



**INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**Assignment Title: Economic Analysis of the Cross Government Digital Document Management System**

**Assignment Number: ICTA/GOSL/CON/CQS/2016/67**

Information and Communication Technology Agency of Sri Lanka (ICTA), the apex Government Agency which has been mandated to take all necessary measures to implement the Government's Policy and action plan in relation ICT development in the county. The ICTA has embarked on a series of ICT development initiatives for the implementation of digital infrastructure solution and other project across multiple sectors.

The ICTA has commenced the implementation of Cross Government Digital Document Management System with the aim of improving efficiency and effectiveness of government organizations. The project supports the government organizations to improve the cost effectiveness through reducing storage space, paper usage, and searching time of documents.

ICTA intends to engage a consultant (firm) to carrying out a study of which the main purpose is to produce an analytical report comparing the cost of existing paper based document management system with potential benefits of the proposed cross government digital document management system. The study is implemented as part of the ICTA monitoring and evaluations system. The proposed benefits need to be assessed in terms of economic and financial aspects.

ICTA, now invites Expressions of Interest (EOI) from eligible consultant (firms) who are willing to undertake the above assignment. EOI must include requested information as specified in the "EOI information Form" along with documentary evidence in support of core business and years in business, financial business and administrative strength/standing, qualification in the field of assignment, experience in carrying out assignments of a similar nature and complexity, technical and managerial organization of the firm, technical capabilities and appropriate skills of key staff of the organization and other relevant information.

The "Brief scope of services" and EOI Information Form" documents are now available at ICTA for further information. Interested parties may download these documents from the website <https://www.icta.lk/procurement/>

Consultant (firm) will be selected in accordance with the procedure set out in the government guidelines: Selection & Employment of Consultants; following Consultants Qualification Selection (CQS) method. All interested parties are informed that all documentations shall be in English language.

Interested parties may obtain further information from Mr. Gamini Karunaratne, Director, Procurement and Head of Administration, ICTA by contacting via phone: + 94 11 2369099, Fax: +94 11 2369091 and e-mail [procurement@icta.lk](mailto:procurement@icta.lk)

Expressions of Interest including all requested information must be delivered no later than **1500hrs on October 03, 2016** either: (i) electronically to: [Procurement@icta.lk](mailto:Procurement@icta.lk) or (ii) hand delivered or (iii) by post to the address; Director, Procurement and Head of Administration, C/o, Managing Director, Procurement Division, ICTA, 2<sup>nd</sup> Floor, 160/24, Kirimandala Mawatha, Colombo 5, Sri Lanka.

Envelope containing the Expressions of Interest and subject field of e-mail should be marked "**Expression of Interest for Economic Analysis of the Cross Government Digital Document Management System – ICTA/GOSL/CON/CQS/2016/67**"

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**September 17, 2016**

