



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: Post Management Information System (PMIS)
Project ID: 340112
Assignment Title: Post Management Information System (PMIS)
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-31

1-BACKGROUND

Knowing the current problems which are within the Afghan Government institutions including beurocracy, un-transparent long working processes and a bunch of other inappropriate work cycles, Afghan Post (AP) came with an idea to overcome the mentioned obstacles by starting to work on the Post Management System (PMIS) project.

The E-PMIS primarily mandate is to assist AP through facilitating and simplifying their day to day activities and provide with a one stop shop software that could be user friendly, easily operative, up to date, secure, safe and modifiable as per the requirements and business circumstances of AP.

Post Management System (PMIS) will be developed and implemented in following phases and anticipated timeline:

1.0 OBJECTIVES OF THE ASSIGNMENT

- To collect requirement and analysis for PMIS
- To Design PMIS
- To Implement and program PMIS
- To test PMIS and its component
- To develop Deployment PMIS
- Do Maintenance for PMIS

2.0 SCOPE OF SERVICES

PMIS 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:

- a) **PMIS central post office** – Post operation management in central bases
- b) **PMIS regional post offices** Post operation management regional bases
- c) **PMIS for Provincial post offices** - Post operation management in provincial bases

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(**5,200,000 Five Million and Two Hundred Thousand AFS**)in (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 (**2,800,000 Two Million and Eight Hundred Thousand 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.

2- 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

3- 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.

4- 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 3rd Mizan, Wednesday 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 [aslamshehzad77@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	<ul style="list-style-type: none">• Address of the Registered Office:• Telephone:• Facsimile:• Website:
III.	Information about Organization	<ul style="list-style-type: none">• Year of Establishment:• Status of the Organization: (Public Ltd./Private Ltd./LLP etc.)

IV.	Name and designation of the person authorized	<ul style="list-style-type: none"> • Name • Designation • E-mail • Contact Number
V.	Number of Personnel	<ul style="list-style-type: none"> • 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	Copy Certificate of Incorporation issued by relevant authority in country of establishment	

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	lead Partner but need to be submitted for other JV Members/Sub-consultant also)		
2	The consultant shall demonstrate having sound financial situation by submitting audited financial reports or any other credible financial documents for last [3] years		
3	<p>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.</p> <p>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.</p>	<p><i>Details of the experience should be submitted as per format in Section 3 along with the following documents:</i></p> <p>For completed projects :</p> <ol style="list-style-type: none"> 1. Copy of Contract(s) <p>For On-Going projects :</p> <ol style="list-style-type: none"> 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. <p>Please note: <i>The credentials cited under this must have been executed by the EoI Respondent or the JV partner and not its parent/child company</i></p>	

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	<p>The figures for each of the partners of a JV shall be added together to determine the consultant's compliance with the shortlisting criteria.</p> <p>The information in regard to the experience also need to be submitted for other JV Members/Sub-consultant as separate statements)</p>		
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	<ul style="list-style-type: none"> 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:	
<ul style="list-style-type: none"> <i>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)</i> 	

<ul style="list-style-type: none"> <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> 	
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