

## **Invitation for Bids (IFB)**

*Issuing date of the IFB:* January 14, 2019

### **INTERNATIONAL COMPETITIVE BIDDING**

**The Republic of Ghana**

**Ministry of Communications**

**eTransform Project**

#### **Procurement of an Integrated Information Management System for the Office of the Attorney General and Ministry of Justice**

**Supply, installation, integration, training, technical support and implementation of an integrated Case Management, Document Management and Collaboration ICT solution for the Office of the Attorney General and Ministry of Justice**

**Credit No: IDA 5304-GH**

**IFB No: eTransform/RComp/3.6.4**

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UNDB issue No WB5553-11/14 on November 4, 2014.
2. The Government of Ghana has received a Credit from the International Development Association toward the cost of the eTransform Project, and it intends to apply part of the proceeds of this credit to payments under the agreement(s) resulting from this IFB: Procurement of an Integrated Information Management System for the Office of the Attorney General and Ministry of Justice.
3. The Ministry of Communications (MoC) serves as the implementing agency for the project. MoC is collaborating with the Office of the Attorney General and Ministry of Justice and now invites sealed bids from eligible Bidders for the Supply, installation, integration, training, technical support and implementation of an integrated Case Management, Document Management and Collaboration ICT solution for the Office of the Attorney General and Ministry of Justice.
4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of January 2011, Revised July 2014 and is open to all Bidders eligible as defined in these Guidelines, that meet the following minimum qualification criteria.

#### **a) Experience**

- (i) The Bidder must demonstrate at least five (5) years' continuous engagement in the business of supplying and installing IT equipment and systems. In the case of a Joint Venture, the Lead Partner shall demonstrate at least five years' continuous engagement and each other Partner shall demonstrate at least three years' continuous engagement.
- (ii) The Bidder must have successfully completed at least two (2) contracts, each of which were of at least USD 2 million in value, during the past five (5) years, for the design, implementation and roll-out of a Case Management System. In the

case of a Joint Venture, the Lead Partner shall have led at least one of the two above contracts.

**b) Technical Capacity:**

- (i) The Bidder shall have facilities for technical support and maintenance equipped with adequate qualified staff in the region, preferably in Ghana. If bidders do not have such facilities at the time of bidding, then they are required to demonstrate a clear plan for the establishment of such offices, should they be awarded a contract.

**c) Financial Capacity**

- (i) Bidders must submit financial statements audited or certified by authorized agencies, in accordance with laws of the country where the Bidder established its business, for the latest 3 fiscal years (2015, 2016 and 2017).
    - a. The minimum required average annual turnover of the lead bidder over the last 3 years (2015, 2016 and 2017) is USD 5 million.
    - b. Demonstrate evidence of the firm's liquidity, in the form of cash flow, liquid assets and/or credit lines net of other ongoing commitments at the minimum required amount of USD 2 million.
  - (ii) Each joint venture member or sub-contractor undertaking a significant portion of work under this contract (20% or greater of the estimated value of the contract) must be financially stable, with gross revenue base of at least US \$2.5 million annually over the last three (3) years, and liquid assets of at least US \$1 million.
5. Interested eligible Bidders may obtain further information and inspect the bidding documents at the address given below from **9:00 a.m. to 5:00 p.m.**
6. A complete set of bidding documents in English may be downloaded or emailed free of charge. **Soft copies of the bidding documents are available free of charge online but hard copies may additionally be purchased** by interested Bidders on submission of a written application to the address below and upon payment of a non-refundable fee of Four hundred Ghana Cedis (GH¢400.00) or one hundred US Dollars (US\$100.00). The method of payment will be cash or bank draft in the name of the Ministry of Communications. **The document may be directly downloaded from the website** and/or collected at the address given below or sent by courier upon specific written request and payment of an additional non-refundable amount for US\$150.00 for overseas delivery costs or GHS200.00 for local delivery costs by the bidder. The Office of the Attorney General and Ministry of Justice and the Ministry of Communications will not be responsible for any loss or late receipt of bidding documents.
7. Bids must be delivered to the address below at or before **February 26, 2019 at 10:00 a.m. local time**. Electronic bidding will not be permitted. All bids must be accompanied by a Bid Security of not less than One hundred thousand US Dollars (US\$100,000.00) or an equivalent amount in the local currency or a freely convertible currency. **Late bids will be rejected.** Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at **10:00 a.m. local time on February 26, 2019.**

8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

The addresses for Download and or **Purchase and submission of the Bidding Documents** referred to above are:

<b>Address for Download and/or Purchase of Bid Documents</b>	<b>Address for Submission of Bid Documents</b>
<p>The Chief Director            Attn: The Project Coordinator            eTransform Project            Rooms 39 Fifth Floor,            Ministry of Communications Office            Complex            Abdul Diouf Street, near Kofi Annan ICT            Centre of Excellence            P.O. Box M.38, Ministries,            Accra Ghana            Digital Address: GA-079-0539            To Email: <a href="mailto:issah.yahaya@moc.gov.gh">issah.yahaya@moc.gov.gh</a>            CC Email: <a href="mailto:piu.etransform@moc.gov.gh">piu.etransform@moc.gov.gh</a></p> <p><b>URL: <a href="http://www.moc.gov.gh">www.moc.gov.gh</a></b></p>	<p>The Chief Director            Attn: The Project Coordinator            eTransform Project            Six Floor            Conference Room            Ministry of Communications Office            Complex            Abdul Diouf Street, near Kofi Annan ICT            Centre of Excellence            P.O. Box M.38, Ministries,            Accra Ghana            Digital Address: GA-079-0539</p>