



## Information and Communication Technology Agency of Sri Lanka

### Request for Expressions of Interest (EOI)

**Assignment Name: Process Study and Business Process Re - engineering solution for Divisional Secretariat (eDS) - Contract No: ICTA/GOSL/CON/QCBS/2016/153**

The Information Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication and Digital Infrastructure has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to Information and Communication Technology (ICT). ICTA has embarked on a series of ICT Development initiatives for the implementation of Digital Infrastructure solutions and other projects across multiple sectors especially to address the requirements for making Sri Lanka a digitally empowered nation. Assisting the public sector organizations in adopting appropriate ICT solutions for promotion of productivity and efficiency is one of the major functions assigned to ICTA. Therefore, ICTA has been encouraged to implement many initiatives to increase the use of ICT in the government sector to fulfil the government's vision.

Since the citizen interactions with grass root level government officials are vast due to the routine services offered by them. ICTA has decided to initiate a project to enhance the ICT usage among officials at Divisional Secretariat for improving the efficiency and effectiveness of their information management and services offered. This project has been named as eDivisional Secretariat (eDS) Project.

eDS project has been initiated by the ICTA in collaboration with the Ministry of Home Affairs. The Divisional Secretariat function under the preview of the Ministry of Home Affairs. However, many other ministries and departments provide their services through Divisional Secretariat making the most common, grass root level citizen delivery point. The Project will focus on enabling the Divisional Secretariat to enhance their functions with ICT, while providing an easy to use platform which allows the government to analyze key data, implement an effective decision support system and collaborate among the Superiors. Based on these requirements, ICTA intends to engage a Consulting Firm to do Process study and Business Process Re - engineering solution for the Divisional Secretariat.

ICTA now invites Expressions of Interest (EOIs) from interested eligible Consulting Firms that are willing to take up to do a Process Study and Business Process Re - engineering solution for Divisional Secretariat. 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, qualifications in the field of assignments in similar nature, experience in carrying out assignments of a similar scope 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 of Scope of Services**" and "**EOI Information Form**" documents are now available at ICTA for further information. Interested parties may download these documents from <https://www.icta.lk/procurement>.

Consulting Firm will be selected in accordance with the procedures set out in the Government Guidelines: *Selection and Employment of Consultants* following Quality and Cost Based Selection (QCBS) method. All interested parties are informed that all documents should be issued in English Language.

Interested eligible Consulting Firms may obtain further information from Mr. Gamini Karunaratne, Director/Procurement and Head of Administration by contacting via Phone: 011 12369099, Fax: 011 2369091 and E-mail: [procurement@icta.lk](mailto:procurement@icta.lk).

Expressions of Interest including all requested information must be delivered no later than **1500 hrs on December 07, 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 Information Communication Technology Agency , 160/24, 2<sup>nd</sup> Floor, Kirimandala Mw, Colombo 05, Sri Lanka.

Envelope containing the Expressions of Interest and subject field of e-mail should be **marked "Expressions of Interest for Process study and Business Process Re - engineering solution for the Divisional Secretariat - ICTA/GOSL/CON/QCBS/2016/153"**.

Chairperson  
Project Consultant Procurement Committee  
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