

**UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA  
OFFICE OF THE VICE CHANCELLOR/CABINET DU RECTEUR**



Post. Box: 25, Byumba, Gicumbi District  
Northern Province, Republic of Rwanda  
Phone: +250 - 789 350 053  
Email: [info@utab.ac.rw](mailto:info@utab.ac.rw)  
Web: [www.utab.ac.rw](http://www.utab.ac.rw)

**CALL FOR APPLICATION SUPPLY OF QUICKBOOKS SOFTWARE, TESTING,  
MAINTENANCE, AND USER TRAINING ON SETTING CHART OF ACCOUNTS AND  
RECORDING TRANSACTIONS**

**1. Introduction:**

University of Technology and Arts of Byumba (UTAB) is seeking proposals from qualified vendors or service providers to perform the installation, testing, maintenance, and user training for QuickBooks software. The selected vendor (company or individual person) will be responsible for ensuring the seamless integration of QuickBooks into our financial systems and providing comprehensive training to end-users.

**2. Background**

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of education and social transformation. UTAB has planned to continuously enhance financial management and meet the standards. This bid aims to acquire QuickBooks Software, testing,

maintenance, and user training on setting chart of accounts and recording transactions in order to ensure effective financial management.

### **2.1.Vision of UTAB**

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

### **2.2.Mission of UTAB**

The mission of UTAB is:

- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

## **3. Scope of Work:**

### **3.1. Installation:**

- Install and configure QuickBooks software on designated servers and workstations.
- Ensure compatibility with existing hardware and software infrastructure.
- Conduct necessary pre-installation assessments.

### **3.2. Testing:**

- Perform comprehensive testing of the QuickBooks installation to identify and resolve any issues.
- Conduct data integrity checks to ensure accurate financial data transfer.
- Validate system performance and responsiveness.

### **3.3. Maintenance:**

- Establish a routine maintenance schedule for QuickBooks software.

- Implement updates, patches, and security fixes in a timely manner.
- Provide ongoing support for troubleshooting and issue resolution.

### **3.4. User Training on Setting chart of accounts and recording transactions:**

- Develop a customized training program for end-users based on their roles and responsibilities.
- Conduct onsite training sessions for staff members.
- Provide training materials, documentation, and ongoing support.
- Setting UTAB charts of accounts and recording transactions in quick books and assist the users whenever deemed necessary.

## **4. Proposal Submission Requirements**

Interested parties are invited to submit a proposal that includes the following:

### **4.1. Company Overview:**

- Brief overview of the vendor's company, including experience with QuickBooks installations.

### **4.2. Qualifications:**

- Outline the qualifications and certifications of the team members who will be involved in the project.

### **4.3. Proposed Approach:**

- Provide a detailed plan for the installation, testing, maintenance, and user training phases.

### **4.4. Timeline:**

- Outline the proposed project timeline, including key milestones and deadlines.

### **4.5. Cost Proposal:**

- Provide a detailed breakdown of costs, including installation fees, testing fees, maintenance fees, and training fees.

#### 4.6. References:

- Provide references from previous clients who have received similar services.

#### 5. Submission Instructions

Please submit your proposal to the reception of UTAB located at Kamitsinga, Byumba sector, Gicumbi District, Northern province. Late submissions will not be considered.

#### 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Proposed approach and methodology.
- Cost-effectiveness.
- References.

#### 7. Additional Information

All inquiries regarding this call for proposal should be directed to BIZIMUNGU Jean Baptiste, Procurement officer at [bizimungu@utab.ac.rw](mailto:bizimungu@utab.ac.rw) or tel: 0788593256.

#### 8. Submission of application documents

The Sealed envelopes containing both technical specifications and financial proposals comprising the following documents: letter of application, CV or company profile, degrees of all technicians to be used in performance of this tender, certificate of company registration or ID, TIN and 3 copies of similar work performance certificate should be addressed to: Vice Chancellor of UTAB not later than 27/12/2023 at 8:00 am. Late application files will not be accepted. The tender documents opening session will be held at UTAB on 27/12/2023 at 8:30 AM in the presence of the bidders or their Representatives.

Sincerely,

Done at Byumba on 24/12/2023

*For*  
*Enly*  
Fr. Dr. MUNANA Gilbert, O.P.  
Vice Chancellor of UTAB

