Terms of Reference

Strengthening of Warehouse Management Information and Monitoring Systems for the Distribution of Disaster Management Logistics Assistance

A. Program	PROGRAM 8 INCREASING LOCAL CAPACITY OF DISASTER MANAGEMENT LOGISTICS AND EQUIPMENT
B. Activity Result	8.1.1. Strengthening and developing optimization systems for logistics networks and equipment, including the enhancement of government personnel (civil service human resources) and governance at both the national and regional levels (BNPB).
C. Output	4. Strengthening the Monitoring System for Disaster Management Logistics and Equipment Assistance. 6. Strengthening the Warehouse Management Information System.
D. Activity Name	Strengthening of Warehouse Management Information and Monitoring Systems for the Distribution of Disaster Management Logistics Assistance
E. Budget Code	81104NAPAC & 81106NAPAC

Introduction

Logistics is one of the main components in the implementation of disaster management. The success of emergency response operations is greatly influenced by the ability to manage procurement, storage, and distribution of aid quickly, precisely, and accountably. Currently, the management of disaster logistics warehouses still faces various challenges, including limited integrated inventory data, delays in updating stock information, difficulties in tracking incoming and outgoing goods, and not optimal monitoring of aid distribution. These conditions have the potential to cause mismatches between logistics needs and availability, duplication of aid, and delays in distribution to affected communities. Therefore, the need for accurate and real-time logistics information is increasingly important to support decision-making and coordination among stakeholders.

To overcome these challenges, it is necessary to strengthen the Warehouse Management Information System (WMS) and the Distribution Monitoring System for Disaster Management Logistics and Equipment Assistance that are able to support logistics management effectively, efficiently, transparently, and integrally. This system's function is to manage the entire warehousing process from receiving, storing, recording inventory, stock monitoring, to digital and data-based logistics distribution. Strengthening the Warehouse Management Information System is expected to increase the accessibility to and retrievability of information regarding logistics and equipment availability nationwide, accelerate the decision-making process, improve the accuracy of inventory data, and support coordination between Logistics Cluster members and other stakeholders. All these will enable the disaster management logistics system to become more responsive, accountable, and able to meet the needs of the affected communities in a timely and targeted manner.

The Directorate of Logistics and Equipment Network Optimization already has an INALOGPAL Information System that still needs to be strengthened to ensure stock availability, support distribution planning, increase transparency and accountability, and strengthen coordination between units and related stakeholders. On the other hand, the Directorate of Logistics and Equipment Management in carrying out its duties and functions needs to be supported with a disaster warehousing information system urgently in order to improve the effectiveness, efficiency, and quality of disaster management logistics services.

In view of the above, the Deputy for Logistics and Equipment of BNPB with the support from Program SIAP SIAGA, intends to establish a digital platform dedicated for **Warehouse Management Information and Monitoring Systems for the Distribution of Disaster Management Logistics Assistance**. This is in line with the goal of Program SIAP SIAGA, a now eight-year program (2019-2027) of an Australia-Indonesia Partnership in Disaster Risk Management, that aims to enhance Indonesia's ability to prevent, prepare, respond to and recover from disasters and strengthen cooperation between Australia and Indonesia on humanitarian issues in the region. There are three main program components within the Program SIAP SIAGA, which are as follows:

1. Strengthening the government system to improve the effectiveness of disaster management services;
2. Improved strategies for the empowerment of governments and communities to improve their resilience to disasters; and
3. Cooperation between Australia and Indonesia to improve disaster management in the Indo-Pacific Region.

The SIAP SIAGA program is implemented at the national, sub national and regional levels through cooperation with the National Disaster Management Agency (BNPB) and other government agencies, civil society organizations and multilateral institutions. At the sub-national level, the program is designed to operate in several provinces (NTT, NTB, Bali and East Java) in Indonesia.

In accordance with the 2026 SIAP SIAGA Annual Work Plan for Program Activities 8.1.1.4 and 8.1.1.6 the support from the SIAP SIAGA Program, among other things, will be in the form of contracting a Formulating Team consisting of relevant experts/specialists under the leadership and guidance of the Directorate of OJLP and Directorate of PLP, Deputy for Logistics and Equipment, BNPB to formulate the above mentioned Digitas Platform. The MIS will be under the auspice of BNPB parent domain of Inalogpal.

Objectives and Objectives

The general objective of the Strengthening of the Warehouse Management System Information System and the Strengthening of the Monitoring System for the Distribution of Logistics Assistance and Equipment initiative is to support the process of receiving, storing, monitoring, and distributing logistics in a faster, transparent, and accountable manner, so as to be able to strengthen disaster management preparedness and response.

Specifically, the objective of this initiative is to increase the effectiveness of disaster logistics management through the provision of accurate, real-time, and integrated inventory data and distribution monitoring.

The selected vendor must deliver a digital platform that has the following minimum modules/features:

Yes	Modules	Feature Descriptions: detailed features need to be proposed/described in the submitted quote
1	Main Dashboard Management & Inventory Information	
2	Management of Service Memorandum & Approval Flow	
3	Warehousing Operational Module (Inbound Receipt *Sub-Module*)	
4	Warehousing Operational Module (Goods Storage Sub-Module / *Put-away*)	
5	Warehousing Operational Module. (Sub-Module of Goods Production / *Outbound Dispatch*)	
6	Module Stock	

7	Module Stock Opname	
8	Maintenance Modules (Dashboard, Workflow Framework, Other Maintenance, Control Cards)	
9	Administration & Data Master Module (Super Admin)	
10	Emergency Warehouse Module	
11	Emergency Warehouse Module ON Position	
12	Distribution Module	

Additional deliverables:

In addition to the above-mentioned modules, the vendor must submit the following:

1. Inception report and detailed workplan;
2. Needs assessment and system requirement analysis report;
3. System architecture and database design document;
4. User Acceptance Test (UAT) and stress test reports;
5. User manual, technical documentation, and administrator guide;
6. Final source code and deployment package; and
7. Final assignment report and recommendations.

All reports are written in Bahasa Indonesia with an English Executive Summary for the Final Assignment Report.

Methodology

The development of the digital platform to Strengthen the Warehouse Management System Information System and Strengthening the Aid Distribution Monitoring System is to be carried out inclusive of the following steps:

a. System Needs Analysis

- Identify logistics and equipment management needs at all stages of disaster management.
- Conducting a study of the warehousing business process and the distribution flow of assistance that is currently running as well as the obstacles faced in the field.
- Identify the needs of users (administrators, warehouse managers, logistics operators, delivery services and leaders as decision makers)

b. System Development and Improvement

- Perform feature development according to storage and distribution needs of assistance.
- Improve the logistics receiving, storage, withdrawal, mutation, and reporting modules.
- Add shipment tracking, dashboard monitoring, real-time reporting, and notifications.
- Integrate the system with Inalogpal platforms, Inarisk, logistics information and other supporting systems.

c. Preparation of Operational Standards for the Use of Systems

- Prepare guidelines and SOPs for the use of the Warehouse Management System as well as SOPs for monitoring and reporting aid distribution.
- Establish a standardized logistics data recording and reporting flow.
- Determine the mechanism for validating and controlling data quality.

d. System Implementation and Testing

- Carry out system implementation in designated logistics warehouses and distribution areas.
- Conducting functional tests and operational simulations of logistics management ranging from storage to distribution using the system.
- Identify technical and operational constraints for system improvement.

e. Knowledge and skill transfer

- Organizing technical guidance and training for warehouse managers, distribution actors and system operators.
- Improve user capabilities in input, management, utilization of logistics data, monitoring and analysis of distribution data.
- Provide clinical assistance during the implementation period.

f. Monitoring and Evaluation

- Monitor the use of the system on a regular basis.
- Evaluate the effectiveness of the system in supporting disaster logistics management.
- Compile recommendations for continuous improvement and development.

g. Preparation of Reports and Follow-Up

- Prepare reports on the results of system implementation and evaluation.
- Formulate recommendations for strengthening digital-based logistics governance.
- Prepare a plan for the development and expansion of system implementation.

h. Guarantee for post assignment

- Information system maintenance, monitoring, and updates of hardware, software, and network as needed 1 year after the completion of assignment.

Governance of the Initiative

The achievement of the above-mentioned objectives is designed by arranging the digital platform development company/organisation, contracted by the SIAP SIAGA Program, to be coordinated by a BNPB official of the Deputy for Logistics and Equipment appointed as Person in Charge, who will be responsible for coordinating the tasks and results of the consulting company and for providing quality assurance. PIC and this consultant team will be assisted by a supporting team of Deputy for Logistics and Equipment, BNPB to assist PIC in carrying out quality assuranc, who will collect data and information as needed by the vendor and interact with related sectors and actors that provide the required data and information. Overall leadership and guidance will be provided by the Directorate OJLP and Directorate PLP, BNPB and the Senior Management of Program SIAP SIAGA.

Focus group discussions and any other types of group meetings will be managed by two the Directorate of OJLP, BNPB and administered by Program SIAP SIAGA. The selected vendor does not have to include the costs for those activities since they will be born directly by Program SIAP SIAGA in consultation with Directorate of OJLP, BNPB.

Qualifications

To carry out this assignment, the digital platform development team shall have the matching capacities and competencies as can be reflected by:

1. The configuration and number of the team personnel;
2. The qualifications of the members of the team in terms of relevant academic backgrounds and experiences; and
3. The credible track record of the company/organisation, having experiences in Experience building mobile-based apps; creating GIS-based applications; and preferably in integrating with BNPB Parent Domain and supportive/other BNPB applications as well as experiences in working with Indonesian Government agencies.

**) Submission of payment for output achieved per payment percentage can be submitted to the National Program Lead. Payment can be made after the output has been approved by the Pusdatinkom BNPB and reviewed by the DRM adviser of the SIAPSIAGA program.*

Project duration and Budget

The Project is of a duration of up to 4 months [1 September to 31 December 2026] with a budget up to IDR 400.000.000. Payment terms will be discussed and agreed with successful applicants in the final stage of the selection process.

Application Process

Applications will be evaluated on a merit basis. Applicant submitting successful proposal will be asked to provide due diligence materials such as the followings:

1. Copy of company registration with the Ministry of Law (Kemenkum)
2. Company Profile
3. Copy of NPWP
4. Copy of personnel's CV that will be involved in this project.

Project proposals will be assessed against the following criteria:

1. Clear understanding of, and approach to addressing, the legal and technical requirements related to disaster risk analysis for high-risk development activities
2. Anticipated impact of the proposed drafting project on improving disaster risk governance and implementation
3. Innovative approaches in regulatory drafting and technical guideline formulation to meet the project's objectives
4. Commitment to accountability and quality assurance throughout the drafting process
5. Potential for sustainability and alignment with BNPB's disaster risk management frameworks and policies
6. Value for money and efficient use of resources

Funding decisions will be made in a transparent, competitive, accountable basis by the assessment panel.

Proposal Particulars

Due Date for Proposal:	17 August 2026, 6.00 PM WIB/Western Indonesia Time
Written Questions:	The prospective grantees are given the opportunity to send written questions to SIAP SIAGA from the day of the advertisement until 5 August 2026, 6.00 PM WIB/Western Indonesia Time. Responses to the written questions will be sent to the applicant via email **on 7 August** 2026.
File submission Proposal:	Please submit only electronic copies via email. No paper copy is necessary. The Proposals can be written in English or Bahasa Indonesia
Delivery Address:	Applicants must submit proposals as well as written questions by email to SiapSiaga.Procurement@thepalladiumgroup.com with title "Strengthening of Warehouse Management Information and Monitoring Systems for the Distribution of Disaster Management Logistics Assistance".
Late Submission:	Late submission will not be considered.

Evaluation Process and Value for Money

Proposals will be evaluated based on a technical assessment and a financial assessment to achieve the best value for money outcome. Value for money is a key factor in the assessment of Proposals and will be an important factor during financial negotiations. In assessing value for money, the panel members will consider all the information in the proposals including the technical proposal and financial proposal.

Selection Criteria

The following selection criteria and weighting will form as the basis of proposal assessment.

No	Criteria	Description	Weighting out of 100	Total Weighting for each Criteria
1	Proposal Soundness	Offering Sharp solutions	20	40
		Making a clear and easy reading	10	
		Promising a doable course of actions	10	
2	Implementation Team Credibility	Individual Personnel Fitting Expertise	15	30
		Team Configuration Robustness	15	
3	Financial value for money	Sensible budget lines	15	30
		Competitive costing	15	
TOTAL			**100**	**100**

SIAP SIAGA reserves the right to seek clarification of, and negotiate the terms included in the proposals of selected applicants after the RFQ are closed. These discussions will be documented and form part

of the RFQ for evaluation purposes. Unsuccessful applicants will have no redress against SIAP SIAGA regardless of any addition or amendment to any submission in these circumstances.

Applicant will not be accepted, and should not be considered as accepted, until a Contract is signed by a representative of SIAP SIAGA.

Quote Specifications

Quotes must:

1) Provide cost and cost specifications for products and services offered, including but not limited to:
   a) Service cost, inclusive of all applicable taxes, for a topic agreed with the SIAP SIAGA Communication unit.
   b) Other products costs or fees (please provide details and specifications)

   Please note The SIAP SIAGA Program does not consider “Reimbursable Expenses” (i.e. travel costs, rental costs) as part of the submitted cost and these would be reimbursed “at cost” upon presentation of satisfactory supporting documentation of expenses.

If your quote is successful, you will be required to enter the Company’s standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company’s policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company’s Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium’s Due Diligence process.