



Information and Communication Technology Agency of Sri Lanka

Invitation for Bids (IFB)

**IMPLEMENTATION OF A DOCUMENT AND WORKFLOW MANAGEMENT
SYSTEM FOR THE MINISTRY OF FOREIGN AFFAIRS**

IFB No: ICTA/GOSL/GOODS/NCB/2016/39

1. Information and Communication Technology Agency of Sri Lanka (ICTA) implements projects by investing on improving the ICT infrastructure and system solutions at Ministries and Government organizations to provide efficient, reliable and secure services between Government organizations and the general public. Under this initiative, ICTA intends to improve ICT facilities at the Ministry of Foreign Affairs to provide efficient and effective services within the Ministry, the missions abroad and to other government organizations as a priority project.

The Chairman, Project Procurement Committee (PPC), on behalf of Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication and Digital Infrastructure, now invites sealed bids from eligible and qualified bidders for the implementation of a Document and Workflow Management System for the Ministry of Foreign Affairs.

Detailed description of the Requirements and functional Specifications is given in the bidding document.

2. Bidders are required to bid for the total solution. Partial bids shall be treated as non-responsive and shall be rejected.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure that shall be governed by the procurement guidelines of Government of Sri Lanka and is open to all eligible bidders that meet the eligibility and qualification requirements given in the bidding documents.
4. Interested eligible bidders may obtain further information from Director-Procurement & Head-Administration, ICTA, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 and inspect the bidding documents during office hours on working days commencing from **21 June, 2016** at the office of ICTA at the above address. Telephone: 2369099, Facsimile: 2369091, Email: procurement@icta.lk. bidding documents are also available on ICTA Website (www.icta.lk) for inspection purposes.
5. A complete set of Bidding Documents in English Language may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Two Thousand (LKR 2000.00) effective from **21 June, 2016** during office hours on working

days from the office of the ICTA at 160/24, 2nd floor, Kirimandala Mawatha Colombo 05. The method of payment will be by cash.

6. A Pre-bid meeting which potential bidders may attend will be held at **1400 hrs (2.00 p.m) on 04 July, 2016** at the office of ICTA at the above address. The bidders are advised to attend this meeting.
7. Bids must be delivered to Director-Procurement & Head-Administration, C/o Managing Director/Chief Executive Officer, Information and Communication Technology Agency of Sri Lanka (ICTA), 160/24, 2nd Floor, Kirimandala Mawatha , Colombo 05 at or before **1500 hrs (3.00 p.m) on 14 July, 2016**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
8. All Bids must be accompanied by Bid Securities in the form of a Bank Guarantee using the format given with the bidding documents in the amount of Sri Lankan Rupees Two Hundred Fifty Thousand. (LKR 250,000.00)
9. Bids shall be valid for a period of 90 days from the date of deadline for submission of the bids.
10. Bids will be opened immediately after the deadline for submission of bids, in the presence of bidders and/or their authorized representatives who choose to attend in person at the address stated above (in Para 7).
11. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.
12. Attention of the prospective bidders is drawn to the fact that,
 - (i) 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 itself and
 - (ii) Violations are considered fraud, which is among other remedies, punishable by potential blacklisting from participation in procurement activities funded by the Government of Sri Lanka.

Chairman
Project Procurement Committee
Information and Communication Technology Agency of Sri Lanka (ICTA),
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

17 June, 2016