Islamic Republic of Afghanistan
Ministry of Communication and IT (MCIT)
Request for Expressions of Interest

(CONSULTING SERVICES – FIRMS SELECTION)

Country: Islamic Republic of Afghanistan
Name of Project: Logistic Management Information System
Project ID: 340112
Assignment Title: Logistic Management Information System
Duration of Assignment: 6 Months
Implementing Agency: Ministry of Communication and Information Technology
Duty Station: Afghan Post Directorate –Ministry of Communication and IT
Contract Type: Lump Sum
Reference No: MCIT/98/NCB/QCBS/CS-30

1-BACKGROUND

Logistics is a process of planning, implementing and controlling the efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods, and related information from point of origin to point of consumption for the purpose of conforming to customer requirements. As Afghan Post is moving towards modernization in order to bring efficiency and effectiveness at its services, to our work, there is an increased need for user-friendly tools and software packages to support the timely and accurate collection and reporting of logistics management information.

Postal logistics is a way of lowering postage costs, speeding delivery of packages and ensuring track of each mail/packages from source to destination for both outgoing and incoming mails. The benefit of the system is connected to the mail entry point from post office to destination and reverse in Afghanistan and outside. The LMIS consist of both Hardware and software and data that will prepare trays. System components are consisting of fully automated scan band, tray handling and sorting, electronic manifest reconciliation, automatic tray log-out, adjustable tolerance for weight reconciliation.

This information can be used for operational decision making, advocacy. Automation of a logistics management information system (LMIS) can greatly facilitate the work of relevant Afghan Post personnel, reducing human error in calculations; and by allowing for visibility of data up and down the supply chain. Reducing the time required for packages collection, transmission, and aggregation results in data being available more quickly for timely decisions and actions to help ensure products are available where and when needed.

Using LMIS should ensure quantity and quality of packages processing, routing using the most time-efficient transportation by utilizing advanced air & surface assignments. Using the system AP should be able to calculate number of incoming and outgoing packages within complete details, allow Post employees to track packages & receive notification from package delivery

status inside and outside the country. This system should easily integrate within the Mobile tracking application of Post to ensure packages delivery for customers. LMIS should completely routs the packages in central, provincial and international level.

The overall objective of the system is to better alignment of Logistic services to customers and packages shipment and distribution with the technology. The shipment component of the LMIS are routing of shipments, collection, dispatch, transport, scanning tray labels, capture weight and interfaces with Air & surface Management System (Currier) for assignments, arrival and delivery of packages. The current postal logistic operations are carried out in three levels:

The LMIS consist of both Hardware and software components.

The aim of this document is to gather and analyze and give an in-depth insight of the complete LMIS. The detailed requirements for LMIS are provided in this document.
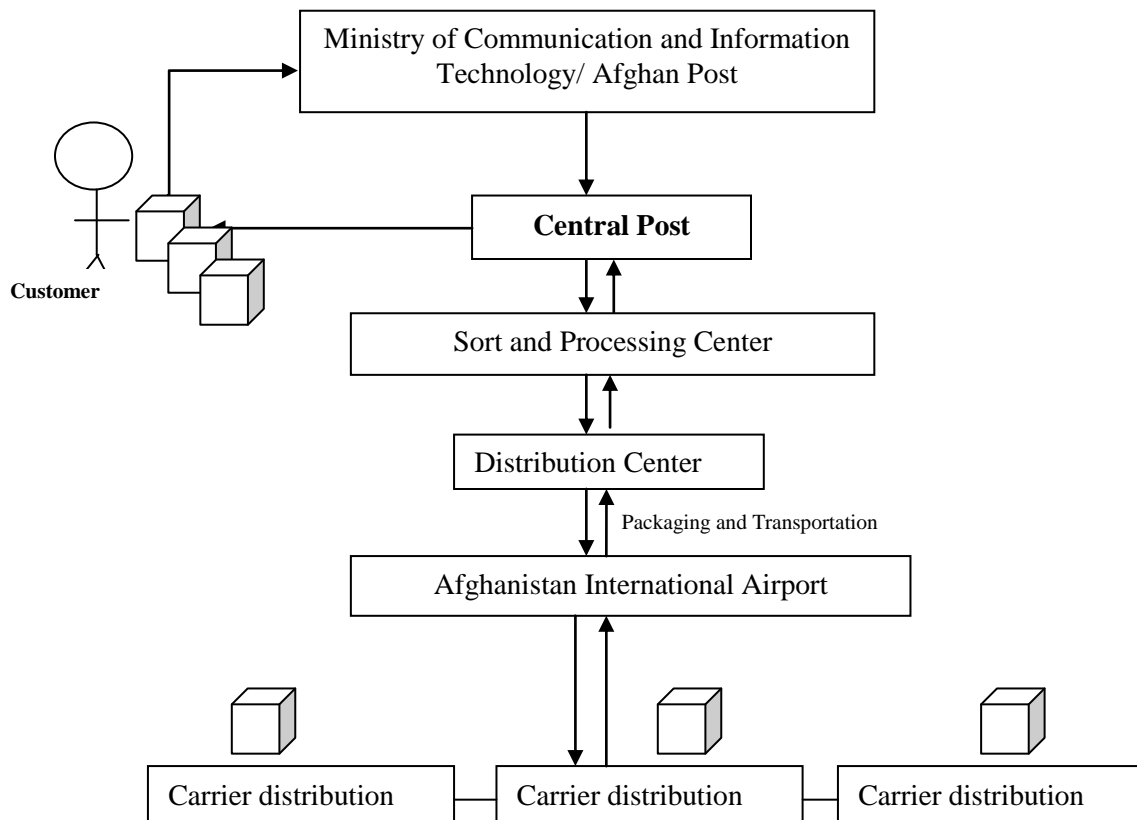

Figure.1. Current parcel/mail processing flow in Local Post office Kabul

During the transfer of shipments from the sender to the recipient, numerous logistics activities and processes are detected: transport, transfer, processing (sorting), preparation for shipment, as well as design of all supporting information flows. Logistics processes in the postal sector

represent range of logistics management activities: informational, technological, organizational and controlling and all have their goals which are harmonized with the goals of postal service as a superior business system. The effect of logistics processes as a series of successive and parallel logistics activities is measured through logistics performance. The goal of performance measurement and control activities in the logistics is to monitor logistics performance versus operating plan and in that way identification of opportunities to improve the effectiveness and efficiency.
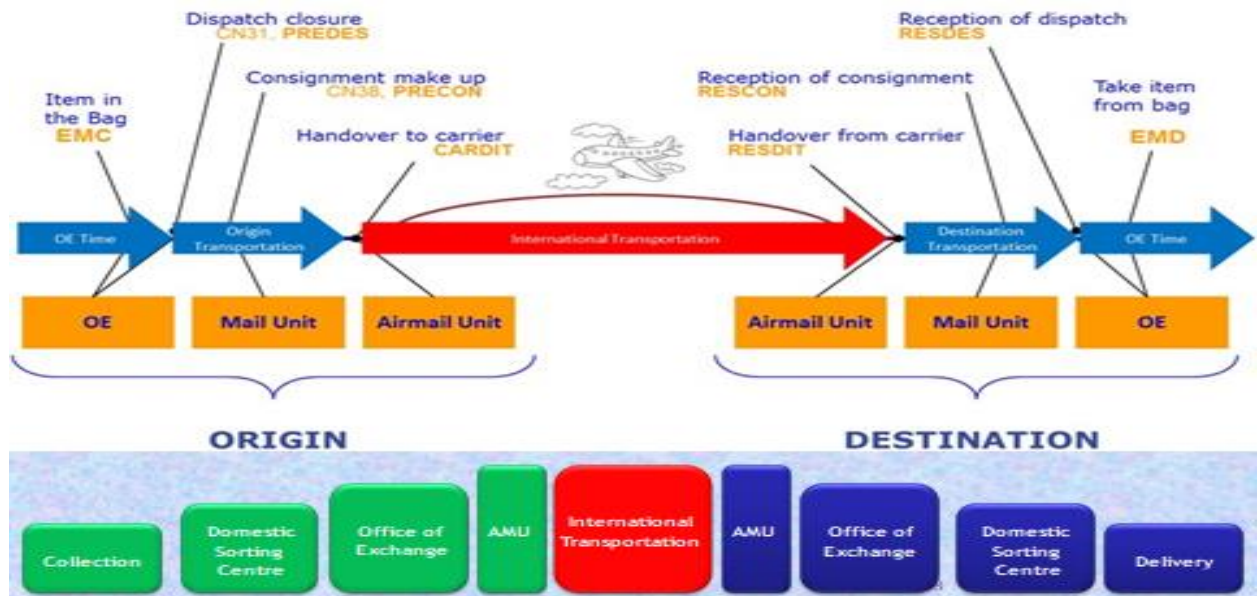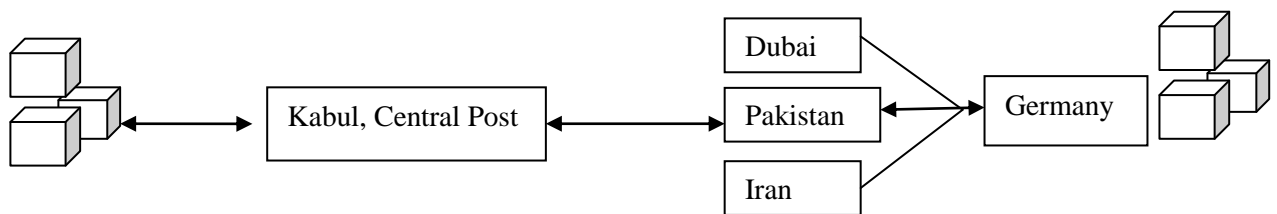

Figure 2: EDI message exchange Int'l system

Within the new e-logistic management system, Afghanistan post will be able to control and Logistic flow as follow:

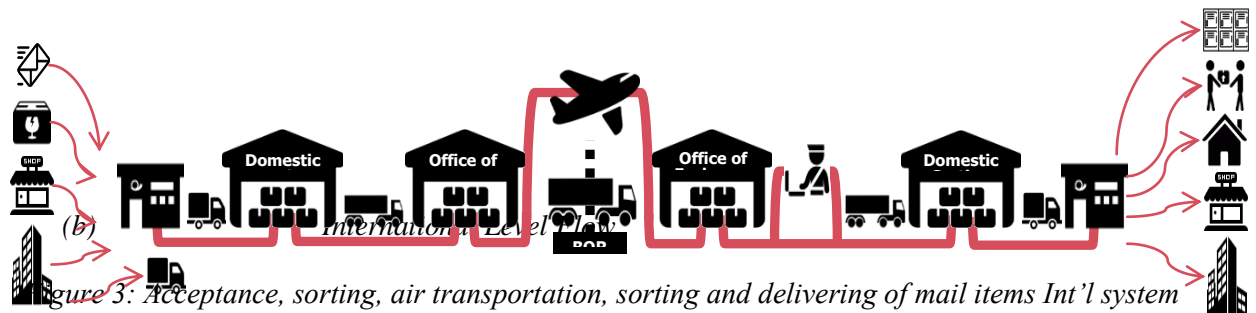*(a) An example of National Level Flow of Afghan POST*

(b)   International Level Flow

Figure 3: Acceptance, sorting, air transportation, sorting and delivering of mail items Int'l system

Software development and, more specifically, the automation of an LMIS can and should follow project management and information technology (IT) best practices. These documents are written for Afghanistan Post as a reference when considering starting an LMIS automation project, planning for one, and executing that plan. This document is developed for software developer to take decisions an automation of LMIS and help them to understand the steps required to develop a complete Logistic System to facilitate Management of Afghanistan Post transactions inside and outside the country.

The Afghanistan Post currently process the shipment of parcels/packages to/from the world, in addition within new online shopping system AP will be dealing within shipment of the items to the customers inside and outside Afghanistan. The LMIS should be developed in order to control both shipments of packages from customers by visiting the post office and manage the items purchased online. The LMIS should be functionalized in manner of to control and manage these two shipments on time. In the LMIS functions should be allocated to control and monitor transportation and logistics servers to Post customers and AP online shopping system.

In order to ensure rigor is brought to the project management process, the automation process follows the software development life cycle (SDLC) methodology, a best practice approach toward articulating and constructing software solutions. For development LMIS the spiral model should be followed as the information and requirement is not complete there for there should be method of re-starting however with this model we can achieve it .Figure 4 shows one example of the software development lifecycle.

Hosting –The platform has three component (APEC, LMIS, PMIS) will be hosted in-house national data center of Afghanistan in a single server and second server will be considered for backup within the following specification.

Server: (PowerEdge R940 2x Intel® Xeon® Gold 6138 2.0G,20C/40T,10.4GT/s 3UPI,27M Cache, Turbo, HT (125W) DDR4-2666, 24GB RAM, 1TB SSD HDD, 1G NICx4 core8 or higher, Windows Server 2016 Standard 64 bit or higher within license key provided by the company).

Backup: (Server: PowerEdge R940 2x Intel® Xeon® Gold 6138 2.0G,20C/40T,10.4GT/s 3UPI,27M Cache, Turbo, HT (125W) DDR4-2666, 24GB RAM, 1TB SSD HDD, 1G NICx4 core8 or higher, Windows Server 2016 Standard 64 bit or higher within license key provided by the company) .

Anti- virus: two packages Kaspersky anti-virus for two servers (Hosting and back-up) within license key for three years.

Configuration: the company shall provide a full set-up and configuration of the servers and host the requested system inside it.

2- **OBJECTIVES OF THE ASSIGNMENT**

- Collect requirement, design, develop, install and maintain for the LMIS
- To design LMIS components and prototype it
- To develop Logistic Management Information System for Afghanistan Postal Service for registration of incoming and outgoing packages in central, provincial and international packages level
- Networking of the system with postal offices inside, regional and province base
- Facilitation of Packages and Post vehicles routing in national and international level
- Integration of the LMIS with PEC(Post e-commerce) platform and Post tracking mobile application

- To provide an effective method collection and sorting of parcels, reliable delivery, effective and efficient transport.
- To implement hub location and vehicle routing model.
- Introduce a new way of distributing parcels by creating regional parcel centers hub through system and parcel posts involving the separation process of parcels for the local area and directing mail shipments to freight parcels on scheduled routes.
- To develop components and features of LMIS such as stuck management (inventory management), warehouse management, content management system(CMS), payment management and any other LMIS components requested by AP
- To monitor shipment status, count number of packages per day, shipped country/province, packages details(incoming & outgoing) and more
- Transportation and delivery status monitoring of the packages
- Generating reports and designing of graphs to facilitate decision making to show Stock/available parcel on hand for delivery, available months of stock, and average monthly consumption

3-SCOPE OF SERVICES

LMIS Infrastructure consists of both Hardware and Software components, specifies the corresponding service level requirements, and describes the management and operations of the whole system. It may comprise briefly of the following components at a very abstract level include but not limited to:

- **LMIS central post office** – Post personals can access to LMIS and Control & monitoring of incoming/outgoing packages, packages distribution, collection, vehicles control, currier status, schedule, transportation forecast, weather forecast from central post offices and other logistic operations.
- **LMIS regional post offices** – Post regional personals can access to LMIS and Control & monitoring of incoming/outgoing packages, packages distribution, collection, vehicles control, currier status, schedule, transportation forecast, weather forecast from central post offices and other logistic operations.
- **LMIS for Provincial post offices** - Post provincial personals can access to LMIS and Control & monitoring of incoming/outgoing packages, packages distribution, collection, vehicles control, currier status, schedule, transportation forecast, weather forecast from central post offices and other logistic operations

Hosting –The LMIS will be hosted in-house (national data center of Afghanistan) in server mentioned in first section.

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: https://mcit.gov.af

3-Qualification Requirements/Short listing Criteria

Ministry of Communication and Information Technology, now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services described under paragraph 3 above. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short listing criteria are:

i. The Consultant should be registered legal entity and should have been in business for the last 5 years in providing consultancy services of similar assignment.. The consultant should provide a copy of the business license with its EOI.

ii. The consultant should not be in loss for the last [5] years. Consultant shall demonstrate having sound financial situation by submitting audited financial reports or any other credible financial documents for last *[5]* years **4,400,000Four Million Four Hundred AFS(2018-2017-2016-2015 and 2014)**

iii.

iv. The consultant shall provide proven experiences of having executed at least *[1]* contract of similar nature and complexity during last [5] years with the value of (**2,400,000 Two Million Four Hundred AFS)**. The consultants are required to provide copy of the contract with their EOI.

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.*

{Criteria ii&iii of above are indicative; the procuring entity can set short listing criteria differently if required}

v. **The lead partner is required to be identified clearly** and state the composition and nature of their association (JV/Sub- Consultant) in their EOI. In case of JV, the following minimum requirement shall be fulfilled :

vi. **Lead Partner :** Shall meet at least 60% of the shortlisting criteria for annual turnover and experiences requirement defined under part 3 above (**Qualification Requirement /Shortlisting Criteria)** and paragraphs(b) and (c) respectfully **.**

vii. **JV Partner :** Shall meet at least 25% of the shortlisting criteria for annual turnover and experiences requirement defined under part 3above (Qualification Requirement /Short listing Criteria) and paragraphs(b) and (c) respectfully

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

ix. The consultant is not black-listed by Government of Afghanistan.

x. 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 consultancy or the procurement process.

xi. 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.

xii. The EOI with all details should, preferably, not exceed 40 pages in total.

3- Legal References

The attention of interested Consultants is drawn to 'Chapter 4 - Process of Request for Proposal' of "Rule of Procurement Procedure" issued by Government of Islamic Republic of Afghanistan. The consultants are also required to maintain high standard ethics throughout the procurement process. The Consultants' attention is also drawn to Article 16 of Afghanistan Public Procurement Law for compliance. The consultants can download the Public Procurement Law and Procedure from: www.npa.gov.af

4- Method of Selection

A Consultant will be selected in accordance with the *Quality and Cost Based Selection (QCBS)* set out in Rule 59 of Procurement Procedures.

5- Submission of EOI

Expressions of interest as per Annexure 'A' attached must be delivered in a written form to the address below (Hussain.adil@mcit.gov.af) by *2nd, Mizan, Tuesday 2: 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 *[08:00-04:00 Hours]*.

Attention:
 Ghulam Hussain Adil
Head Of procurement
Name of the Procuring Entity: Ministry of Communication and IT (MICT)
Address: 14TH Floor Procurement Department, Ministry of Communication and IT
Mohammad Jan Khan Watt, Kabul –Afghanistan

Email: *[*Hussain.adil@mcit.gov.af*]* copied to *[*aslamsherzad77@gmail.com]

Website: https://mcit.gov.af/   and *www.ageops.net*.

The ToR is accessible through direct link: https://mcit.gov.af/, Arman Milli and NPA

ANNEXURE 1: FORMAT FOR EXPRESSION OF INTEREST

The expression of interest in English language 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/Sub-Consultant, the information has to be submitted for the Lead Partner as well as other members of the Joint Venture separately/Sub-Consultant.)

Part 1: Organisation Detail		
I.	Name of the Organization	
II.	Details of the Organization	• Address of the Registered Office: • Telephone: • Facsimile: • Website:
III.	Information about Organization	• Year of Establishment: • Status of the Organization: (Public Ltd./Private Ltd./LLP etc.)
IV.	Name and designation of the person authorized	• Name • Designation • E-mail

		• Contact Number
V.	Number of Personnel	• Total employee strengths on the payroll of the company as on (specify the date) • Number of qualified technical personnel on its payroll or panel working in the area of (specify the area)

Part 2	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

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
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		

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	sound financial situation 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 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. In case of a JV only the firm meeting not less (40) % of the shortlisting criteria shall act as the Lead Partner of the JV. The lead partner needs to be identified in JV agreement or intention of forming JV to be submitted with the EoI. Other member(s) of JV need to meeting not less (25) % of the shortlisting criteria. The figures for each of the partners of a JV shall be added together to determine the consultant's compliance with the shortlisting criteria.	*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) For On-Going projects : 1. Copy of Contract 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*	

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	The information in regard to the experience also need to be submitted for other JV Members/Sub-consultant as separate statements)		
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	i. Declaration that the firm is not black-listed by any Government agencies in Afghanistan 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. 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.	

SECTION 3: Format for furnishing details of Credentials / Past Experiences for projects 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: • *Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment and also indicating key experts input for the assignment(s) including their qualifications and experience (CVs of such key staff are not required to be attached)* • *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.*	

Relevance of Project to the current scope (i.e. relevant project components in detail)	
Details of the impact of the project for the client:	
Copy of Contract(s)?	YES / NO
Copy of certificate from the client with explicit information to meet the specific requirement of the criteria attached?	YES / NO
Copy of self-certificate with explicit information to meet the specific requirement of the criteria attached?	YES / NO