

Assets & Goods Inventory System

PROJECT PROPOSAL

**UPWARD S OL UT I ONS**

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[**ken@usi.digital**](mailto:ken@usi.digital)

**Legazpi Heights Subd. Rawis, Legazpi City 4500**

**ASSETS AND GOODS INVENTORY SYSTEM (AGIS)**

**For LGU – Municipality of Paracale**

**Project:**

This Proposal is put forward on the 1st of July between:

UPWARD SOLUTIONS located at [INSERT ADDRESS] and MUNICIPALITY OF PARACALE located at PARACALE, CAMARINES NORTE

**Products/Services**

1. **Provision and implementation of a comprehensive Assets and Goods Inventory System (AGIS)** tailored to the specific needs of Local Government Units in the Philippines.
2. C**omprehensive training for local IT staff and end-users** on the use and maintenance of the system.
3. Ongoing technical support and service maintenance.
4. Information regarding the scope of work can be found in number 11 and Schedule 1 at the end of this Proposal.
5. We recognize the following challenges:

a. Limited existing infrastructure for efficient asset and goods inventory management.

b. High initial setup costs for comprehensive inventory systems.

c. Potential resistance to new technology from LGU employees.

1. The following are ways we can address these challenges:

a. Utilizing a robust, cloud-based AGIS to enhance asset tracking and inventory management.

b. Offering flexible financing options to spread the initial setup costs over time.

c. Conducting training programs to demonstrate the benefits of improved inventory management and streamline the transition process.

**Executive Outline**

1. The Proposing Company, Upward Solutions, is one of the best supplier of the said product/service and in a strong position for growth of the agencies and success. We have extensive experience in implementing large-scale IT projects, a knowledgeable team with expertise in inventory management technology, and a track record of successful partnerships with various LGUs.
2. The Proposing Company is requesting funding from [INSERT PROPOSAL RECEIVER NAME]. Upward Solutions is seeking a mutually beneficial relationship to support both the growth of the agency and success with funding and support from [INSERT PROPOSAL RECEIVER NAME].
3. All information regarding the project is included within this proposal.

**Goals and objectives**

1. **UPWARD Solutions Inc.** is committed to delivering state-of-the-art IT solutions tailored to the specific needs of Local Government Units. Our goal is to enhance asset and goods inventory management, streamline operations, and support digital transformation. Objectives are as follows;

* Enhance Inventory Management: Automate tasks such as tracking assets and managing goods inventory.
* Support Digital Transformation: Enable seamless integration of digital services and online platforms.
* Improve Operational Efficiency: Facilitate efficient communication and data exchange.
* Ensure Security: Implement robust security measures to protect sensitive information and maintain data integrity.

1. Scope of Work

a. System Design and Planning

* Assessment: Conduct a comprehensive assessment of current infrastructure and future requirements.
* Design: Develop a detailed system design tailored to the specific needs of the LGU.
* Planning: Create a step-by-step implementation plan, including timelines and milestones.

b. Hardware and Software Provisioning

* Hardware: Supply high-quality servers, computers, and other necessary hardware.
* Software: Provide the Assets and Goods Inventory System, including modules for tracking, reporting, and managing assets and goods.

c. Implementation

* Installation: Perform on-site installation of all hardware and software components.
* Configuration: Configure network settings to optimize performance and ensure compatibility.
* Testing: Conduct thorough testing to ensure the infrastructure meets all performance and security standards.

d. Training and Support

* Training: Offer comprehensive training programs for IT staff and end-users.
* Support: Provide ongoing technical support and maintenance services.

1. Key Features

* **User-Friendly Interface:** Designed with a user-friendly interface accessible on both desktop and mobile devices, ensuring ease of use for all staff members.
* **Customization:** Highly customizable to fit the specific needs and workflows of each LGU, ensuring the system can adapt to unique operational requirements.
* **Scalability:** Engineered to accommodate future growth, allowing the system to scale with the expanding needs and resources of the LGU.
* **Integration:** Seamless integration with existing systems such as finance, HR, and other management systems to ensure data consistency and streamline operations.
* **Real-Time Tracking:** Provides real-time tracking of assets and goods, offering instant visibility into inventory levels, asset locations, and usage patterns.
* **Detailed Reporting and Analytics:** Advanced analytics and reporting tools to generate detailed reports on inventory status, and asset utilization, aiding in informed decision-making.
* **24/7 Support:** Comprehensive technical support, training, and maintenance available around the clock to ensure uninterrupted operation and quick resolution of any issues.
* **Cloud-Based Option:** The system can be hosted on the cloud, offering easy accessibility, enhanced security, and the ability to manage inventory from anywhere.

1. Benefits

* **Enhanced Productivity:** By automating inventory management tasks, staff can focus on more strategic activities, leading to increased productivity and operational efficiency.
* **Cost Efficiency:** Streamline inventory processes to reduce operational costs, minimize waste, and prevent overstocking or stockouts.
* **Improved Asset Utilization:** Real-time tracking and detailed reporting help in better utilization of assets, reducing downtime and maximizing return on investment.
* **Data-Driven Decision Making:** Leverage advanced analytics to make informed decisions based on accurate, real-time data, optimizing resource allocation and financial planning.
* **Increased User Satisfaction:** Intuitive interface and reliable performance enhance user experience, making it easier for staff to manage assets and inventory effectively.
* **Environmental Sustainability:** Optimize inventory management to reduce waste and promote sustainable practices within the LGU.

**Marketing**

1. The products and/or services will be marketed as follows:

* Direct engagement with LGU officials to highlight the benefits of improved inventory management and operational efficiency.
* Demonstration programs to showcase the positive impact of a comprehensive inventory system on asset and goods management.

**Financial Proposal**

1. See below a comprehensive framework of the proposed pricing, schedule of payment, and our offered payment terms.
2. **Pricing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Unit | Item Description | Amount | Total Amount |
| 1 | set | Assets and Goods Inventory System (AGIS) |  |  |
| Total | | |  |  |

1. **Schedule of Payment**
   * Initial Payment:
     1. 70% of the Project Cost upon signing the contract.
   * Final Payment:
     1. 30% of the Project Cost upon completion of installation and initial testing and final acceptance of the project.
2. **Payment Terms**

* Payment Methods: We accept payments via bank transfer, credit card, or cheque.
* Invoices: Invoices will be issued 15 days prior to the due date.
* Late Payments: Late payments will incur a fee of 1.5% per month.

**Terms and Conditions**

1. This Project Proposal defines the terms and conditions of the Agreement between Upward Solutions and LGU - Municipality of Paracale.
2. Both parties agree to be bound by the terms highlighted in the Business Proposal.

**Schedule 1- Scope of work**

|  |  |  |
| --- | --- | --- |
| **Description of Services/product** | **Deliverable(s)** | **Timeline of project** |
| Provision of AGIS | Installed inventory management system | 1 week |
| Training for local IT staff | Training sessions and manuals | 1-3 days |
| Ongoing technical support | Regular maintenance and support services | all year round |

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date stated above.

**SIGNATURES**

|  |  |
| --- | --- |
| **Upward Solutions** | **LGU - Municipality of Paracale** |
| **KENNETH L. CANTELA** |  |
| **Printed name over signature** | **Printed name over signature** |
| **designation** | **designation** |



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