Request for Proposal/Quotation

For Asset and Inventory Management Tool

January 6, 2021

Lheidli T'enneh Nation

1041 Whenun Road, Prince George,
BC, V2K5X8.

Table of Contents

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted through email only to
zabedin@lheidli.ca by Friday, January 29, 2021 No later than 4:30 pm PST.

Document standards:

- Must be in Microsoft Word format/Pdf format.

LTN reserves the right to change the date and time of submission deadline.

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics
covered in this document:

Zawad Abedin
Manager, Capital Projects & Asset Management
Phone: 2505620847 ext 2019
Cell: 7788901083
Email: zabedin@lheidli.ca

Introduction

Lheidli T'enneh Nation (LTN) Administration is currently in a process of adapting new asset management and inventory control tool. This system should enable the administration to effectively manage all its assets and establish a financial control.

Overview

Lheidli T'enneh owns diversified assets such as infrastructure, roads, buildings, water systems, houses, vehicles, fisheries equipment, office equipment and furniture, IT equipment etc. LTN also has and maintains a Maintenance Management Plan for tangible capital assets. An ideal electronic tool software should enable LTN to list all assets with details like acquisition date, value, useful and remaining life, depreciations, required maintenance, frequency etc. It should be able to generate financial reports such as total service cost in a year/month, approximation of expected cost for maintenance for any given time (such as next one year) within its life based on the input data. This should create identification (barcode, QR code) for individual assets so that those can be assigned to specific location, person; and also let the administrator know about the availability of any asset/equipment. Maintenance alert should be generated to notify concerned user. Overall, this should be performing as a complete tool which stores the data and helps manage the assets in an effective way. This platform should preferably be computer and mobile friendly.

Selection Criteria

The selection will be done considering the most efficient system which fits our purpose and budget. LTN is happy to provide more information as necessary.