



**ZEP-RE**  
**(PTA Reinsurance Company)**

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## **REQUEST FOR PROPOSAL**

### **TERMS OF REFERENCE**

### **FOR THE ACQUISITION AND IMPLEMENTATION OF AN INTEGRATED PROCUREMENT MANAGEMENT SYSTEM (IPMS)**

**Reference: ZEPRE/RFP/008/2026**

**Issue date: 16<sup>th</sup> June 2026**

**Submission Deadline: 30<sup>th</sup> June 2026**

## SYNOPSIS OF THE REQUEST FOR PROPOSAL

Solicitation Reference No.	<b>ZEPRE/RFP/008/2026</b>
Title of Solicitation	<b>ACQUISITION AND IMPLEMENTATION OF AN INTEGRATED PROCUREMENT MANAGEMENT SYSTEM (IPMS)</b>
Issued	ZEP-RE (PTA Reinsurance Company) Website: <a href="https://zep-re.com">https://zep-re.com</a>
Point of contact for clarifications, questions and amendments	Procurement Desk Email: <a href="mailto:procurement@zep-re.com">procurement@zep-re.com</a> ;  <b>cc:</b> - Jaskiran Sandhu ( <a href="mailto:jsandhu@zep-re.com">jsandhu@zep-re.com</a> ) - Faith Ngovu ( <a href="mailto:fngovu@zep-re.com">fngovu@zep-re.com</a> ) - Thomas Iyako ( <a href="mailto:tiyako@zep-re.com">tiyako@zep-re.com</a> )
Email Address for submission of Proposals	<b>To:</b> Procurement Desk email: <a href="mailto:procurement@zep-re.com">procurement@zep-re.com</a>  <b>cc:</b> - Jaskiran Sandhu ( <a href="mailto:jsandhu@zep-re.com">jsandhu@zep-re.com</a> ) - Faith Ngovu ( <a href="mailto:fngovu@zep-re.com">fngovu@zep-re.com</a> ) - Thomas ( <a href="mailto:tiyako@zep-re.com">tiyako@zep-re.com</a> )
Solicitation Issue Date	16th June 2026
Deadline for Answering questions and clarifications	23rd June 2026, 1700 hours, East African Time
Amendments to RFP Documents	At any time prior to the deadline for submission of proposals, ZEP-RE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment.  The amendments will also be posted on ZEP-RE websites and/or communicated via email.
Language of Proposals	The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and ZEP-RE, shall be written in <b>English</b> .
Conflict of Interest	In their proposal, proposers must confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for ZEP-RE.
Deadline for Submission of Proposals	30th June 2026, 1700 hours, East African Time  <b>Please include the subject line “ZEPRE/RFP/008/2026” in the email</b>
Selection Method	Quality and Cost Based Selection (QCBS)

Minimum Technical score required to qualify for financial evaluation	70%
Type of Service Provider	<b>ONLY FIRMS/COMPANIES ARE ELIGIBLE TO APPLY</b>
Submission and Evaluation Criteria	<b>See TOR section</b>

## TERMS OF REFERENCE

### A. About ZEP-RE

ZEP-RE (PTA Reinsurance Company) is an African reinsurer and a specialised institution of the Common Market for Eastern and Southern Africa (COMESA). The company was established in 1990 through an Agreement of Heads of State and Government of the then Preferential Trade Area, a precursor to COMESA, to develop the insurance and reinsurance industries and support capacity building.

With 20 African signatory member states, our shareholding as of 31 December 2025 comprises of eight (8) governments, fifteen (15) member/signatory state-owned companies, 14 private (re)insurance companies, COMESA and 1 COMESA specialized development bank and 2 DFIs.

ZEP-RE has established a network of regional hub offices and contact offices to serve its footprint in COMESA and beyond. With three regional hubs in Nairobi (also the headquarters) serving East and Central Africa, Harare (Zimbabwe) serving Southern Africa, and Abidjan (Cote d'Ivoire) serving West Africa C CIMA region, and 5 country offices in Lusaka (Zambia), Kampala (Uganda), Addis Ababa (Ethiopia), Kinshasa (D.R. Congo), C Kigali (Rwanda).

### B. Background

ZEP-RE (PTA Reinsurance Company) is undertaking the acquisition of an Integrated Procurement Management System (IPMS) to modernize and digitize its procurement processes.

Currently, procurement processes are largely manual and fragmented, relying on emails, spreadsheets, and paper-based documentation. This has resulted in delays, limited visibility, weak budget control, and increased compliance and audit risks.

The proposed system will centralize procurement activities, automate workflows, and integrate with the Finance ERP to enhance efficiency, transparency, and accountability.

## 2. Objective of the Assignment

The objective of this assignment is to procure and implement a robust, secure, and fully integrated procurement management system that will:

- Automate the full procurement lifecycle from requisition to payment
- Enhance compliance with internal policies and governance requirements
- Strengthen financial controls through ERP integration
- Improve supplier performance management
- Reduce procurement cycle time and operational costs

## 3. Scope of Work

The selected vendor shall design, configure, supply, implement, and support an Integrated Procurement Management System covering the following modules:

### 3.1 Full Procurement Lifecycle Management

- Management of Purchase Requisitions, RFQs, RFPs, evaluations, Purchase Orders, GRNs, and invoices
- Support for all procurement selection methods used by ZEP-RE (Request for Quotations, Request for proposals, Single Sourcing, Request for Bids, Limited Tender, Framework Agreements, Prequalification Tenders)
- Real-time tracking of procurement activities from initiation to closure

### **3.2 Vendor Management**

- Centralized supplier database
- Vendor onboarding, verification, categorization, and prequalification
- Supplier compliance monitoring and performance tracking

### **3.3 Workflow and Approval Management**

- Configurable multi-level approval workflows
- Automated routing based on thresholds and departments
- Escalation mechanisms and approval audit trails
- Real-time alerts and notifications

### **3.4 Document Management**

- Secure storage of procurement documents (RFQs, contracts, invoices, delivery notes)
- Version control and document categorization
- Digital signatures and controlled access

### **3.5 Integration with Finance ERP**

- We are currently using Infor sun systems as our Finance ERP
- Budget verification and commitment control
- Purchase Order posting
- Invoice processing and payment tracking
- Financial reconciliation and reporting

### **3.6 Budget Management**

- Automatically pull approved budget lines from the Finance ERP
- Enforce budget checks at requisition, approval, and commitment stages
- Prevent processing of transactions exceeding available budgets
- Provide real-time visibility of committed, spent, and remaining balances
- Automatic validation before approvals
- Tracking of committed, spent, and remaining budgets
- Budget utilization reporting

### **3.7 Sourcing and Tender Management**

- Tender creation and publication
- Bid submission and evaluation tools

- Automated scoring and quotation comparison

### **3.8 Inventory and Stock Management**

- Stock monitoring and reorder alerts
- Tracking of goods receipt and movement

### **3.9 Reporting and Analytics**

- Dashboards and reports including:
  - Spend analysis
  - Vendor performance
  - Procurement cycle time
  - Compliance tracking

### **3.10 Supplier Portal**

- Vendor submission of bids, invoices, and documents
- Communication and clarification interface

### **3.11 ESG Compliance**

- Ability to create a Environmental, Social, and Governance (ESG) questionnaire form to screen vendors during onboarding

### **3.12 Security Requirements**

- Role-based access control
- Data encryption
- Audit logs and activity tracking
- Disaster recovery and backup mechanisms
- Compliance with data protection regulation

## **4. Deliverables**

The vendor shall provide the following deliverables:

- Fully configured IPMS aligned with ZEP-RE requirements
- System integration with Finance ERP
- Data migration plan and execution
- User manuals and system documentation
- Training for end users and administrators
- Post-implementation support and maintenance plan

## **5. Implementation Approach**

The vendor shall propose a structured implementation methodology covering:

- System design and configuration

- Customization (if required)
- Integration and testing
- User acceptance testing (UAT)
- Change management and user training
- Go-live and post-implementation support

## **6. Implementation Timeline**

The implementation is expected to commence immediately after contract signing, with a phased rollout approach covering:

- System configuration
- Integration
- Testing
- Training
- Go-live

(Exact timelines to be proposed by the vendor.)

## **7. Qualification and Experience Requirements**

The bidder must demonstrate:

- Proven experience in implementing procurement management systems
- Successful completion of similar projects (Provide reference letters)
- Technical capability to integrate with ERP systems
- Adequate technical and support team
- Strong track record and client references

## **8. Evaluation Criteria**

Bidders will be evaluated based on the following:

- Technical capability and system functionality
- Compliance with required features
- Integration capability with ERP
- Implementation approach and methodology
- Vendor experience and references
- Cost and value for money
- Security and compliance standards

## **9. Reporting and Governance**

The selected vendor will report to:

- Procurement Department (Project Owner)
- IT Department (Technical Oversight)

Regular progress reports must be submitted during implementation.

## 10. Payment Terms

All payments shall be made in United States Dollars (USD) within thirty (30) days of ZEP-RE's written acceptance of each milestone, upon submission of a valid invoice with evidence of completion. Withholding tax shall apply in accordance with host country regulations and is deemed inclusive in the Vendor's financial proposal.

- **Advance Payment — 10% of Total Contract Value**  
In recognition of ZEP-RE's commitment to the project, an advance of ten percent (10%) shall be released within thirty (30) days of contract execution, upon: (a) delivery and activation of all contracted software licenses confirmed by ZEP-RE's IT Department; (b) approval of a Project Mobilization Plan inclusive of a named project team and confirmed implementation schedule.
- **Milestone 1 Payment — 25% of Total Contract Value**  
Payable upon ZEP-RE's written acceptance of: (a) completed system configuration in the test environment; (b) successful Finance ERP integration confirmed by ZEP-RE's IT Department; and (c) sign-off on the User Acceptance Testing (UAT) plan.
- **Milestone 2 Payment — 25% of Total Contract Value**  
Payable upon ZEP-RE's written acceptance of: (a) UAT completion with no open Critical or High severity defects; (b) completion of all end-user and administrator training; and (c) delivery of all user manuals and system documentation.
- **Go-Live Payment — 30% of Total Contract Value**  
Payable upon verified system go-live, being the date on which: (a) all contracted modules are fully operational in the production environment; (b) Finance ERP integration is live, tested, and reconciled; and (c) ZEP-RE has issued written go-live confirmation with no open Critical defects.
- **Retention Payment — 10% of Total Contract Value**  
Ten percent (10%) shall be withheld and released ninety (90) days after go-live, provided all Critical and High severity defects reported during that period have been resolved to ZEP-RE's written satisfaction and agreed performance standards have been maintained throughout.

## C. Evaluation Criteria

All submissions will be evaluated using the Quality and Cost Based Selection (QCBS) method.

### 1. Mandatory Requirements

- Bidders must meet all mandatory requirements (Pass/Fail).
- Failure to meet any requirement will result in automatic disqualification

### 2. Technical Evaluation (100 Points)

- The Technical Proposal shall be evaluated out of a maximum score of 100 points.
- Minimum Technical Score Required: 70 Points (70%)
- Only bidders achieving 70 points or above shall qualify for financial evaluation.

The detail of the criteria is as enumerated below: Each criterion will be scored based on the extent to which the proposal meets the requirements specified in the TOR.

Evaluation Criterion	Weight	What We Are Looking For
Mandatory Requirements	Pass or Fail	see section on Mandatory Submittals
<b>Technical (70%)</b>		
Technical capability and system functionality	30	Refer to the TOR
Compliance with required features	30	
Integration capability with ERP	15	
Implementation approach and methodology	15	
Vendor experience and references	10	
<b>Financial</b>	<b>30%</b>	Competitive pricing (cost and value for money): detailed budget, fee structure

## D. Application Submission Requirements

### A. Mandatory Submittals

- Operating license, certificate of incorporation as applicable.
- Copy of ID/Passport of Firm Owners, including beneficial owners
- TAX compliance certificates (Applicable to firms originating from COMESA Member States)
- Shall not be sanctioned or blacklisted by any government or institution

### B. Technical Proposal

- Technical capability and system functionality
- Compliance with required features

- iii. Integration capability with ERP
- iv. Implementation approach and methodology
- v. References/testimonials from previous clients

**C. Financial Proposal**

- i. The consultant shall provide a detailed budget for carrying out the assignment.
- ii. The financial proposal shall be inclusive of the applicable withholding taxes. **If the financial proposal is silent on taxes, ZEP-RE shall assume that these are inclusive.**
- iii. Price must be quoted in United States Dollar (USD).

**E. Guidelines for Preparations and Submission of Proposals**

- a) The proposals SHALL be submitted to [procurement@zep-re.com](mailto:procurement@zep-re.com) and [copied contacts](#) by **deadline indicated in the synopsis**
- b) VALIDITY of the proposal shall be for a period of **90 days** from the date of RFP closure.