

REQUEST FOR PROPOSAL FORM



CLIENT NAME :
ADDRESS :
 :
 :
 :
CONTACT PERSON :
TELEPHONE :
EMAIL :
FAX :
LEAD HANDLED BY :

BUSINESS

Nature of the business : Retail
 Wholesales without distribution
 Wholesales with distribution

Industry : Textiles/Clothing
 Restaurant
 Take away
 Dine in / Table serve
 Delivery
 Hotel with room reservation
 Supermarket
 Electronics shop
 Hardware shop
 Pharmacy
 Members only club
 Bookstore
 Baker / Food & Beverage Retailer
 Mother & Child Care / Kids & Toys
 Electrical / Consumer Goods Store
 Spare Parts Retailer
 Wine Store
 Jeweler
 Fitness Training
 Queue Management System
 Therapy / Salon & Beauty Parlor
 Computer Hardware & Mobile Showroom
 Service & Repair Center
 Hospital
 Sports Good
 Household furniture / Wood carving
 Cosmetics / Beauty / Gift / Fancy Goods Store
 Paints / Building materials
 Warehouse

Car Park []
 Laundry/Cleaning Service []
 Money Exchange []

Other

Application required : Point of sales system []
 Wholesales inventory and billing system []
 General ledger accounting package []
 Restaurant touch screen POS []
 Restaurant POS with normal PCs []
 Payroll linked to attendance []
 Payroll without a link to attendance system []
 Hotel management system/Reservations []
 Distribution monitoring system []
 Member monitoring system []
 Token/Queue management system []
 Money exchange system []
 Warehouse management system []
 Sales force automation system []
 Car park management system []
 Laundry management system []
 Other

REQUIRED MODULES

Loyalty module : Yes [] No []
 AP/AR module only [No final accounts] : Yes [] No []
 General Ledger module : Yes [] No []
 Gift voucher module : Yes [] No []
 myCentral – Head Office module : Yes [] No []
 Promotions module : Yes [] No []
 Member monitoring module : Yes [] No []
 Token Management module : Yes [] No []
 SMS/MMS Alerts module : Yes [] No []
 KOT/BOT module : Yes [] No []
 Recipe management with costing module : Yes [] No []
 Production module : Yes [] No []
 Tab/Mobile KOT/BOT management : Yes [] No []
 myRemote module : Yes [] No []
 myApp : Yes [] No []
 myRewards Customer App module : Yes [] No []
 myDashboard MIS module : Yes [] No []

Number of locations : []

Is all the locations are centrally monitored? : Yes [] No []

Purchasing is handled at : Head Office [] - and outlet

Separate central warehouse []

Separate multiple warehouses []

All outlets can purchase []

If multiple locations,

Connectivity : Leased lines []

Dial up/ADSL []

Email []

No connectivity []

Pricing controlled at : Head office []

All outlets can change prices []

Discounts controlled by : Head office []

Outlets independently []

Suppliers are handled by : Head office only []

Stores only []

Head office / stores / outlets []

OPTIONS

Handling of creditors required : Yes [] No []

Handling of debtors required : Yes [] No []

Advance orders / payments : Yes [] No []

Sales assistants monitoring : Yes [] No []

Barcode printing required : Yes [] No []

If yes, print barcodes on : Laser printer [] Barcode printer []

Gift vouchers : Yes [] No []

Foreign currency handling : Yes [] No []

Accepts cheques in sales : Yes [] No []

Item wise discounts : Yes [] No []

Free item issues in sales : Yes [] No []

Pricing structure : Flat [] Based on qty []

Loyalty membership monitoring : Yes [] No []

Maintaining of pack sizes : Yes [] No []

Stock maintenance method : Average []

First in first out (FIFO) []

Expiry date based []

Batch wise stock []

Other ----- []

If the business is a **RESTAURANT**

Recipe control stock maintenance	:	Yes	[]	No	[]
Maintain raw items and menu items	:	Yes	[]	No	[]
Daily stock reconciliation	:	Yes	[]	No	[]
Liquor items available	:	Yes	[]	No	[]
KOT/BOT printing required	:	Yes	[]	No	[]
Number of kitchens available	:	[]	[]		
Stewards service charge monitoring	:	Yes	[]	No	[]
Diplomat's tax refunding	:	Yes	[]	No	[]
Room charges	:	Yes	[]	No	[]
Reservation	:	Yes	[]	No	[]
Mobile order taking options	:	Yes	[]	No	[]

if the requirement is a **GENERAL LEDGER**

Maintain multi companies	:	Yes	[]	No	[]
Update POS transactions to GL	:	Automatically	[]	Manually	[]
Number of cash books maintains	:	[]	[]		
Cheque printing required	:	Yes	[]	No	[]
If yes print with the voucher	:	Yes	[]	No	[]
Budgeted entries to be maintained	:	Yes	[]	No	[]
Number of cost centers	:	[]	[]		

If **PAYROLL** is required then

Need attendance monitoring	:	Yes	[]	No	[]
Attendance entering method	:	Manually			[]
		Thumb reader			[]
		Swipe card			[]
		Barcode scanner			[]
		Punch cards			[]

If the business is a **PHARMACY**

Expiry maintenance at back stores	:	Yes	[]	No	[]
Expiry maintenance at POS	:	Yes	[]	No	[]
Expiry method	:	Actual	[]	FIFO	[]
Maintain wholesales discounts	:	Yes	[]	No	[]
Order – Cashier counter operation	:	Yes	[]	No	[]
Number of order counters	:	[]	[]		
Number of cashiers	:	[]	[]		

GENERAL

Interfacing required for : Microsoft Navision []
 SAP []
 Quick Books []
 Tally []
 MYOB []
 AccPac []
 PeachTree []
 Website []

Weighing scale connectivity : Yes [] No []
 Sales commissions to be calculated : Yes [] No []
 Guide / rep commissions : Yes [] No []
 Production /manufacturing process : Yes [] No []
 Serial number tracking : Yes [] No []
 Warranty / RMA tracking : Yes [] No []
 Raw material maintenance : Yes [] No []
 24 hour operation : Yes [] No []
 If not 24 then business
 operating hours : From ____ AM to ____ AM

HARDWARE

Customer hardware profile

Branded server : Yes [] No []
 Branded workstations : Yes [] No []
 Independent server [not used for data entry] : Yes [] No []

If hardware already available then average

processor power : Celeron []
 Core 2 Duo []
 Dual Core []
 Core i Series []
 i3 Series []
 i5 Series []
 i7 Series []

Other -----

Hard disk capacity - Server : [] GB
 Hard disk capacity - Back office work stations: [] GB
 Hard disk capacity - POS machines : [] GB
 Memory - Server : [] GB
 Memory - Back office work stations : [] GB
 Memory - POS machines : [] GB

Server OS : Windows 2008 []
 Windows 2012 []
 Windows 2016 []
 Windows 2019 []
 Client OS : Windows XP []
 Windows Vista []
 Windows 7 []
 Windows 8 []
 Windows 9 []
 Windows 10 []
 Windows POS Ready []

Other -----

SQL Version : SQL Desktop []
 Standard []
 Enterprise []

SQL Edition : SQL 2005 []
 SQL 2008 []
 SQL 2012 []
 SQL 2016 []
 mySQL []

Other -----

Maximum resolution support : -----
 Networked : Yes [] No []
 Third party software installed : Microsoft office only []
 Third party accounting package []
 Third party POS system []
 Third party payroll []
 Other -----

Barcode printer :
 Barcode formats : Sticker / A4 / Other (please specify)

STAFF

Have they used a software system for this purpose before : Yes [] No []
 Staff IT knowledge : Good []
 Average []
 Poor []

DATA MIGRATION

Do you wish to migrate your current data? Yes [] No []

** End of document.