

<b>Subject</b>	Procurement of a Consultancy Firm for Implementing the ICT Solution for Government Analyst's Department (ICTA/GOSL/CON/QCBS/2016/54)
<b>Date and Time of the Pre-Proposal meeting</b>	August 30, 2016 at 1400 Hrs

**Meeting Participants**

**Representatives from short-listed firms;**

Mr. Viduran Devanandan – KPMG  
 Ms. Maheshi G – Informatics  
 Mr. Akila De Costa – Science Land Software  
 Mr. Kanchana Bandara – Science Land Software  
 Mr. P. Vinoth – Sanje (PVT) Ltd  
 Mr. J.H.R.E. Jayaweera – Sanje (PVT) Ltd  
 Mr. Dileepa Jayathilaka – 99x Technology  
 Mr. Buddhi Wijewardana – 99x Technology

**The Panel;**

Mr. A. Welianga, Additional Government Analyst (Government Analyst's Department)  
 Mr. Sujith Jayasuriya, Programme Manager (ICTA)  
 Mrs. Rosemary Boudewyn, Procurement Officer (ICTA)  
 Ms. Samudika Imbulpe, Project Officer (ICTA)  
 Mr. Lahiru Abeygunawardana, Procurement Executive (ICTA)

#	Queries (Q) raised by the vendors and Clarifications (C)
1	<p><b>Q:</b> Will there be a possibility to arrange a site visit for the short-listed firms to capture more details of the scope and business processes?</p> <p><b>C:</b> Site visits can be organized upon written requests. Terms of Reference (ToR) and Request for Proposal (RFP) contains adequate information with regard to the scope and other details such as team composition and approximate staff months.</p>
2	<p><b>Q:</b> The criteria which will be used to evaluate RFP indicates that it will consider 7 positions for the project implementation team. But in the TOR, 8 positions are listed under project implementation team. Please clarify.</p> <p><b>C:</b> Only the 7 listed positions in 5.2(a) of Instructions to Consultants Data Sheet RFP (Pg. 25) will be considered for evaluation.</p>
3	<p><b>Q:</b> Please explain the type of users, who are listed under Annexure-3</p> <p><b>C:</b> Annexure-3 provides details of the system users. Training for this list of personnel is a must; but apart from this list the consultant shall identify key personnel in collaboration with the department and ICTA and conduct a TOT.</p>
4	<p><b>Q:</b> Is it obligatory to stick to the time plan provided?</p> <p><b>C:</b> Slight variations to the time plan will be tolerated, but major variations will be not allowed.</p>
5	<p><b>Q:</b> Is it necessary for the consultant to have an UI Engineer in the project implementation team?</p> <p><b>C:</b> The team shall comprise an UI Engineer. The work-plan shall also indicate the same. A strong</p>

	proposal shall cover all relevant areas.
6	<p><b>Q:</b> According to the Financial Proposal, the bidder should provide a breakdown of salary and remunerations but the HR department refuses to provide this information as they are confidential. Can the bidder provide this information once they are awarded the contract?</p> <p><b>C:</b> This is not relevant to this RFP as the cost is a factor of evaluation. Please refer Section 4 (Page 46).</p>
7	<p><b>Q:</b> If the department is using any system(s) currently, please explain the nature of it.</p> <p><b>C:</b> The department has some legacy systems which are primitive and not integrated. Refer the TOR for more details.</p>
8	<p><b>Q:</b> Does the GAD have an authentication system in place?</p> <p><b>C:</b> GAD might have but it may not be up to the standard. The proposed solution shall be a comprehensive solution with state-of-the-art system with the capability of integrating with all common services such as National Payment Platform and National Digital identity.</p>
9	<p><b>Q:</b> Does the GAD have a payment/SMS gateway in place?</p> <p><b>C:</b> The proposed solution shall be integrated with common infrastructure services such as Government SMS service (GovSMS) and Lanka Government Payment Service (LGPS). Necessary guidelines and specifications will be provided by ICTA.</p>
10	<p><b>Q:</b> What if the bidders have any other queries?</p> <p><b>C:</b> They may email them to us, 07 days before the deadline for the submission of proposals.</p>

**Please note and comply with the above clarifications/amendments.**

***Gamini Karunaratne***

Director-Procurement & Head of Administration

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