

Expression of Interest (EOI)

Title of Consulting Services

*Operation and Maintenance Support for National
Electronic Government Procurement (e-GP) System*

www.bolpatra.gov.np/eqp

Method of Consulting Service

International

Project Name: Operation and Maintenance Support for National e-GP
System

EOI: PPMO/2074/75/01

Office Name: Public Procurement Monitoring Office (PPMO)

Office Address: Tahachal, Kathmandu, Nepal

Issued on:

Financing Agency: Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest	4
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR.....	6
D. Evaluation of Consultant’s EOI Application.....	10
E. EOI Forms & Formats	11
1. Letter of Application	12
2. Applicant’s Information Form	14
3. Experience.....	15
4. Capacity	18
5. Key Experts (Include details of Key Experts only)	20

Request for Expression of Interest
Government of Nepal
Office of the Prime Minister and Council of Ministers
Public Procurement Monitoring Office (PPMO)
Tahachal, Kathmandu, Nepal

Date: 23 November 2017

Name of Project: *Operation and Maintenance Support for National e-GP System*

1. Government of Nepal (GoN) has allocated fund for which this Expression of Interest is invited for **International Consulting Services**.
2. The **Public Procurement Monitoring Office** now invites Expression of Interest (EOI) from eligible consulting firms ("Consultant") to provide the following consulting services: **Operation and Maintenance Support for National Electronic Government Procurement (e-GP) System- www.bolpatra.gov.np/egp**.
3. Interested eligible Consultants may obtain further information and EOI document free of cost at the address **Public Procurement Monitoring Office, Tahachal, Kathmandu, Nepal** during office hours on or before **7 December 2017** or visit e-GP system www.bolpatra.gov.np.
4. International consulting firms submitting the expression of interest are encouraged to associate with local firm.
5. Expressions of Interest shall be delivered online through e-GP system www.bolpatra.gov.np **or manually to the address Public Procurement Monitoring Office, Tahachal, Kathmandu, Nepal** on or before **8 December 2017 13:00 hours**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification (40%), Experience (50%), and Capacity (10%)** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **60**.

A.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms. In case of international consulting firms submitting the expression of interest are encouraged to associate with local firm.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firms**.
4. The assignment has been scheduled for a period of **24 Months from the date of contract sign**. Expected date of commencement of the assignment is **January 15, 2018**.
5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (Form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Operation and Maintenance Support for National Electronic Government Procurement System**". The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

1. Background and Objective of the Assignment

1.1 Background

Government of Nepal (GoN), Public Procurement Monitoring Office (PPMO) has developed and implemented web-based national e-GP system. This e-GP system was developed in phase wise manner based on the prevailing public procurement act (PPA) and public procurement regulation (PPR) of GoN and covers government procurement process from procurement planning to contract management including public procurement management information system (PPMIS).

E-GP is one of the essential enablers of public procurement reform and a cross-cutting IT intervention. It was rolled out on January 1, 2017 to across all procuring entities at all level of the government structure (including local government agencies) for carrying out the procurement activities following the authority and accountability workflow as stipulated by the Public Procurement Act, regulations, and other prevalent guidelines under the secured web-environment for attaining procurement objectives like value for money, transparency, accountability, equity and good governance in public procurement sector.

(A) The core functions of e-GP

Registration of Stakeholders

- Public Entity (PE) registration
- Bidders registration
- Bank Registration
- Report users for oversight agencies

e-Bidding

- Master Procurement Planning (MPP)/Annual Procurement Planning (APP) preparation and publishing
- Integrated Standard Bidding Documents (SBD)
- Preparation and publishing Invitation for Bids/Proposals
- Publishing Addendum / Amendment
- Online Bid preparation and submission by Bidders
- Online Bids/Proposal Opening by Public Entities
- Online Evaluation by Evaluation Committees
- Issuance of Letter of Intent (LOI) and Letter of Award (LOA)
- Complain handling
- Online Contracts Award and maintaining of contract document

Workflow management System

- Standard organization workflow
- Customized workflow based on the need

Administrative Management Console

- Management of system parameters and contents

e-Contract Management System

- Work schedule update
- Progress Report generation, submission / acceptance
- Defining Payment Milestones for goods
- Running Bill Payment Processing
- Variation Order

- Work Completion Certificate
- Final Payment
- Dispute handling

Banking instrument verification

- Bid document purchase fee, Bid Security, Performance Security through Banking Interface
- Transactions for security Extent, Release and forfeiture handling

Public Procurement Management Information System (PPMIS)

- Compliance monitoring through key procurement performance indicators
- MIS reports

System and Security Administration

- Bid Encryption/ Bid Decryption
- SSL Certificate

Application Usability & Help

- e-mail notification for key transactions
- Dashboard for all users
- e-Procurement guideline
- Manuals for all users

(B) Infrastructure of e-GP System:

The infrastructure of the system is deployed at Government Integrated Datacenter (GIDC), Singhdurbar, Kathmandu, Nepal in active-passive high availability mode. The disaster recovery (DR) center is planned to be set up by this year and it will be hosted at DR of GIDC at Hetauda, Nepal.

Software

- | | |
|---------------------------------|---------------------------------|
| • Operating System: | RedHat Enterprise Linux 6.5 |
| • Database platform: | MySQL Enterprise 5.7 |
| • Development platform: | Java (Spring framework) JDK 1.6 |
| • Application server: | JBoss |
| • Reporting framework: | Jasper Report |
| • Content Management System: | Alfresco3.4d |
| • Web Server: | Apache HTTP Server 2.2.17 |
| • Business Work Flow Framework: | OS-Workflow 2.8.0 |

Hardware

- | | |
|--------------------------------|---|
| • Blade servers: | 10 (database, application, cms, proxy, staging) |
| • Rack servers: | 8 |
| • Server rack with KVM: | 2 |
| • SAN storage with SAN switch: | 2 |
| • Load balancer: | 2 |
| • Firewall: | 2 |
| • Network switch: | 4 |
| • Link load balancer: | 1 |

Internet Links:

- 2 links from different ISPs

System Environments:

- Production environment (in active-passive high availability mode)
- System Integration Testing environment
- Training environment

1.2 Objective of the Assignment

e-GP system in Nepal is a custom built web based application that encompasses the end to end procurement lifecycle. After its full-fledged roll out, users and transaction & volume of procurement projects will be increased. Considering complexity and nature of application, it requires a dedicated technical experts' team to manage application and all infrastructure setup of e-GP system.

Since e-GP system is a high critical business application and service of the e-GP should be available 24*7 hours on an uninterrupted basis, so there is a need of comprehensive support with proper service level agreement (SLA) to promptly debug and resolve the issues reported in real time basis, enhance the features and functionalities of the system to improve the overall system performance.

So, the objective of this assignment is to provide smooth operation and maintenance support through appropriate consulting firm with service level agreement to ensure the uninterrupted availability of the system.

2. Scope of the Consultant and the Assignment to be performed

The work station of the consultant for this assignment shall be at PPMO as follows:

- International Consultant : 25% of the total input
- National Consultant : 100% of the total input

The team of the consultant is directly supervised by IT Section of PPMO.

Scope of Services

- Operation and maintenance support of e-GP application
- Ensuring 24*7 availability of e-GP application and infrastructure used
- Provide support during setup of any new hardware/software in DC and DR
- Performance tuning and optimization of existing application, database and hardware for all environments
- Enhancement of the features and functionalities of the system
- Knowledge and technology transfer to personnel/agency assigned by PPMO

3. Basic Data/Document Concerning the Assignment

The following documents and data related to the assignment are with PPMO. Those documents/data shall be provided only for the selected consultant for purpose of operation and maintenance of e-GP system.

- System Requirement Study (SRS) Report
- System Design Document (SDD)
- Entity-Relationship Diagram
- Source Code of e-GP System
- Test Reports
- System Architecture Diagram
- User Manuals

4. Knowledge/Technology Transfer to Client

One of major component of this assignment is the knowledge/technology transfer to PPMO and any agency/personnel assigned by PPMO so that they can independently perform the operation and maintenance of the e-GP system after this contract period. The Consultant is required to conduct all the activities necessary for the knowledge/technology transfer within the contract period.

5. Functions and qualifications of the Key Personnel of the Consultant and the Estimated Time Required for the Work to be performed

5.1 Team Composition

The following experts shall be engaged through consulting firm for this assignment.

(a) Key Personnel

S.N.	Key Expert	Minimum Qualification and Experience	Estimated Input
1	Team Lead/ Senior Java Programmer (International)	Bachelor's degree in IT related field with 7 years of experience in system development including web-based application development in java platform. The technical lead/ senior java programmer shall have involved as technical lead in 5 numbers of enterprise level web based applications and experience in developing of e-Procurement system is preferable.	18 months out of 24 months
2	Senior Database Expert (International)	Bachelor's degree in IT related field with 5 years of experience in relational database management system/database administration (RDBMS/DBA) for secured web based application. The experience of database design of e-procurement system is preferred.	18 months out of 24 months
3	Java Programmer (National)	Bachelor's degree in IT related field with 4 years of experience in web applications development, quality testing and design in java platform. The Java Programmer should have certification or training in Java.	24 months
4	Database Expert (National)	Bachelor's degree in IT related field with 4 years of experience in RDBMS/DBA for secured web based application. The Database Administrator should have certification in database administration (Oracle Certified Professional or equivalent).	24 months
5	System Administrator (National)	Bachelor's degree in IT related field with 4 years of experience in system administration including data centre infrastructure setup, configuration, network security, and support and s/he must have a strong grasp of server security (e.g. firewalls and intrusion detection systems). S/he should have Red Hat Certified Engineer (RHCE) certification.	24 months

6. Time for commencement and completion of assignment by the consultant

The expected date for the commencement of this assignment is 15 January 2018. The assignment duration for this assignment will be about 24 months.

7. Physical Facilities and equipment to be provided by the Client to the consultant

PPMO will provide physical office space, internet connection, phone, local development environment of the system and the consultant is assumed to arrange other requirements like transportation, printing, stationary, laptops etc.

8. Details of the Reports to be submitted by the Consultant

The consultant is required to submit the following documents/reports under this assignment.

- Monthly support log report
- Monthly System availability report
- Quality assurance report
- SRS, design/test document and source code of features/functionalities enhanced
- Support and maintenance completion report
- Knowledge/technology transfer document

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2072/73 (for National consulting firm only)	
JV agreement letter with local firm <i>(In case of International consulting submitting Eoi)</i>	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Minimum Requirement	Score [100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	40%
<i>Experience of Key Experts</i>	<i>As per ToR</i>	
B. Experience		
<i>General of experience consulting firm</i>	<i>Should have at least 5 years of experience in the field of software development/support and/or IT consulting</i>	50%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Should have experience of development and/or maintenance/support of at least one (1) government eProcurement system</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>In order to show geographical competence, provide the details required as per the attached format</i>	
C. Capacity		
<i>Financial Capacity</i>	<i>Average annual turnover of best three years out of last seven years should be at least NRs. 60 Million</i>	10%

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience**Details of similar assignments undertaken in the previous seven years**

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

3(C). Geographic Experience**Experience of working in similar geographic region or country**

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
Average Annual Turnover	

(Note: Supporting documents for Average Turnover should be submitted for the above.)

4(B). Infrastructure/equipment related to the proposed assignment³ (Not Applicable)

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)