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Resilient nations.*

08th Feb 2018

Dear Sir/Madam

Reference: UNDP/AFG/EOI/2018/0000002040

Invitation for Submission of Expression of Interest and Pre-Qualification of Suppliers for Provision of Business Process Re-engineering (BPR) and Enterprise Resource Planning (ERP) Developments for the Afghanistan Ministry of Interior Affairs

1. We hereby solicit your application for submission of Expressions of Interest (Eoi) and pre-qualification of suppliers for the **Provision of Business Process Re-engineering (BPR) and Enterprise Resource Planning (ERP) Developments for the Afghanistan Ministry of Interior Affairs** as described in the Appendix I.
2. The prequalification assessment will be based on the information provided in your application, feedback received from your past and present clients, track record, financial capacity and any additional information provided with your application.
3. To enable you to submit your application, please find enclosed:

Appendix I-	Terms of Reference for Pre-qualification
Appendix II-	Company Profile Template
Appendix III-	List of Contracts Template
Appendix IV -	List of Referees Template
Annex-1-	UNDP General Terms and Conditions (attached as separate PDF file)
Annex-2-	E-Tendering instruction manual and FAQ

4. **Appendix I is the Terms of Reference for the pre-qualification of bidders.**
5. **Pre-proposal meetings:** UNDP will conduct an international Dubai UAE base pre-proposal meeting:
 - i. **Proposal meeting:**

The pre-proposal meeting will be at Dubai UAE at below stated date and time.

Time: 01.00 PM UAE Time

Date: 01 March 2018

Venue: Dubai, UAE (ALL INTERESTED PARTIES WILL BE NOTIFIED ABOUT THE EXACT ADDRESS OF THE MEETING ONE DAY PRIOR TO THE MEETING)

UNOCA Complex, Jalalabad Road, Kabul Afghanistan - Tel: +93 (0) 20 212 4000 | E-mail: registry.af@undp.org | Web: www.af.undp.org | [Facebook.com/UNDPinAfghanistan](https://www.facebook.com/UNDPinAfghanistan) | [Twitter.com/UNDPAf](https://twitter.com/UNDPAf) | [Gplus.to/UNDPinAfghanistan](https://plus.google.com/UNDPinAfghanistan) | [Youtube.com/UNDPAfghanistan](https://www.youtube.com/UNDPAfghanistan)

The UNDP focal point for the arrangement of meeting and confirmation on participation is:

procurement.af@undp.org

For ease of access UNDP has planned to arrange virtual and physical meeting at the same time. Service Providers interested to attend the pre-proposal meeting must send the following information to the procurement.af@undp.org email address on or before **02:00 pm 24th Feb.**

Physical Meeting: Participant's Name, Nationality, ID/Passport No., Company Name the Subject Of Email Should Be: **UNDP/AFG/EoI/2018/0000002040 (EOI for BPR and ERP Services)**

Virtual Meeting: Companies not able to attend the physical pre-proposal meeting will be connected through skype. And following information will be required to get connected through Skype: **(Skype ID)**. The ID should be send to procurement.af@undp.org email address before the stated date and time.

Please note that only 01 (one) person from each company will be allowed to participate.

Please note that, all the participants should have their original ID Card and/or Passport during visit for pre-proposal meeting.

6. Your applications should be submitted through the UNDP ATLAS E-Tendering system (<https://etendering.partneragencies.org>). The step by step instructions for registration of bidders and submission of offers through the UNDP ATLAS E-tendering system is available in the instructions manual for the bidders, attached with this invitation letter. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the procurement officer at procurement.af@undp.org to request for help or call at **+93(0)790426786**.

No hard copy or email submissions will be accepted by UNDP.

7. **The Closing date for EoI is** "Please refer to E-Tendering system for exact date and time of closing date". Please note that, the time and date used in E-Tendering system is based on USA time and date.
8. If you have any questions or require any clarifications, please kindly send your request to procurement.af@undp.org. 9 (seven) days before the deadline.
9. Your application **MUST** include the documents stated below:

- i. Cover letter
- ii. Duly filled Appendix II
- iii. Duly filled Appendix III
- iv. Duly filled Appendix IV
- v. Copy of the trade license/Certificate of Incorporation
- vi. Detailed company profile
- vii. Detail CVs of staff requested in appendix I

- viii. Audited financial statements and/or bank statements for past three years
- ix. Other relevant documents as requested in appendix I
- x. Acceptance of UNDP General Terms and Conditions

10. UNDP will not be responsible for any cost associated with preparation and submission of applications regardless of the outcome of the process.

11. The applications received before the deadline mentioned in this invitation letter will be subject to evaluation and only the pre-qualified suppliers will be contacted during Request for Proposal process.

12. UNDP reserves the right to accept or reject any application, and to annul the solicitation process and reject all applications at any time without assigning any reason.

Sincerely

Head of Supply Chain Management Office

Appendix I:

Invitation for Expressions of Interest for shortlisting of prequalified Consulting Firms Ministry of Interior, Government of Islamic Republic of Afghanistan

2nd Jan 2018

Project: MOIA and Police Development (MPD)
Sources of Funds: United Nations Development Programme (UNDP)
Title of Procurement: EoI for **Business Process Re-engineering (BPR) and Enterprise Resource Planning (ERP) Developments for the Afghanistan Ministry of Interior Affairs**
Procurement Notice: **UNDP/AFG/EOI/2018/0000002040**

The Ministry of Interior Affairs (MOIA) of the Government of Islamic Republic of Afghanistan (GoIRA) with support from the United Nations Development Programme (UNDP) is implementing the MOIA and Police Development Project, with multi-donor funding under the UNDP Law and Order Trust Fund for Afghanistan (LOTFA). The project will support a contract for “**Business Process Re-engineering (BPR) and Enterprise Resource Planning (ERP) Developments for the Afghanistan Ministry of Interior Affairs**”. UNDP invites sealed Expressions of Interest (EOI) from eligible and qualified Consulting Firms/Consortia for provision of consulting services for the referred contract / procurement.

The United Nations Development Programme (UNDP) is committed to augmenting the capacity of the Government of the Islamic Republic of Afghanistan’s (GIROA) to administer rule of law and improve security for all Afghan citizens. As the lead rule of law institution in the country, improving the ability of the Ministry of Interior Affairs (MOIA) to fulfil its mandate remains critical to the overall stability of Afghanistan and its people. As the UN’s primary development agency, and a longstanding development partner to GIROA’s rule of law and security sector, UNDP Afghanistan plays a leading role in facilitating reform and development of MOIA. The MOIA & Police Development (MPD) project, principle objectives are to (1) improve MOIA’s ability to lead and manage reform, (2) ensure efficiency improvements in key police service functions and (3) improve public confidence in the police force through accountability and democratic policing standards and approaches. These objectives are programmed under two components of the MPD project, Institutional Development and Police Professionalization.

The Government of the Islamic Republic of Afghanistan (GIROA) has outlined key reform and development priorities for the Ministry of Interior Affairs (MOIA). At its highest level, the President of Afghanistan has called upon national and international partners to provide support along nine key priority areas. Institutional reform to “ensure proper use and management of resources and also make MOIA a transparent and accountable institution” is one of these nine. The notion of institutional development is further reinforced and detailed within the MOIA three-year strategic plan, primarily through Goal 3 (Strengthen strategic management and communications systems through institutional development, diversity, and structural reforms) and Goal 5 (Improve the quality and effectiveness of infrastructure, resources and support services to the MOIA). Within this context, the UNDP MOIA and Police Development (MPD) Project has been active in the area of business process re-engineering and development of ICT, MIS and ERP systems. The aim of these processes was as follows:

- Business Process Re-engineering: improve the MOIA capacities and performance of key administrative and support services, through improvement of business processes in key selected directorates and departments of the MOIA; and
- ICT/MIS/ERP development: to improve the existing ICT assets, including databases, hardware, software and related personnel, operating systems and applications, system interoperability within the MOIA, and connectivity to support administrative and management tasks as the basis of an ERP to be launched.

The initial results of these activities showed that the following performance improvements and benefits can be achieved:

1. Average process turnaround time reduced by 25-30%
2. Average processing time reduced by 25%
3. Average waiting time reduced by 25%
4. Transactions move 30% faster
5. Enhanced transparency and accountability
6. Drastic reduction of duplications
7. Enhanced information integrity and increased data accuracy
8. Reduced manpower effort
9. Improved coordination of departments
10. Enhanced data privacy and confidentiality

The technical developments have followed open international standards and an open source solutions (OSS) approach.

Based on the successful result of these pioneering activities, UNDP and MOIA intends to extend Business Process Re-engineering and ERP developments to embrace all MOIA critical processes and satisfy the identified requirements.

The contracted Consulting Firm/Consortium shall be responsible for achieving the objectives of business process re-engineering and ERP development as follows.

The business processes/ERP modules to be implemented will belong to the following directorates and departments:

Deputy Ministry Security:

- ICT

Deputy Ministry Support

- Finance and budget
- Procurement
- Logistics
- Facilities
- Health

Deputy Ministry Policy and Strategy

- Policy
- Strategy
- Monitoring and Evaluation

General Directorate of Personnel:

Office of Inspector General

- Internal audit
- Compliant Mechanisms

While contractors shall be free to run project activities in parallel, the work shall be divided into three (3) phases, with a total project duration of thirty-one (31) months: Phase 1, Review/Bridging the pilot processes/applications; Phase 2, Design Phase: Phase 3, Implementation Phase.

Review/bridging the pilot processes/applications (2 months)

- Carrying out an in-depth analysis of the inventory of MOIA business processes
- Carrying out an in-depth review of the ERP specifications
- Assess/review the pilot re-engineered processes and related ERP developments in terms of the used methodology, implemented technology and user acceptance
- Provide technical support to the processes/application being piloted in the view of the transition to the full BPR/ERP implementation

Design Phase (4 months)

- Plan the BPR interventions in terms of selected methodology and BPM tool as well as needed process simulations
- Define the overall architecture of the ERP systems to be implemented/deployed
- Plan the ERP developments according to a common architecture and platform
- Prioritize and schedule the processes/business areas for the BPR/ERP interventions for the implementation phase (interventions shall cover all processes listed in the MOIA process inventory and cover all collected ERP requirements)
- Design the Integration Architecture and Solutions able to integrate the other applications resident in MOIA

Implementation Phase (25 months)

- Stabilize the processes and application being previously piloted
- Mapping (as-is) and re-engineer (to-be) the MOIA business processes
- Implement the ERP developments according to a common architecture and platform
- Implement the integration services according to integration architecture
- Conduct system demonstration and user acceptance testing and final deployment in MOIA premises
- Conduct on-the-job training of selected MOIA personnel
- Provide the needed support and maintenance of the provided systems along with the necessary changes
- Delivery of the full user and technical documentation
- Expand the re-engineered processes and ERP to reach the MOIA Regional Departments in Herat, Mazar-i-Sharif, Kandahar, Jalalabad and Bamyan

The preferred development path shall be based on open international standards and open source software solutions (OSS).

In addition, the contractor, in collaboration with the MPD team, shall be engaged in project supporting activities including change management, project result information dissemination and communication, delivery of presentations in specific workshops, technical seminars, etc.

Detailed Terms of Reference (TOR), including full MOIA business processes inventory, detailed ERP requirements, integration specifications and the list of existing systems shall be provided in the Request for Proposals (RFP) document to the shortlisted Firms/Consortia. The project will have duration of thirty-one (31) months, The contract will be signed for period of 31 months. A notice to proceed shall be issued on completion of 1st and 2nd years of contract by UNDP. A Consulting Firm/Consortium will be selected for the assignment in accordance with a cumulative technical and financial evaluation method. Interested eligible Consulting Firms may obtain further information from UNDP Supply Chain Management Office , Kabul (Email: procurement.af@undp.org; +93 (0) 790426786 or +93 (0) 728999765).

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consulting Firms may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Eligibility and Qualifications requirements for shortlisting are:

Sl	List of attributes	Criteria
1	Vendor Type	The vendor should be registered as a consulting firm, ICT solutions service provider, BPR/ERP service providers or any other related field to the current scope of services.
2	Legal Registration	Vendor must be legally registered.
3	Years of Experience	The firm/consortium should have been in operation for a minimum of five (5) years
4	Relevant experience	The firm/consortium should have performed at least three (3) similar contracts within the past 5 years in projects related to Business Process Re-engineering (BPR) and/or Enterprise Resource Planning (ERP) Developments in public sector institutions. One of the 3 similar contracts should be valued at least USD 2,000,000 or more
5	Financial capacity	The solo firm/consortium (prime contractor) should have at-least US\$ 3,000,000 annual average turn over for past 3 years. Attach audited balance sheets, profit and loss statements and other financial statements for the past three (3) years.
6	Professional Staff	The firm should propose at least three (3) international professional staff/partners with Ten (10) years or more experience in related assignment. Attach CVs for key professionals.
7	Local office	The firm/consortium should have their own or a partner's office in Kabul or commit establishment that in Kabul after contract is awarded.

Expression of Interest (EOI) must be submitted through Atlas E-Tendering System "etendering.partneragencies.org" before **the stated deadline date and time in E-Tendering System.**

Appendix II

Section-A of Appendix II:

Parent/Lead Company Profile

Name of Company			
Address of company			
Detail of contact person (s) and title (s)		Primary Contact	Secondary Contact
	Name		
	Title		
	Phone No.		
	Email & Skype		
Year of Registration			
Copy of Trade License or Certificate of Incorporation	Please attach		
Country of registration of parent company			
Countries of operations			
Latest annual average turn over for past 3 years (Attach the report)	1 st year	2 nd year	3 rd year
	US\$	US\$	US\$
Please provide your local partner's or local office details in below Section-B of Appendix II. In case of no local partner or office in Afghanistan at this point of time, please confirm to that the company will establish an Office or partnership in Afghanistan upon award of contract.			

Section-B of Appendix II:**Local Partner's Company Profile**

Name of Company			
Address of company			
Detail of contact person (s) and title (s)		Primary Contact	Secondary Contact
	Name		
	Title		
	Phone No.		
	Email & Skype		
Year of Registration			
Copy of Trade License or Certificate of Incorporation	Please attach		
Name of parent company			
Country of registration of parent company			
Country of operation			

We as bidder for this EoI do confirm that:

1. "We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council."
2. We do accept UNDP General Terms and condition,

Signature:

Company

Seal:

Name:

Title:

Appendix III

List of Contracts

Client Name	Description of Contract	Value (USD)	Year of Completion	Comments

In case of need, UNDP may request the copy of contracts for verification purpose.

Please attach additional pages as required.

Signature:

Company

Seal:

Name:

Title:

Appendix IV

List of Referees

No	Name of Contact Person	Name of Organization and Address	Email	Phone Number

Signature:
Seal:

Company

Name:

Title: