

DPI (UK) LIMITED

Invitation to Tender

Document date: 2 October 2020

Response by: 16 October 2020 Extended to **26th October 2020**

Enterprise Resources Planning (ERP) System

1. Introduction:

DPI (UK) Limited would like to procure a modern ERP system suitable for the current and future demands of a forward-thinking and growing manufacturing company.

The invitation to tender must be emailed to:

Sandra Wiggins - sandra@dpi-uk.com - by 16:00 on 16 October 2020

2. About us

DPI UK Ltd is a Midlands based, UK manufacturer. We supply soft signage display products via a network of trade printers and agencies, and we manufacture aluminium frames, structures, and lightboxes for specific use with tensioned fabric graphics.

Our manufacturing plant and showroom is based just outside East Midlands Airport and Donnington Race Circuit, very close to the rapidly expanding M1 / A50 junction.

The soft signage display products we manufacture are used widely in retail environments such as airports and stores. Additionally, they are used in office environments, exhibitions and even in the home. Nothing is standard, we make everything from scratch, exactly to the dimensions required, using the widest selection of aluminium profiles in the industry.

3. Overview of business issues

We currently have a system for our manufacturing operation, but the system is no longer fit for purpose. The system is getting behind the times and saddles our business with unnecessary inefficiencies. For example, we are having to integrate other 3rd party software into our operation to give us other functions, but this just means that we have to duplicate data entry into multiple systems.

We have significant growth plans and our current way of working impedes our ambitions. Any increased efficiencies will allow our team to work much more effectively and will give us the tools to grow the business moving forward.

4. Proposal Requirements

It is the requirement of this request for proposal that:

- The proposal must include supplier's name and full business address (this could be the letter head with supplier's full address)
- Made out to us using our company's name and full address (please see footer for detail)
- Date of the proposal
- Period for which the proposal is valid for (recommended 60 days)
- Full system description with make and model, brochure or product information can also be attached
- Licensing costs for 3-year and 5-year options are required
- Detail of warranty/guarantee
- Estimated timescales for delivery (from the date of placing the order)
- After care service / Service Level detail
- Net/Gross prices
- Terms of Payment

If you need further clarification, please contact Sandra Wiggins on 01332 228150.

5. Specification:

Description	Quantity
<p data-bbox="204 1061 1086 1093">It is ESSENTIAL that the new ERP system needs has the functionality for:</p> <p data-bbox="204 1115 387 1146">Sales Queries</p> <ul data-bbox="252 1205 1166 1272" style="list-style-type: none">• Sales queries to be entered directly into the ERP and have the ability for queries to be pulled in from an enquiry form on our website. <p data-bbox="204 1317 467 1348">Stock Management</p> <ul data-bbox="252 1393 1225 1966" style="list-style-type: none">• Calculate the number of profiles we would need to complete each job• Reconcile this with our invoicing system• Identify our existing stock levels, incorporating multiple statuses such as allocated stock, stock on order, quarantined stock, etc. The system must be able to give us a net real-time picture of our overall stock levels and of the individual statuses• Allow us to plan jobs for the team centrally based on our stock information• Have a waste management element where we can identify part-used stock that is still fit for use in the manufacturing process so we can maximise the efficiency of our stock and reduce waste• Manage stock holding through a combination of part number and batch number to be able to identify individual parts and their cost.• Ensure allocation of stock to orders can be both automatic and manual and provides a notification for verification where required.• Allocate stock by both manual and automatic procedure including FIFO, LIFO, Use by date, batch code and other usual standards	1

Production Planning

- Distribute work to the team from a central production management tool
- Distribute job forms to the team electronically to mobiles or portable devices but retaining the ability to print forms in hard copy in case of power or broadband outages
- Have an app or portal for the team to log-in and be able to click on a job form and update the status of the work from a mobile or portable device.
- The production manager to be notified once a job status has changed and for this to be reflected in the ERP system
- Be able to have an additional section for amendments if there are client changes of specification
- Identify part production of large volume orders
- Acknowledge product lead times from suppliers to help us with estimated delivery times
- Be able to give us MI of component build times through the system as the team utilise the online job forms and change the job status

Logistics

- Our system needs to be able to track orders once dispatched
- Reminder system to check in with couriers after a certain period of time
- Tracking status system (e.g, dispatched, in transit, with courier, delivered) for us to maintain and identify the progress of the dispatched orders
- Notifications to be sent to our clients and finance team upon change of status to the items being delivered
- Identify part delivery of large volume orders
- The ability to link in with accounting software

It is PREFERABLE that new ERP is able to:

- Manage a barcode, RFID or QR code system and support remote RF picking techniques and equipment such as hand-held scanners, voice pick headsets etc.
- Integrate with a web portal for our clients if we decide to develop one in the future
- Generate invoices automatically for the finance team to review and send upon receipt of a delivery notification
- Grow with us as our demands grow. We know there are a lot of features that we don't need at this moment but will in time, so the software can't limit us and will support us into the future

6. Evaluation and Scoring Process

Proposals will be evaluated based on the criteria as detailed in this document. As part of the selection process, we will score suppliers based on our evaluation criteria stated below. Each supplier will be awarded points based on their proposals. We will use the weight scoring method

to assess each proposal and the highest scoring proposal will ultimately enable us to make a decision on a suitable supplier to implement our ERP System project.

All proposals will need to demonstrate that the supplier has understood our requirements and further discussion may follow prior to making our final decision.

Scoring Criteria	Score
Excellent - Exceptional demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures needed to meet this requirement, with evidence to support the response.	5
Good - Above average demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures needed to meet this requirement, with evidence to support the response.	4
Average - Demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resources, and quality measures needed to meet this requirement, with evidence to support the response.	3
Fair - Some minor reservations of the Tenderer's relevant ability, understanding, experience, skills, resources & quality measures needed to meet this requirement, with limited evidence to support the response.	2
Poor - Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resources, and quality measures needed to meet this requirement, with little or no evidence to support the response.	1
Very Poor - Does not comply or insufficient information provided to demonstrate the tenderer ability, understanding, experience, skills, resources & quality measures needed to meet this requirement, with limited evidence to support the response.	0

All proposals will be scored out of 5 against the following-

- (i) The price (weighting x 5);
- (ii) The supplier's level of experience (weighting x 4);
- (iii) Product description and functionality (weighting x 5);
- (iv) Compatibility with existing equipment and resources (weighting x 3);
- (v) Guarantee/Warranty and Level of support service being proposed (weighting x 3).

7. Decision and Project Timeline

Deadline for proposals: 16/10/2020
 Estimated Project Start Date: 1/12/2020
 Estimated Project End Date: 5/3/2020

8. Proposal submission and Contact:

Proposals received after the response by date/time will not be considered.

The proposal must be emailed to: sandra@dpi-uk.com by 16:00 on Oct 26, 2020.

For further information please contact Sandra Wiggins on 01332 228150.

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