



## Information and Communication Technology Agency of Sri Lanka

### Invitation for Bids (IFB)

#### SCANNING OF BIRTHS, MARRIAGES AND DEATHS CERTIFICATES - IFB No: ICTA/GOSL/SER/NCB/2016/39

1. Information and Communication Technology Agency of Sri Lanka (ICTA) which functions under the purview of Ministry of Telecommunication and Digital Infrastructure, has planned implementation of several initiatives across the government by developing and improving digital infrastructure as a key area to increase the efficiency of the government processes and to provide government services effectively and efficiently in line with the national policy of 'Digitization of Economy'.
2. Accordingly, ICTA intends to Digitized (scanning and data entering) Image of Birth, Marriage and Death (BMD) certificates along with Indexed Database.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) and is open to all eligible Bidders that meet the qualifications requirements specified in the Bidding Documents.
4. The Chairman, Project Procurement Committee (PPC), on behalf of Information and Communication Technology Agency of Sri Lanka (ICTA), now invites sealed Bids from eligible and qualified Bidders for Procurement of the Scanning of Births, Marriages and Deaths certificates.
5. Interested eligible Bidders may obtain further information from Director-Procurement and Head Administration, ICTA, 160/24, 2<sup>nd</sup> Floor, Kirimandala Mawatha, Colombo 05 and inspect the Bidding documents free of charge during office hours (0900 Hrs 1700 Hrs) on working days commencing from **September 22, 2016** at the office of ICTA at the above address. Telephone: 2369099, Facsimile: 2369091, email: [procurement@icta.lk](mailto:procurement@icta.lk). Bidding documents are available on <https://www.icta.lk/procurement/> only for reference purposes and interested eligible Bidders shall purchase the Bidding Documents as described in paragraph (6) below.
6. 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 Six Thousand Five Hundred (LKR 6,500.00) effective from **September 22, 2016** during office hours on working days from the office of the ICTA at the address given in paragraph (5) above. The method of payment will be by cash.

7. A pre-bid meeting which potential Bidders may attend will be held **1400 Hrs (2.00 P.M)** on **October 05, 2016** at the office of ICTA at the address given in paragraph (5) above.
8. Bids in hard copies must be delivered (Ref. Section-20 of ITB) to Director- Procurement, C/o Managing Director/Chief Executive Officer, Information and Communication Technology Agency of Sri Lanka (ICTA), 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 on or before **1500 Hrs (3.00 P.M) on October 14, 2016**. Late Bids will not be accepted and will be rejected.
9. All Bids shall be accompanied by a Bid Security in the form of a Bank Guarantee using the format given in the Bidding Documents in the amount of Sri Lankan Rupees Two Hundred Fifty Thousand (LKR 250,000.00).
10. Bids shall be valid for a period of 90 days from the date of deadline for submission of the Bids.
11. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the office of ICTA at the address given in paragraph (8) above.
12. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

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

September 21, 2016