive practices.
- enable capturing and sharing of relevant documents across the business and shop floor.
- have better visibility and control over the whole business via dynamic capacity planning and scheduling.
- simplify and integrate accounting with live link to Sage Line 50 with robust reference and history of materials, stock, previous transactions, route information, supplier transactions, etc.
- provide better and faster real-time information.
- improve overall operational performance and customer service.

3.2 Timescales

Tender placed on website – 29 April 2019

Tender deadline – 15 May 2019

Review bids – by 20 May 2019
Appoint preferred supplier/Place order – 24 May 2019
Equipment Delivered - June 2019
Installation Complete – November 2019

4. PROJECT TEAM

David Mitchell – Managing Director, Andrew Byrom – General Manager, Lee Cranston – Finance Manager.

Please use the email address of: dmitchell@katmex.co.uk for all correspondence.

5. QUALITY ASSURANCE

Katmex would like to invite tenders from companies that have knowledge and experience of supply and implementation of ERP systems into batch engineering/manufacturing companies.

6. TENDER SUBMISSIONS

Tenders will be evaluated against the award criteria as set out within Section 7 and tenderers should also demonstrate within their tender proposal the following assurance that they have:-

- Capability to meet the contract requirements;
- Quality and experience of the individual(s) delivering the contract; including evidence of a proven track record;
- Value for money and added value

7. AWARD CRITERIA

The contract will be awarded to the most economically advantageous tender evaluated against the following criteria.

Criteria	Weighting %
Timescale, delivery and after sales support	40
Quality and evidence of product in use	30
Pricing of the tender	30

8. QUERIES

To ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within, or associated with Katmex. Failure to comply may result in disqualification from the process.

9. TENDER RETURN

Please send your tender to Mr David Mitchell by email – dmitchell@katmex.co.uk

Closing date for tenders is 5pm on Wednesday 15 May 2019