

# IT Inventory System Tender Specifications

**Organization:** XYZ Solutions Inc.

**Date:** April 23, 2024

## Table of Contents

<b>1. Introduction.....</b>	<b>3</b>
<b>2. Scope of Tender .....</b>	<b>3</b>
<b>2.1 Overview .....</b>	<b>3</b>
<b>2.2 Functional Requirements .....</b>	<b>3</b>
2.2.1 Inventory Tracking.....	3
2.2.2 Procurement Management.....	3
2.2.3 Reporting .....	3
<b>2.3 Technical Requirements .....</b>	<b>3</b>
2.3.1 Platform .....	3
2.3.2 Technology Stack.....	3
<b>3. Deliverables and Purchases .....</b>	<b>4</b>
<b>3.1 Deliverables .....</b>	<b>4</b>
<b>3.2 Purchases .....</b>	<b>4</b>
<b>4. Timeline.....</b>	<b>4</b>
<b>4.1 Proposal Submission .....</b>	<b>4</b>
<b>4.2 Vendor Selection .....</b>	<b>5</b>
<b>4.3 Project Execution .....</b>	<b>5</b>
<b>4.4 Overview of Timeline .....</b>	<b>5</b>
<b>5. Appendices .....</b>	<b>5</b>

# 1. Introduction

The purpose of this tender document is to invite proposals for the implementation of an **IT inventory system** for XYZ Solutions Inc. This document outlines the requirements, scope, deliverables, timeline, and appendices for the project.

## 2. Scope of Tender

### 2.1 Overview

The scope of this tender includes the design, development, testing, and deployment of an IT inventory system to manage the organization's hardware and software assets.

### 2.2 Functional Requirements

#### 2.2.1 Inventory Tracking

The system should provide capabilities for tracking hardware and software inventory levels, including details such as serial numbers, purchase dates, and locations.

#### 2.2.2 Procurement Management

Users should be able to create purchase orders, track orders through the procurement process, and manage vendor relationships within the system.

#### 2.2.3 Reporting

The system should generate various reports related to inventory status, procurement history, asset depreciation, and vendor performance.

### 2.3 Technical Requirements

#### 2.3.1 Platform

The system should be web-based and accessible from various devices, including desktop computers, laptops, and mobile devices.

#### 2.3.2 Technology Stack

The preferred technology stack for the development of the IT inventory system includes Python for backend development, React.js for frontend development, and PostgreSQL for the database.

## 3. Deliverables and Purchases

### 3.1 Deliverables

The deliverables for this project include:

Item Name	Description	Person-in-Charge
System Design	Architecture and functionality of the system	John Doe
Software Application	User-friendly interfaces for inventory management	Jane Smith
Testing Documentation	Test cases and documentation for quality assurance	Mike Johnson
Deployment Plan	Plan for rolling out the system across the organization	Mary Brown

### 3.2 Purchases

Item	Description	Pricing		
		Before Tax (SGD)	After Tax (SGD)	Discount Eligible
Servers	High-performance servers for hosting the IT inventory system	\$10,000	\$11,500	No
Workstations	Workstations for employees to access the system	\$20,000	\$23,000	No
Software Licenses	Licenses for software tools required for system development	\$5,000	\$5,750	Yes
Networking Equipment	Switches, routers, and cables for network infrastructure	\$8,000	\$9,200	No

## 4. Timeline

### 4.1 Proposal Submission

Vendors are required to submit their proposals by the specified deadline. **Late submissions will not be considered.**

## 4.2 Vendor Selection

XYZ Solutions Inc. will review and evaluate all submitted proposals based on predefined criteria. The selected vendor will be notified within two weeks of the proposal submission deadline.

## 4.3 Project Execution

The project is expected to commence within one month of vendor selection. A detailed project timeline will be established during the project kickoff meeting.

## 4.4 Overview of Timeline

The rough timeline for the project is as follows:

- Proposal submission deadline: May 15, 2024
- Vendor selection: May 30, 2024
- Project kickoff meeting: June 15, 2024
- System design and development: June 2024 - December 2024
- Testing and quality assurance: January 2025 - February 2025
- Deployment and training: March 2025
- Project completion: April 2025

## 5. Appendices

1. Requirements Specification
2. Technical Specifications
3. Sample Reports