



Expression of Interest (EOI) for Supply, Installation, Training, and Ongoing Support of Board Meeting Software

Organization Name: Tropik Wood Industries Limited

EOI Reference Number: 006/2023

Date of Issue: 24th August 2023

Submission Deadline: 15th September 2023

1. Introduction:

Tropik Wood Industries Limited invites qualified and experienced vendors to submit their Expression of Interest (EOI) for the supply, installation, training, and ongoing support of a comprehensive Board Meeting Software solution.

2. Objective:

The objective of this EOI is to identify potential vendors who can provide a robust and user-friendly Board Meeting Software solution that caters to the needs of our organization. The solution should streamline board meeting processes, enhance collaboration, improve security, and offer reliable ongoing support.

3. Scope of Work:

The scope of work for this EOI includes, but is not limited to, the following:

- Supply and installation of the Board Meeting Software, including customization as per our organization's requirements.
- Training sessions for our staff and board members to ensure efficient utilization of the software.
- Implementation of security measures to safeguard sensitive board-related information.
- Ongoing technical support and maintenance to address any issues, updates, or enhancements.

4. Vendor Requirements:

Interested vendors should meet the following criteria:

- Proven experience in supplying and implementing Board Meeting Software solutions for organizations of similar size and complexity.
- Demonstrated ability to provide training and support services effectively.
- Technical expertise to customize the software according to our specific needs.
- Strong track record of ensuring data security and confidentiality.

- Clear pricing model for the software, implementation, training, and ongoing support.

5. Submission Guidelines:

Interested vendors are requested to submit the following documents:

1. Company profile highlighting relevant experience and successful implementations.
2. Detailed description of the proposed Board Meeting Software solution.
3. Approach for customization, installation, training, and ongoing support.
4. Pricing structure, including software licensing, implementation, training, and support costs.
5. References from previous clients for similar projects.
6. Any additional information that showcases the vendor's capabilities.

6. Evaluation Process:

The evaluation of EOIs will be based on the following criteria:

- Relevance of experience and successful case studies.
- Suitability of the proposed solution to our organization's requirements.
- Clarity and feasibility of the implementation and support approach.
- Competitiveness of the pricing structure.

7. Submission Deadline:

Sealed submissions must be deposited in the Tender Box located at the Company's Head Office, Vakabuli Village Road, Drasa, Lautoka no later than 3.00pm on Friday 15th September 2023 and addressed to:

The Tender Subcommittee
Tender - Ref# 006/2023
C/O - Tropik Wood Industries Limited
Private Mail Bag, Lautoka.

For bidders who cannot travel to above stated address, tenders shall be emailed to the following tender recipients between 3.00pm to 3.30pm on the same day:

yhicks@tropik.com.fj
joeli.waqa@tropik.com.fj

8. Enquiries:

For any inquiries or clarifications regarding this EOI, please contact Osea Daveta at 9995139
Email: odaveta@tropik.com.fj