



Information and Communication Technology Agency of Sri Lanka

## REQUEST FOR EXPRESSIONS OF INTEREST

**Assignment Title: Studying and technically facilitating the development of Document Management System for Parliament of Sri Lanka**  
**Contract No - ICTA/GOSL/CON/IC/2016/163**

Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex government agency for Information and Communication Technology (ICT) in Sri Lanka which has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT. ICTA has embarked on a series of ICT Development initiatives for the implementation of Digital Infrastructure solutions and other projects across multiple sectors.

Information and Communication Technology Agency of Sri Lanka and Parliament of Sri Lanka intend to engage an individual consultant in the capacity of **Business Analyst** to identify business needs and determine solutions to business problems of Document Management System at Parliament of Sri Lanka, with the purpose of raising the business efficiency and effectiveness at all levels across the parliament.

Estimated duration of the assignment is six months.

Interested individual consultants are requested to respond to this request by submitting the required details including the following with documentary evidence to demonstrate qualifications, previous experience in carrying out similar assignments, technical capabilities, and appropriate expertise;

- (1) Detailed CV/Resume
- (2) Cover letter highlighting relevant experience, expertise etc in the respective area
- (3) Brief description of approach/work plan to the task
- (4) Expected total fee (Lump sum) for the entire assignment

The "Terms of Reference" document is now available at ICTA for further information. Interested consultants may download these documents from the website <https://www.icta.lk/procurement/> for references.

Consultant will be selected in accordance with the procedures set out in the Government Guidelines: Selection & Employment of Consultants. All interested parties are informed that all documentations shall be in English Language.

Interested consultants may obtain further information from Director Procurement & Head Administration- ICTA by contacting via Phone: +94 11 2369099, Fax: +94 11 2369091 and email: [procurement@icta.lk](mailto:procurement@icta.lk).

Expressions of Interest including all requested information must be delivered no later than **1500 hrs on December 02, 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 & Head Administration, C/o, Managing Director/Chief Executive Officer, ICTA, 2<sup>nd</sup> Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka.

Envelope containing the Expressions of Interest and subject field of e-mail should be marked **“Expressions of Interest for Studying and technically facilitating the development of Document Management System for Parliament of Sri Lanka - ICTA/GOSL/CON/IC/2016/163”**

Managing Director/ Chief Executive Officer  
Information and Communication Technology Agency of Sri Lanka  
160/24, Kirimandala Mawatha, Colombo 5  
Sri Lanka  
Phone: +94 11 2369099 Fax: 94 11 2369091, [www.icta.lk](http://www.icta.lk)

November 17, 2016