



Islamic Republic of Afghanistan

Administrative Office of the President

National Procurement Authority

اداره تدارکات ملی

REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)

**Country:** Islamic Republic of Afghanistan

**Name of Project:** Digital Casa

**Assignment Title:** Consultancy Firm to carry out Technical Study and Technical Advisory Support to enhance Afghanistan National Portal and design Priority e-Services and e-Catalogue for government

**Duration of Assignment:** 15 months

**Implementing Agency:** Ministry of Communications & Information Technology (MCIT)

**Duty Station:** MCIT, Kabul, Afghanistan

**Contract Type:** Lump Sum

**Reference No:** NPA/MCIT/97/CS-2036/QCBS

### 1. Background

The Ministry of Communications and Information Technology (MCIT), Islamic Republic of Afghanistan has received Project Preparatory Grant/Fund from the World Bank to prepare for implementation of Digital CASA Afghanistan Project and intends to apply part of the proceeds to hire a qualified Consultancy Firm to carry out Technical Feasibility Study and to prepare detailed technical specifications, estimation of bill of quantity (BoQ) along with cost estimation, setting up the selection and evaluation criteria and necessary inputs for use in WB's standard procurement document for Information System (Design, Supply and Installation), in order to enhance National e-Services portal. This Consultancy Support will be provided to Afghanistan Telecommunications and Regulatory Authority (ATRA) and MCIT at Kabul, under the Project Preparatory Fund of Digital CASA Afghanistan Project.

The aim of the Digital CASA Afghanistan Project is: (i) to expand and strengthen the Regional and National level broadband connectivity based on Optical Fiber Networks; (ii) to boost up digital society and economy through e-Governance initiatives and (iii) to prepare an enabling environment and Regulations for the growth of ICT Sector in Afghanistan. The project will do so by: (a) expansion and strengthening of broadband connectivity in Central Asia and South Asia Regions; (b) expansion and strengthening of national broadband connectivity in Afghanistan; (c) Commissioning of a Network called "GovNet" to connect most of the Government Offices at Central and Provincial Government levels in Afghanistan; (d) Automation of citizen-centric services through e-Governance initiatives of Islamic Republic of Afghanistan; (e) Automation of e-Governance mechanisms and strengthening of e-Delivery Platforms in Afghanistan; (f) framing up of Regulations, Policies, Strategies and Procedures for growth of ICT Sector of Afghanistan.

To contribute towards achievement of some of the above-mentioned objectives of Digital CASA Afghanistan Project, MCIT has decided to avail the consultancy services of a Consultancy Firm to carry out Technical Feasibility Study and to prepare detailed Technical Specifications, estimation of bill of quantity (BoQ) along with cost estimation, setting up the selection and evaluation criteria and necessary

inputs for use in WB's standard procurement for information system (Design, Supply and Installation) in order to enhance the National portal and to design four priority e-services.

## **2. Objectives of the Assignment**

The Firm will carry out an in-depth requirements analysis, process re-engineering and technical design of the National Portal and priority e-services.

The Firm will also be required to prepare detailed Technical Specifications, estimation of bill of quantity (BoQ) along with cost estimation, setting up the selection and evaluation criteria and necessary inputs for use in WB's standard procurement for information system (Design, Supply and Installation) to establish the enhanced National Portal and to implement the priority e-services. The services of the firm will be retained to assist with technical advisory support for successful implementation of the National Portal and priority e-services.

### **National Portal**

The enhanced National Portal is envisioned to be a "one-stop-shop" for information and e-services on all government matters. It will provide a single window interface for all informational and transactional government services for citizens, businesses, and international audience. The National Portal shall require strong branding and design concepts to appeal to its target audience, intuitive information architecture, and user-friendly navigation features that will position the National Portal as the Government-to-People electronic communications platform for the Government.

Core functionalities envisioned to be provided by the National Portal would include (but not limited to) the following:

#### **Provide key Information**

About government ministries and agencies.

Related to government structure in the country, budget, key notifications, government schemes, government policies, country constitution.

Consolidation of all information presently available through existing government department websites and portals.

Consolidation and prioritization of the e-services provided by the government.

Integration of existing government websites with the Afghanistan Central Portal.

Society participation and engagement with government functions and activities.

Access to all core services – information, form download and submission, status tracking, monitoring and complain handling – to be provided through this single platform.

Provide electronic submission of application forms for various services from government departments and organizations.

Provide multilingual content including English, Dari and Pashto.

Provide web based interface for content authoring, submission, publishing and management to various government departments and organizations so that they can easily contribute content.

Provide a platform to the common citizens and other stakeholders for participation in the process of governance.

Priority e-Service #1 - Integrated Licenses and Permits e-Service

Priority e-Service #2 - Visa and Immigration e-Service

Priority e-Service #3 - Public Grievance & Redressing Gateway (PGRG) e-Service

Priority e-Service #4 - Catalogue Buy e-Service

For further information on the Objectives of the Assignment, you can access the ToR under the above mentioned assignment title and reference number on the website: [www.npa.gov.af](http://www.npa.gov.af)

## **3. Scope of the services**

- Phase 1 (A) – National Portal
- Phase 1 (B)– Priority e-Services
- Phase 1 (C)– Preparation of Technical Documents
- Phase 2 - Provide technical advisory support during contractor selection phase
- Phase3. Provide technical advisory support during implementation phase

For further information on the scope of the services, you can access the ToR under the above mentioned assignment title and reference number on the website: [www.npa.gov.af](http://www.npa.gov.af)

#### **4. Qualification and Experience Requirements and the Short-listing Criteria**

1. The Consultant should be registered legal entity and should be in existence for at least last 5 years. The consultant should provide a copy of the certification of incorporation/ business license with its EOI.
2. The Consultant shall demonstrate having sound financial situation and capacity by submitting audited financial reports or any other credible financial documents for last [3] years
3. The consultant shall provide proven experiences of having executed at least [2] contract of similar nature and complexity during last [5] years with the Total value of (800,000) USD. The consultants are required to provide copy (ies) of the contract along with clients' certificate towards completion of such assignments with their EOI.
4. Based on project ESMF and RPF, the consultant/consultancy-firm should consider the provisions of Environmental and Social Management Plan (ESMP) during the technical survey and project implementation. This proposed mitigation measures of the ESMP and its requirement shall also be reflected in the preparation of technical-specification and/or bidding-documents for the subsequent projects.

International Firm (if selected) shall be able to select a local Firm as a local partner with providing consultancy support services;

**The Consultant while describing the assignment(s) should furnish the following details:**

- Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment and also indicating the input of key experts provided for the same
- The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.

#### **4. Requirements for Consultants participating as Joint Venture, Consortium or Association:**

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. If consultants intend to associate with other firms, they are advised to clearly identify the lead partner and state the composition and nature of their association (JV/ sub-consultant) in their EOI.

**In case of association between the firms are in the form of JV, the following requirements will also apply:**

The lead partner shall meet the shortlisting criteria of being legal entity as under criterion (1) above; having sound financial situation as under criterion (2) above and substantially meet the experience criteria under (3) above (having executed the similar assignment with contract value indicated therein). The JV partner should also meet the shortlisting criteria of having similar experience under (3) above (having executed the assignments with contract value as 50% of the value indicated therein). The lead partner needs to be identified in JV agreement or intention of forming JV agreement to be submitted with the EOI.

**5. Consultant having some regional experience is desirable**

**In addition the consultant shall furnish a declaration with their EOI confirming the following:**

- a) The consultant is not black-listed by any agency of Government of Afghanistan.

b) Declaration by the Consultant that the consultant does not have any conflict of interest in terms of taking any assistance / support from individual / firm / consultants who have been part of the Project or the procurement process.

c) Declaration by the Consultant that the information furnished in EoI is correct and for any misrepresentation detected at any stage of selection process or during execution of the resultant contract if successful, the Consultant to be taken up under the Laws of Afghanistan.

#### 1. **Legal References**

The attention of interested Consultants is drawn to ‘Chapter 4 - Process of Request for Proposal’ of ‘Rule of Procurement Procedure’ issued by the World Bank. The consultants are also required to maintain high standard ethics throughout the procurement process.

#### 5. **Method of Selection**

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement guidelines of World Bank.

#### 6. **Submission of EOI**

Expressions of interest as per Annexure ‘A’ attached must be delivered in a written form to the address below (in person, by mail, or by e-mail: [fawad.anwarzai@mcit.gov.af](mailto:fawad.anwarzai@mcit.gov.af) ) by 6<sup>th</sup> October 2018 before 04:00 PM (Kabul Local Time).

Further information in respect to this REOI can be obtained at the address below by email or in person during office hours [08:00 AM-04:00PM].

#### **Attention:** Zabihulrahman Rahmani

Procurement Manager| Infrastructure Sector

**Name of the Procuring Entity:** National Procurement Authority (NPA) on behalf of Ministry of Communication and IT (MCIT)

**Address:** First Floor, Geodesy Building, National Procurement Authority (NPA), Administrative office of the President -Pashtonistan Watt, Kabul-Afghanistan

Phone Number: +93(0)202147557

Email: [zabihulrahman.rahmani@aop.gov.af](mailto:zabihulrahman.rahmani@aop.gov.af), [fawad.anwarzai@mcit.gov.af](mailto:fawad.anwarzai@mcit.gov.af) copied to [hayatullah.hamidi@aop.gov.af](mailto:hayatullah.hamidi@aop.gov.af), [hikmat.Farahmand@aop.gov.af](mailto:hikmat.Farahmand@aop.gov.af), [amjad.dabs@gmail.com](mailto:amjad.dabs@gmail.com)

Web site: [www.npa.gov.af](http://www.npa.gov.af)

(The ToR is accessible from the NPA website where the assignment is announced)

**Annexure 1: Format for Expression of Interest**

The expression of interest must be submitted as per the following format:

*{Note: In case documents submitted are in any language other than English, the consultant should submit a self-certified copy of the translated document in English (along with originals).}*

**SECTION 1:** Organization Details (In case the EoI is being submitted as a Joint Venture, the information has to be submitted for the Lead Partner as well as other members of the Joint Venture separately.)

<b>Part 1: Organisation Detail</b>												
I.	Name of the Organization											
II.	Details of the Organization	<ul style="list-style-type: none"> <li>• Address of the Registered Office:</li> <li>• Telephone:</li> <li>• Facsimile:</li> <li>• Website:</li> </ul>										
III.	Information about Organization	<ul style="list-style-type: none"> <li>• Year of Establishment:</li> <li>• Status of the Organization: (Public Ltd. /Private Ltd. /LLP etc.)</li> </ul>										
IV.	Name and designation of the person authorized	<ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• E-mail</li> <li>• Contact Number</li> </ul>										
V.	Financial Situation	<table border="1"> <tr> <td>Annual Turnover</td> <td><i>Year 1</i></td> <td><i>Year 2</i></td> <td><i>Year 3</i></td> </tr> <tr> <td>Annual turnover</td> <td></td> <td></td> <td></td> </tr> </table>			Annual Turnover	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	Annual turnover			
Annual Turnover	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>									
Annual turnover												
VI.	Number of Personnel											
<b>Part 2</b>												
EOI Respondent firm needs to mention its core business areas and any other relevant details / experience in a descriptive format. EOI Respondent firm needs to mention its Technical and managerial capability for executing the scope of services.												
Please provide a response with details in not more than 3 pages												

**SECTION 2:** Documents to be submitted

	<b>Information to be provided</b>	<b>Documentary Evidence to be Provided</b>	<b>Page number as part of Annexure</b>
1	Firm must be registered legal entity. Information on their status as a legal entity and submit relevant supporting documents. (In case of JV, it should be met by the lead Partner but need to be submitted for other JV Members/Sub-consultant also)	Copy Certificate of Incorporation issued by relevant authority in country of establishment	
2	The consultant shall demonstrate having sound financial situation by submitting audited financial reports or any other credible financial documents for last [3] years	Statutory Auditor’s certificate OR Financials statements duly certified by the Chartered Accountant OR Self-certification by the authorized signatory of the EoI mentioning the Annual Turnover supported by financial statements or Annual Auditor Reports.  Please note: The audited financial reports or other credible financial documents must be of the EoI Respondent firm/Lead Partner and not its parent/child company	
3	The Consultant shall provide proven experiences of having executed one contract during last [5] years of similar assignment (comprising of completed or on-going projects) which should showcase the expertise/ strength of the consultant for undertaking such assignments.  The information in regard to the experience also need to be submitted for other JV Members/Sub-consultant as separate statements)	Details of the experience should be submitted as per format in Section 3 along with the following documents:  For completed projects :  1. Copy of Contract(s) 2. Copy of the Completion Certificate(s) from the client.  For On-Going projects : 1. Copy of Contract(s) 2. Copy of the letter from authorised client representative / Self-Certified declaration by authorized Signatory of the EoI Respondent Entity stating that scope of services completed till date along with payment realised for the project.  Please note: The credentials cited under this must have been executed by the EoI Respondent or the JV partner and not its parent/child company	

	<b>Information to be provided</b>	<b>Documentary Evidence to be Provided</b>	<b>Page number as part of Annexure</b>
4	The details of the Consultant's regional experience if any.	List the Contracts executed with details such as contract number, the client detail, period of the contract, value of the contract, brief about the assignment etc.	
5	Other relevant documents	<p>Furnish one declaration confirming the following:</p> <ul style="list-style-type: none"> <li>i. Declaration that the firm is not black-listed by any Government agencies in Afghanistan</li> <li>ii. Declaration that the consultant does not have any conflict of interest in terms of taking any assistance / support from individual / firm / consultants who have been part of the Project... ..consultancy or the bid publication process.</li> <li>iii. Declaration by the Consultant that the information furnished in EoI is correct and for any misrepresentation detected at any stage of selection process or during execution of the resultant contract if successful, the Consultant to be taken up under the Law of the Land.</li> </ul>	

**SECTION 3:** Format for furnishing details of Credentials / Past Experiences for projects in undertaking related or similar assignment as at Sl. No. 3 of Section 2. The information need to be furnished as per the Format below for each credential.

The project citation should be a maximum of 2 pages per credential/project along with documents as mentioned under Sl. No. 3 of Section 2 (above). The citation need to be furnished for each credential.

Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage of the project: <ul style="list-style-type: none"> <li>• <i>Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment</i></li> <li>• <i>The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.</i></li> <li>• <i>Key-person inputs provided by the Consultant in executing the assignment giving particulars such as qualification and experience of Key staff provided for the assignment (CVs of such key staff are not required to be attached)</i></li> </ul>	
Relevance of Project to the current scope (i.e. relevant project components in detail)	
Details of the impact of the project for the client:	

**SECTION 4:** Format for furnishing details of Credentials / Past Experiences cited under Sl. No. 4 of Section 2. The information need to be furnished as per the Format below for each credential.

The project citation should be a maximum of 2 page per credential/project along with documents as mentioned under Sl. No. 4 of Section 2 (above). The citation need to be furnished for each credential.



Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage of the project:	
Relevance of Project to the current scope (i.e. relevant project components in detail)	