

Call for Applications
Prequalification Notice
Integrated solution including the production and delivery of electronic passports
and supply & installation of hardware and data management systems

UNDP Reference PQ No.95672/4652 PREQ– El Salvador

Date: March 23, 2018

1. Project Background:

The General Directorate of Immigration and Foreigners (DGME for its acronyms in Spanish) is a dependency of the Ministry of Justice and Public Security of El Salvador. DGME is the institution in charge of the control of entry and exit of nationals and foreigners to national territory. It is also responsible for the issuance of travel documents; registration and residence of foreign nationals and the granting of other migratory services. In addition, it is responsible for supporting the integration of returnees and comprehensive care for migrants; detection of crimes of trafficking in persons and smuggling of migrants to contribute to the public security and national development, among other responsibilities.

El Salvador intends to modernize its official travel document by incorporating a national passport document of electronic nature that will also include also a polycarbonate sheet. This will allow the country to comply with the recommendations of the International Civil Aviation Organization (ICAO), including advanced security measures. The project will promote the coverage and access to the Salvadoran who live both inside and outside the territory of El Salvador, to a new international identification document with security mechanisms of high technology, also located at the same level of technologies that manage other countries and facilitates the mobility of people.

The e-passport is an identification document that, in addition to the use of security paper, contains an electronic circuit embedded in the cover that applies biometrics to authenticate the traveler's citizenship. The addition of a tiny RFID chip in the document allows further information storage and the duplication of print on the page containing the passport holder's data. The Public Key Infrastructure (PKI) will allow checking the authenticity of the data provided to avoid identity forge.

The benefits of the electronic passport are greater national security, exchange of information between countries subscribed to the public key of ICAO, centralization of data, safety, and control of citizen information. Also, compliance with ICAO regulations, modernization of computer systems and equipment, agility in the migration process at land, air and maritime borders, validation of fingerprints of the bearer of the document of the holder's passport. The electronic passport will bring more flexibility for visa procedures, tickets, exits and time of stay in other countries.

This project will transform the system of issuing ordinary passports into one capable of rendering third-generation electronic passports, including personal information, fingerprints and biometric information of citizens in a contactless RFID chip, using advanced security mechanisms for adequate protection.

In that sense, the DGME has asked to UNDP in El Salvador to join them in this effort. Both institutions, have a long history of joint work that comes from 2007 in which UNDP has been giving technical support

to DGME through the project "Strengthening the capacities of the General Directorate of Immigration and Foreigners (DGME)", to increase their capacities for management and procurement of the issuance of passports. It should be noted that during the years of working together, it has been possible to regularize the processes of acquisition of passport books combined with annual budgeting processes. In a way that does not generate situations of shortages or lack of funding.

In 2015, the DGME with the support of UNDP, conducted the elaboration of a diagnosis with the objective of provide the basis to begin the process of modernization of the system of issuance of passports enhancing capabilities in the management of issuance of travel documents and cross-border cooperation thus preventing a more expeditiously the crime and organized crime and making the most of all the benefits of the high technology for the identification of citizens, which would provide the electronic passport. As a result of this assessment, DGME obtained a technical proposal for the implementation of the electronic passport in El Salvador, which also includes a number of additional components on the biometric control at Customs.

The diagnosis has been used as the base line to generate a new initiative, which has been revisited and adapted to establish the actual scope of the project based on the needs identified in the past two years and the current context for the country. This project will also seek to orient to comply with commitments of the Government of El Salvador with respect to the improvement of the public administration.

2. Expected scope of the Call for Applications / Prequalification Notice.

The United Nations Development Programme (UNDP) office, located in San Salvador, El Salvador, Central America invites applications from eligible and qualified firms and/ or associations of firms to prequalify for the provision of the following integrated services:

- Production of Ordinary, Official and Diplomatic passport books with electronic storage devices and colour flexible polycarbonate sheets and delivery of these to the DGME.
- Supply and installation of the hardware required to enable the DGME to capture, process, manage and transmit relevant data as well as to print personalized metrics in each electronic passport, both in El Salvador as well as in selected Consulates abroad.
- Design, development and/or integration of data management systems and necessary software.
- Provision of related training and capacity development to DGME personnel.
- Provision of system maintenance and technical support.
- Registration and publication of Country Signature and Document Signatory certificates in the ICAO Public Key Directory.

Applicants that have submitted Applications and have met the Selection criteria and requirements described in Section III of this Call for Applications will be pre-qualified by UNDP for any upcoming procurement processes to be conducted by UNDP to meet the DGME specified needs.

It is UNDP's intention to integrate the needs into one procurement process. The anticipated needs are scoped at 2,500,000 Ordinary passports¹ to be supplied over a five-year period and at an envisaged rate of 500,000 annually (two annual consignments of 250,000 each).

¹ As outlined in Part 2, Section V of this Document, the DGME also requires delivery of a smaller number of Diplomatic and Service passports.

The corresponding procurement process will be conducted in adherence with UNDP Procurement principles, policies and procedures² and resulting contract/s will be issued directly by UNDP and subject to UNDP's stated conditions of contract.

As agreed with DGME, UNDP intends to proceed with payments against delivery and receipt of each passport consignment as detailed above and for an agreed cost per passport. Further, it is expected that UNDP will proceed with an initial payment against delivery of required deliverables during the initial phase of contract implementation, for an estimated amount of up to 10% of total contract.

A more detailed description of the envisaged scope and technical requirements is available from Part II, Section V, Scope of Goods and Service required, of this Call for Applications / Prequalification notice.

At the end of the contractual period and the completion of the payments the expectation is that the non-core software system, licenses, and hardware provided for the service will be the property of the DGME.

² See <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit>.

3. Prequalification Application Process

Interested Applicants are requested to complete the UNDP Pre-Qualification Application and submit relevant documentation/information as to demonstrate that they are eligible and meet the eligibility and minimum qualification requirements as indicated in Section III Prequalification Criteria and requirements in this Prequalification Notice. Detailed instructions to Applicants (**ITA**) to facilitate submission of Applications are available in Sections I, Instructions to Applicants and Section II, Applicants Data Sheet, included in this Prequalification Notice.

Completed applications as per the requirements stated in this Prequalification Notice should be submitted electronically via email before or **on April 26, 2018 COB** to adquisiciones.sv@undp.org

Applications received after the above deadline will not be considered.

Please ensure to mention Call for Applications / Prequalification Notice Reference in each email subject line as stated in this document e.g. **PQ No. 00095672/4652 PREQ**. Applications received without reference in the subject line will not be entertained and may result in the rejection of submission. Please observe the requirements and details stated in Section I, Instructions to Applicants and Section II, Applicants Data Sheet when completing and submitting Applications in response to this Prequalification Notice. Please also observe the supporting documentation that needs to be included in all applications submitted in response to this Prequalification Notice, as detailed in Section IV.

At any time prior to the deadline for submission of Applications, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Call for Applications / Prequalification Notice and its attachments by amendment, including through provision of supplementary information. The amendment will be posted on the UNDP website.

If you need to request additional information, please write to **adquisiciones.sv@undp.org**. UNDP will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of this Pre-qualification.

Deadline for submitting requests for clarifications of questions/queries about the contents of the Prequalification application **April 19, 2018**. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP web pages, and other web pages, on which this Pre-qualification notice is posted.

Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Prequalification Notice. Applications with incomplete submissions shall be disregarded.

All applicants (Overseas and Salvadorans) are required to comply with Local Government Regulations.

Interested applicants are kindly requested to transmit an acknowledgement and confirmation of interest notice, via email to **adquisiciones.sv@undp.org**. This will enable UNDP to notify any possible clarification and / or amendment directly to interested applicants when posting these to the relevant internet resources.

Your Sincerely

**Call for Applications
Prequalification Notice
Integrated solution for the production and delivery of electronic passports and
supply & installation of hardware and data management systems**

UNDP Reference PQ No.95672/4652 PREQ– El Salvador

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PART 1. PREQUALIFICATION PROCEDURES

Section I – Instructions to Applicants

A. General

1. Eligible applicants

- 1.1 Applicants shall meet the eligibility criteria as per the requirements stipulated in Section III, Prequalification Criteria and Requirements, 1. Eligibility criteria.
- 1.2 An Applicant may be a firm that is a private entity, or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate an authorized representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, procurement process (in the event the JV submits a Bid and/or Proposal) and during contract execution (in the event the JV is awarded the Contract). Unless specified **in the ADS**, there is no limit on the number of members in a JV.
- 1.3 A firm is not permitted to participate for prequalification for the same contract both as an individual firm and as a part of a joint venture or as a subcontractor. However, a firm may participate as a

subcontractor in more than one Application but only in the capacity of a subcontractor. Applications submitted in violation of this procedure will be rejected.

- 1.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) are not permitted to submit more than one application for prequalification for the same contract, either individually, as joint venture or as a subcontractor among them. Applications submitted in violation of this procedure will be rejected.
- 1.5 Applicants and proposed specialized sub-contractors or suppliers for any part of the Contract including related services (for the purpose of this ITA 1.5 referred to as “Applicants”) shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the purchaser’s requirements or have been hired or proposed to be hired by the purchaser or beneficiary as Project Manager for contract implementation of the scope that are the subject of this Prequalification Notice. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of UNDP or beneficiary (or of the project implementing agency) who: (i) are directly or indirectly involved in the preparation of the Prequalification Notice or Solicitation Document or specifications of the Contract, and/or the evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to UNDP throughout the procurement process and execution of the Contract.
- 1.6 An Applicant shall provide such documentary evidence of eligibility satisfactory to the UNDP, as UNDP shall reasonably request.

B. Contents of the Prequalification Notice

2. *Sections of the Prequalification Document* This Prequalification Notice consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 4.

PART 1. Prequalification Procedures

- -Section I. Instructions to Applicants
- -Section II, Application Data Sheet (ADS)
- -Section III, Prequalification Criteria and Requirements
- -Section IV, Application forms

PART 2. ENVISAGED SCOPE AND OUTLINE OF EXPECTED OBJECTIVES, OUTCOMES AND TECHNICAL REQUIREMENTS

- Section V, Scope of Goods and Services required

- 2.2 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification document.
3. *Clarifications to Prequalification Notice and Pre-Application Meeting*

- 3.1 An Applicant requiring any clarification on the Prequalification Notice shall contact the UNDP in writing at the address indicated **in the ADS**. UNDP will respond in writing to any request for clarification provided that such request is received no later than the date **specified in the ADS**. UNDP shall also promptly publish its response at the web page identified **in the ADS**. Should UNDP deem it necessary to amend the Prequalification Notice as a result of a clarification, it shall do so following the procedure under ITA 4 and in accordance with the provisions of ITA 13.2.

4. Amendment of Prequalification Notice

- 4.1 At any time prior to the deadline for submission of Applications, UNDP may amend the Prequalification Notice by issuing an Addendum.
- 4.2 Any Addendum issued shall be part of the Prequalification Notice. UNDP shall also promptly publish any Addendum at the web page identified **in the ADS**.
- 4.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, UNDP may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 13.2

C. Preparation of Applications

5. Cost of Applications

- 5.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification Notice.

6. Language of Applications

- 6.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and UNDP, shall be written in the language specified **in the ADS**. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified **in the ADS**, in which case, for purposes of interpretation of the Application, the translation shall govern.

7. Documents comprising the application

- 7.1 The Application shall comprise the following:

- (a) **Application Submission Letter**, in accordance with ITA 8.1;
- (b) **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 9.1;
- (c) **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 10; and
- (d) any other document required as specified **in the ADS**.

8. Application Submission Letter

8.1 The Applicant shall complete an Application Submission Letter as provided in Section IV, Application Forms. This Letter must be completed without any alteration to its format.

9. Documents establishing the Eligibility of the Applicant

9.1 To establish its eligibility in accordance with ITA 1, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms, as well as any other documentation indicated in Section III, Qualification Criteria and Requirements, Point 1, Eligibility.

10. Documents establishing the Qualifications of the Applicant

10.1 To establish its qualifications to perform the contract(s) in accordance with Section III - Prequalification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms, Section III, Qualification Criteria and Requirements, Point 2, Historical Contract non-performance, Point 3, Financial Situation and Performance, Point 4, Experience and Point 5, Other Qualification Criteria and Requirements.

10.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:

- For turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted).
- Value of single contract - Exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source **identified in the ADS**. Any error in determining the exchange rates in the Application may be corrected by the Purchaser.

11. Signing of the Application

11.1 The Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatures.

D. D. Submission of Applications

12. Form / modality for submission of Applications

12.1 Applications shall be submitted via email to the address **provided in the ADS**. Applicants may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (5 MB). Only files transmitted in PDF and/zip formats will be accepted. As an e-mail can take some time to arrive after it is sent. UNDP advises all Applicants to transmit e-mail submissions well before the deadline. The Applicants should ensure that submitted applications DO NOT contain viruses and/or corrupted files; such applications will be rejected. Applicants shall ensure that all related email transmissions include the Prequalification Notice in each email subject.

13. Deadline for Submission of Applications

13.1 Applications shall be received by UNDP at the given email address and no later than the deadline **indicated in the ADS.**

13.2 UNDP may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Notice in accordance with ITA 4, in which case all rights and obligations of UNDP and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

14. Late applications

14.1 Applications received after the stated Deadline for Submission of Applications will be disregarded and not considered for evaluation purposes.

Section II - Application Data Sheet (ADS)

B. Contents of the Prequalification Notice	
ITA 3.1 & 4.1	Web pages: UNDP Procurement El Salvador: http://www.sv.undp.org/content/el_salvador/es/home/operations/procurement.html UNDP Procurement Notices: http://procurement-notices.undp.org/ UN Global Market: http://www.ungm.org Development Business: https://www.devbusiness.com/
ITA 5.1	A pre-Bid conference will be held on: Time: 10:30 am El Salvador Official Time (UTC-6) Date: April 10, 2018 Venue: Edificio Naciones Unidas, Boulevard Orden de Malta Sur No. 2-B, Santa Elena, Antiguo Cuscatlán, La Libertad, El Salvador, C.A.
ITA 7.1	For clarification purposes, UNDP's contact email is: adquisiciones.sv@undp.org Requests for clarification and related enquiries will be responded by UNDP provided they are received before April 16, 2018 COB
C. Preparation of Applications	
ITA 6	All correspondence exchange shall be in SPANISH The Application as well as all correspondence shall be submitted in SPANISH Language for translation of supporting documents and printed literature is SPANISH
ITA 10.2	The source for determining exchange rates is <i>the applicable UN Exchange Rate in the month in question.</i>

D. Submission of Applications	
ITA 12 & 13	The electronic Application submission procedures shall be: ▪ Format: PDF files ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: <i>5MB</i> ▪ Mandatory subject of email: UNDP/PQ/95672/4652 Completed applications as per the requirements stated in this Prequalification Notice should be submitted electronically via email before or on to adquisiciones.sv@undp.org The deadline for Application submission is: Date: April 26, 2018 COB

Section III - Prequalification Criteria and Requirements

This section contains all the methods, criteria, and requirements that the UNDP will use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms included in Section IV of this prequalification notice

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Qualification Criteria and Requirements

1. Eligibility

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
1.1	Conflict of Interest	No conflicts of interest in accordance with ITA 1.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Carta de presentación de la solicitud (Sección IV)
1.2	United Nations resolutions and sanction lists	Compliance with corresponding eligibility criteria, including not being listed in the UN SC 1267/1989 List of entities associated with Al-Qaida, or any other UN ineligibility list.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form ELI 1.1 and ELI 1.2 (part 1 and 2) with annexes.
1.3	Legal registration	Valid Registration & Trade License as an entity issued by its own Government. Any Overseas Applicant to the Pre-Qualification process must submit documentary evidence proving that it can obtain necessary registration certificate/work-permit to operate in El Salvador OR JV with the local company/firm at the time of submitting final offers.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Copy of valid registration & trade license. Letter confirming ability to obtain necessary registration to operate nationally
1.4	Registration as tax payer and duly tax payments	Documentary evidence that the Applicant is updated with its tax payment obligations.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Tax registration and payment certificate. If the Applicant enjoys any privilege, a Certificate of Tax exemption must be submitted

2. Historical Contract Non-Performance

Criteria			Single Entity Requirements	Joint Venture			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
2.1	History of Non-Performing Contracts	Non-performance of a contract ³ did not occur as a result of Supplier's default since 1st January 2013 .	Must meet requirement ¹	Must meet requirements	Must meet requirement ⁴	N/A	Form CON-2
2.2	Pending Litigation	All pending litigation shall in total not represent more than (10%) of the Bidder's net worth and shall be treated as resolved against the Bidder A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.	Must meet requirement	Must meet requirements	Must meet requirement ⁵	N/A	Form CON-2
2.3	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ⁶ since 1st January 2013	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON-2

³ Nonperformance, as decided by the Purchaser, shall include all contracts where (a) nonperformance was not challenged by the Supplier, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Supplier. Nonperformance shall not include contracts where Purchaser's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

⁴ This requirement also applies to contracts executed by the Applicant as JV member.

⁵ This requirement also applies to contracts executed by the Applicant as JV member.

⁶ The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the indicated period. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

3. Financial Situation and Performance

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as USD \$ 4,000,000 net of the Applicants other commitments.	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments and additional supporting documentation in way of bank statements and similar
		(ii) The Applicant shall also demonstrate, to the satisfaction of the Purchaser, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.	Must meet requirement	N/A	Must meet requirement	N/A	
		(iii) The audited balance sheets for the last <i>three</i> years shall be submitted and must demonstrate the current soundness of the Applicant's financial	Must meet requirement	N/A	Must meet requirement	N/A	

Section IV– Prequalification Criteria and Requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
		position and indicate its prospective long-term profitability. & (iv) External credit rating report (such as D&B, etc.) proving sound financial standing					Audited financial statements and balance sheets corresponding to the last three years, together with external credit rating report
3.2	Average Annual Turnover	Minimum average annual turnover shall be US\$ 8,000,000 for the last three years,	Must meet requirement	Must meet requirement	N/A	Lead must meet 75 %, seventy five percent, of the requirement	Form FIN – 3.2

4. Experience

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
4.1	General Experience	At least 5 years' experience in implementation of projects including contractual activities related to high security printing, digital documentation, advanced electronics, development of technologies, data management and system solutions for governments or e-documents (e-passport, national e-ID cards, e-healthcare, e-driving license, etc.)	Must meet requirement	N/A	N/A	Nominate d Lead partner must meet requirements	Form EXP 4.1
4.2	Specific Experience	A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially ⁷ completed as a prime contractor, joint venture member ⁸ , or management contractor between 1st January 2013 and Application submission deadline: Contract(s) with a minimum cumulative value of US\$15 million covering within its/their scope; (a) supply of passport books with	Must meet requirement	Must meet requirement ⁹	N/A	N/A	Form EXP 4.2, copies of contracts and certificates of performance

⁷ Substantial completion shall be based on 80% or more of the contracts completed.

⁸ For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's role and responsibilities shall be considered to meet this requirement.

⁹ In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Section IV– Prequalification Criteria and Requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
		electronic storage device and color polycarbonate sheet and preferably evidencing experience with implementation of ICAO 9303 DOC series. (b) supply and installation of ICT hardware used for the production of personalized passports. (c) Information and data system design and/or management relating to personalized passports. This requirement can also be satisfied with at least 1 single contract meeting the above requirement (a + b + c) combined and 2 further combinations of separate contracts for (a), (b) or (c) that cumulatively meets the requirements.					
4.3	Relevant geographical and language experience	A minimum cumulative contracted value of US\$ 5 Mio, for the activities described under 4.1 above that has been satisfactorily and substantially ¹⁰	Must meet requirement	Must meet requirement ¹²	N/A	N/A	Form EXP 4.2, copies of contracts and certificates of performance

¹⁰ Substantial completion shall be based on 80% or more of the contracts completed.

¹² In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of

Section IV– Prequalification Criteria and Requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
		completed as a prime contractor, joint venture member ¹¹ or management contractor between 1st January 2013 and Application submission deadline shall document experience in Latin America.					

total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

¹¹ For contracts under which the Applicant participated as a joint venture member, only the Applicant's role and responsibilities shall be considered to meet this requirement.

5. Other qualification criteria and requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
5.1	Minimum Personnel required	Provision of documentation evidencing that the Applicant has the necessary personnel to ensure the contractual objectives and outcome and including specifically the following key personnel; 1. Experienced Project Manager / Business analyst 2. System analyst 3. Senior Developer 4. QA engineer 5. Technical personnel in the production and personalization of electronic documents such as e-passport and national e-ID cards, e-healthcare, e-driving license, etc. Applicants shall ensure that all key personnel offered in response to this prequalification notice meets the minimum qualification, experience and expertise as described in Form titled minimum key personnel requirements in page 23.	Must meet requirement	Must meet requirement	N/A	N/A	CVs for each of the mentioned key personnel required (minimum content of each CV and suggested format as per Form PER-1).

Section IV– Prequalification Criteria and Requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
5.2	Quality Assurance framework	The Applicant must demonstrate to have an active and adequate internal control systems, quality assurance system and Information Security Management system implemented (internal policies to be provided), corresponding to the scope of supply of this Pre-Qualification Exercise, and be certified according to Internationally recognized quality standards, such as ISO, including to ISO/IEC 27001:2013 and/or equivalents.	Must meet requirement	Must meet requirement	N/A	N/A	Documentary evidence provided of adherence to recognized standards. Copy of relevant internal policies.
5.3	Environmental Management	The Applicant shall demonstrate adherence to environmental sustainable practices and standards, employing recognized environmental management systems (i.e. ISO EMS 14000 certification or equivalent) and possess relevant environmental licenses/permits.	Must meet requirement	Must meet requirement	N/A	N/A	Documentary evidence provided of adherence to recognized standards. Copy of relevant internal policies.
5.4	Company Profile	A Company profile which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. The	Must meet requirement	N/A	Must meet requirement	N/A	Free Format

Section IV– Prequalification Criteria and Requirements

Criteria			Single Entity Requirements	Joint Venture Requirements			Documentation
No.	Subject	Requirement		All Members Combined	Each Member	One Member	Submission Requirements
		company profile should include size, location, areas of expertise, years in the business, etc).					

Form - minimum key personnel requirements

Key Personnel. The Applicant shall provide the names of suitably qualified personnel to meet the specified requirements. The data on their experience should be supplied using the Form PER-1 for each key personnel.

Main Expertise & professional	Experience & Qualifications	Minimum Years of Experience	Minimum experience (year in similar position)	Quantity
Project Manager/Business Analyst Career in the branch of Engineering (desirable Master degree or equivalent). Minimum years of experience in the proposed positions Experience in ICT proven through the implementation of at least 2 information systems (the information systems in which the person was involved should be detailed explicitly in his/her CV)	Experience of working in IT system development methodology for the government or e-passport solutions.	5	3	1

Section IV– Prequalification Criteria and Requirements

Main Expertise & professional	Experience & Qualifications	Minimum Years of Experience	Minimum experience (year in similar position)	Quantity
System Analyst Licensed in ICT (master degree will be an advantage); Minimum years of experience in IT systems business analysis.	Experience in system analyst proven through the development of at least 2 e-passport solutions based on International standards and recommendations established by the International Civil Aviation Organization (ICAO)	3	2	1
Senior Developer Licensed in ICT (master degree will be an advantage). Minimum years of experience in the IT systems senior programming	Experience in ICT developer proven through the development of at least 2 e-passport solutions based on International standards and recommendations established by the International Civil Aviation Organization (ICAO)	10	5	1
QA Engineer Engineer or career in the branch of Engineering Minimum years of experience in testing IT systems	Proven active equivalent certification will be an advantage	3	2	1

Section IV– Prequalification Criteria and Requirements

Main Expertise & professional	Experience & Qualifications	Minimum Years of Experience	Minimum experience (year in similar position)	Quantity
Technical Professional Engineer or career in the branch of Engineering Minimum years of experience in production and personalisation of electronic documents such e-passport and national e-ID cards, e-Healthcare, e-licences drivers.	Excellent experience in production and personalisation of electronic documents.	7	5	1

Note: CVs of all required personnel should be provided with the application. Minimum data in each CV shall comply with format of Form PER-1 as described below.

FORMULARIO NO. PER-1

Nombre y Apellidos:

Puestos ocupados:

Nacionalidad:

País de residencia:

Fecha de nacimiento:

Genero:

Información de contacto: E-mail Tel:.....

Países donde ha trabajado en los últimos cinco años:

Años de experiencia en actividades y tareas similares a las requeridas:

Conocimiento de idiomas: *(Indicar fluido, Bueno, Adecuado o pobre en Hablado, Leído y Escrito)*

Español:

Inglés:

Otro:

Nivel de educación / Títulos obtenidos y otras calificaciones académicas (indicar títulos universitarios y cualquier otra educación especializada, incluyendo nombre de las instituciones, diplomas obtenidos y fecha de obtención.

Breve descripción de experiencia profesional y tareas / actividades / funciones realizadas en el pasado.

Periodo: Entre - Y	Actividades desarrolladas / function desempeñada	Titulo profesional	Ubicacion	Año	Cliente
<i>e.g. Junio 2014- Enero 2015</i>					
<i>Etc.</i>					
<i>Etc.</i>					

Por favor provea un mínimo de tres referencias (incluyendo nombre, función y correo electrónico)

Referencia No.1:

Referencia No.2:

Referencia No.3:

Declaración;

Yo, el abajo firmante, certifico que a mi saber y entender, la información proporcionada describe verazmente mi persona, calificaciones y experiencia.

.....

Fecha:

(Firma)

Nombre complete del director (Representante del Apicante):

Sección IV. Formularios de Solicitud

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Carta de Presentación de la Solicitud

Fecha: [indique día, mes y año]

Referencia PNUD PQ No.95672/4652 PREQ– El Salvador

Para PNUD El Salvador

Nosotros, los suscritos, nos postulamos a la Notificación de Precalificación de la referencia y declaramos lo siguiente:

- (a) **Sin Reservas:** Hemos examinado La Notificación de Precalificación, con inclusión de las adiciones (la adición) n.º publicada(s) de acuerdo con la ITA 4: [indique el número y la fecha de publicación de cada adición].
- (b) **Ausencia de Conflicto de intereses:** No tenemos ningún conflicto de intereses de conformidad con la ITA 1.5;
- (c) **Elegibilidad:** Nosotros (y nuestros subcontratistas) reunimos los requisitos de elegibilidad enunciados en la ITA 1; no hemos sido suspendidos por el Comprador en relación con la ejecución de una Declaración de Mantenimiento de la Oferta y/o propuesta
- (d) **Suspensión e inhabilitación:** Nosotros, al igual que nuestros subcontratistas, proveedores, consultores, fabricantes o prestadores de servicios que intervienen en alguna parte del Contrato, no estamos sujetos ni sometidos al control de ninguna entidad ni individuo que sea objeto de una suspensión temporal o una inhabilitación impuesta por el PNUD ni ninguna otra Agencia y/o Organismo de las Naciones Unidas. Asimismo, no somos inelegibles en virtud de las leyes nacionales del Comprador ni de sus normas oficiales,
- (e) **Subcontratistas y Subcontratistas Especializados:** Nosotros tenemos previsto subcontratar las siguientes partes del contrato:

[Indique qué parte del contrato tiene previsto subcontratar el Postulante, junto con información detallada sobre los Subcontratistas Especializados, sus calificaciones y experiencia]

- (f) **Comprador no obligado a aceptar:** Entendemos que ustedes pueden cancelar el proceso de Precalificación inicial en cualquier momento y que no están obligados a aceptar ninguna Solicitud que pudieran recibir ni a invitar a los Postulantes seleccionados inicialmente a presentar una Oferta para el contrato que es objeto de este proceso de Selección Inicial, sin que por ello contraigan responsabilidad alguna frente a los Postulantes,.
- (g) **Veracidad y exactitud:** Todas las declaraciones, la información y las descripciones contenidas en la Solicitud son, en todos sus aspectos, veraces, correctas y completas, a nuestro leal saber y entender.

Firmado *[firma del (de los) representante(s) autorizado(s) del Postulante]*

Nombre *[indique el nombre completo de la persona que firma la Solicitud]*

En carácter de *[indique en qué carácter firma la persona la Solicitud]*

Debidamente autorizado para firmar la Solicitud en nombre y representación de: Nombre del Postulante *[indique el nombre completo del Postulante o el nombre de la APCA]*

Dirección *[indique calle y número /pueblo o ciudad /país]*

Fechado a los *[indique el día]* días del mes de *[indique el mes]* de *[indique el año]*

[En el caso de una APCA firmarán todos los miembros o bien únicamente el representante autorizado, en cuyo caso se adjuntará el poder para firmar en nombre de todos los miembros]

Formulario ELI-1.1

Formulario de Información sobre el Postulante

Fecha: *[indique día, mes y año]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

Nombre del Postulante <i>[indique el nombre completo]</i>
En el caso de una APCA, nombre de cada miembro: <i>[indique el nombre completo de cada miembro de la APCA]</i>
País de inscripción efectiva o prevista del Postulante: <i>[indique el país de constitución]</i>
Año de constitución efectiva o prevista del Postulante: <i>[indique el año de constitución]</i>
Domicilio legal del Postulante [en el país de inscripción]: <i>[indique calle/número/pueblo o ciudad/país]</i>
Información sobre el representante autorizado del Postulante Nombre: <i>[indique el nombre completo]</i> Dirección: <i>[indique calle/número/pueblo o ciudad/país]</i> Números de teléfono y fax: <i>[indique los números de teléfono/fax, incluidos los códigos de país y ciudad]</i> Dirección de correo electrónico: <i>[indique la dirección de correo electrónico]</i>
1. Se adjunta copia del original de los siguientes documentos: ☐ Escritura de constitución (o los documentos equivalentes de constitución o asociación) y/o los documentos de inscripción de la entidad jurídica mencionada arriba ☐ En el caso de una APCA, carta de intención de constituir una APCA o convenio de la APCA. ☐ Escritura de constitución (o los documentos equivalentes de constitución) y/o los documentos de inscripción de los subcontratistas 2. Se incluyen el organigrama, la lista de los miembros del Directorio y la participación en la propiedad.

Formulario ELI-1.2

Formulario de Información sobre el Postulante constituido como APCA (parte 1)

DECLARACION DE CONSORCIO O ASOCIACION (Si los hubiere)

Hemos celebrado una asociación o consorcio privado para presentar una solicitud conjunta para la precalificación del Programa de las Naciones Unidas para el Desarrollo (PNUD) El Salvador. Si somos precalificados y adjudicados con el contrato en el futuro, el acuerdo de asocio o consorcio será notariado y presentado a la Entidad Contratante antes de que se firme el contrato. El socio principal de nuestro asocio o consorcio conjunta será [Indique el nombre del socio principal] hasta la finalización del trabajo.

Si se nos adjudica el contrato como resultado de la oferta conjunta que presentamos, por la presente declaramos, aceptamos y garantizamos que el contrato será firmado por todos los socios y nuestro socio señalado como el socio principal tendrá la plena capacidad para actuar y en nombre nuestro con respecto a todas las cuestiones relacionadas con el contrato.

No	Nombre de Entidades Asociadas	Porcentaje Cuota ¹³
1		%
2		%
3		%

	Entidad Líder	Socio	Socio
Nombre			
Fecha			
Firma			
Sello			

¹³ La cuota de la entidad líder no debe ser menor al 50%

**6. Registro de Experiencia Particular de la Agencia Líder:
(Contratos Similares) ***

No.	Descripción de Proyectos	Entidad Líder	Monto	Año

(*) Experiencia en documentos digitales de alta seguridad, tecnologías electrónicas avanzadas y soluciones de sistemas para documentos electrónicos gubernamentales, tales como pasaportes electrónicos y tarjetas electrónicas nacionales, e-Healthcare, controladores de licencia electrónica..

**7. Registro de Experiencia Particular de los socios:
(Contratos similares) ***

No.	Descripción de Proyectos	Entidad Líder	Monto	Año

(*) Experiencia en documentos digitales de alta seguridad, tecnologías electrónicas avanzadas y soluciones de sistemas para documentos electrónicos gubernamentales, tales como pasaportes electrónicos y tarjetas electrónicas nacionales, e-Healthcare, controladores de licencia electrónica..

Para precalificar, se requerirá que cada socio en JV apruebe los criterios de calificación mínimos especificados aplicables a este formulario, como se establece en los Anexos adjuntos de este documento. El socio que tenga menos calificación / recursos no será considerado.

Firmado por [insertar firma (s) de un (os) representante (s) autorizado (s) del Solicitante]

Nombre [inserte el nombre completo de la persona que firma la aplicación]

Cargo [insertar cargo de la persona que firma la aplicación]

Debidamente autorizado para firmar la solicitud para y en nombre de: Nombre del solicitante
[insertar nombre completo del solicitante] Dirección [ingresar el número de la calle / ciudad o
ciudad / dirección del país]

Fechado el [insertar día número] día de [insertar mes], [insertar año]

Formulario ELI-1.3

Formulario de Información sobre el Postulante constituido como APCA (parte 2)

[El siguiente formulario es adicional al Formulario ELI-1.1. y se completará para suministrar información relativa a cada miembro de la APCA (en caso de que el Postulante sea una APCA)]

Fecha: *[indique día, mes y año]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

Nombre del Postulante: <i>[indique el nombre completo]</i>
Nombre del miembro de la APCA Postulante: <i>[indique el nombre completo del miembro de la APCA del Postulante]</i>
País de inscripción del miembro de la APCA Postulante: <i>[indique el país de inscripción]</i>
Año de constitución del miembro de la APCA Postulante: <i>[indique el año de constitución]</i>
Domicilio legal del miembro de la APCA Postulante en el país de constitución: <i>[indique calle/número/pueblo o ciudad/país]</i>
Información sobre el representante autorizado de la APCA Postulante: Nombre: <i>[indique el nombre completo]</i> Dirección: <i>[indique calle/número/pueblo o ciudad/país]</i> Números de teléfono y fax: <i>[indique los números de teléfono/fax, incluidos los códigos de país y ciudad]</i> Dirección de correo electrónico: <i>[indique la dirección de correo electrónico]</i>
1. Se adjunta copia del original de los siguientes documentos: ☐ Escritura de constitución (o los documentos equivalentes de constitución o asociación) y/o los documentos de inscripción de la entidad jurídica mencionada arriba 2. Se incluyen el organigrama, la lista de los miembros del Directorio y la participación en la propiedad.

Formulario CON-2

Historial de incumplimiento de contratos, Litigios Pendientes y Antecedentes de Litigios

[Se debe completar el siguiente cuadro para el Postulante y para cada miembro de una APCA]

Nombre del Postulante: *[indique el nombre completo]*

Fecha: *[indique día, mes, año]*

Nombre del miembro de la APCA: *[indique el nombre completo]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

Incumplimiento de contratos definido conforme a la sección III, Numeral 2, Criterios y Requisitos de Calificación			
☐ Ningún incumplimiento de contrato ocurrió desde el 1 de enero de <i>Enero 20013</i> como se especifica en la Sección III, Numeral 2, Criterios y Requisitos de Calificación, ítem 2.1.			
☐ Se produjo algún incumplimiento de contrato desde el 1 de enero de <i>Enero 2013</i> , como se especifica en la Sección III, Numeral, Criterios y Requisitos de Calificación, ítem 2.1.			
Año	Parte incumplida del contrato	Identificación del Contrato	Monto total del contrato (valor actual, moneda, tipo de cambio y equivalente en USD)
<i>[indique el año]</i>	<i>[indique monto y porcentaje]</i>	Identificación del Contrato: <i>[indique nombre completo, número y cualquier otra identificación del contrato]</i> Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección del Comprador: <i>[indique calle /ciudad/país]</i> Razón o razones del incumplimiento: <i>[indique las principales razones]</i>	<i>[indique el monto]</i>
Litigios pendientes, de conformidad con la sección III, Numeral 2, Criterios y Requisitos de Calificación			
☐ No hay litigios pendientes conforme a la sección III, Numeral 2, Criterios y Requisitos de Calificación, ítem 2.2.			
☐ Existe algún litigio pendiente conforme a la sección III, Numeral 2, Criterios y Requisitos de Calificación, ítem 2.2, como se indica a continuación.			

Año de la controversia	Monto de la controversia (moneda)	Identificación del Contrato	Monto total del contrato (moneda), equivalente en USD (tipo de cambio)
<i>[indique el año]</i>	<i>[indique el monto]</i>	Identificación del Contrato: <i>[indique nombre completo, número y cualquier otra identificación del contrato]</i> Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección del Comprador: <i>[indique calle/ciudad/país]</i> Objeto de la controversia: <i>[indique las principales cuestiones controvertidas]</i> Parte que inició la controversia: <i>[indique “Comprador” o “Contratista”]</i> Estado de la controversia: <i>[Indique si se la ha sometido a conciliación o a arbitraje, o está en manos del Poder Judicial]</i>	<i>[indique el monto]</i>
Antecedentes de litigios, de conformidad con la Sección III, Numeral 2, Criterios y Requisitos de Calificación			
☐ No hay antecedentes de litigios conforme a la Sección III, Numeral 2, Criterios y Requisitos de Calificación, ítem 2.3. ☐ Los antecedentes de litigios conforme a la Sección III, Numeral 2, Criterios y Requisitos de Calificación, ítem 2.3, se enumeran a continuación.			
Año del fallo	Resultado como porcentaje del patrimonio neto	Identificación del Contrato	Monto total del contrato (moneda), equivalente en USD (tipo de cambio)

<i>[indique el año]</i>	<i>[indique el porcentaje]</i>	Identificación del Contrato: <i>[indique nombre completo, número y cualquier otra identificación del contrato]</i> Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección del Comprador: <i>[indique calle/ciudad/país]</i> Objeto de la controversia: <i>[indique las principales cuestiones controvertidas]</i> Parte que inició la controversia: <i>[indique “Comprador” o “Contratista”]</i> Razón o razones del litigio: <i>[indique las principales razones]</i>	<i>[indique el monto]</i>
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Formulario FIN – 3.1

Situación y resultados financieros

[Se debe completar el siguiente cuadro para el Postulante y para cada miembro de una APCA]

Nombre del Postulante: *[indique el nombre completo]*

Fecha: *[indique día, mes, año]*

Nombre del miembro de la APCA: *[indique el nombre completo]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

1. Datos financieros

Tipo de información financiera en (moneda)	Información histórica para los _____ <i>[indique en números y en letras]</i> años anteriores (monto, moneda, tipo de cambio*, equivalente en USD)				
	Año 1	Año 2	Año 3	Año 4	Año 5
Estado de situación financiera (Información del balance general)					
Activo total (AT)					
Pasivo total (PT)					
Total del patrimonio neto (PN)					
Activo corriente (AC)					
Pasivo corriente (PC)					
Capital de trabajo (CT)					
Información del estado de ingresos					
Total de ingresos (TI)					
Utilidades antes de impuestos (UAI)					
Información sobre el flujo de fondos					

Flujo de fondos provenientes de operaciones					
---	--	--	--	--	--

* Véanse las indicaciones sobre el tipo de cambio en la ITA 10.

2. Fuentes de financiamiento

[Se debe completar el siguiente cuadro para el Postulante y para todas las partes juntas en el caso de una APCA]

Especifique las fuentes de financiamiento con las que se atenderán las necesidades de flujo de fondos para los contratos en ejecución y los futuros compromisos contractuales.

N.º	Fuente de financiamiento	Monto (equivalente en USD)
1		
2		
3		

3. Documentos financieros

El Postulante y sus partes suministrarán copias de los estados financieros de *[número]* años, según lo dispuesto en la Sección III, , Criterios y Requisitos de Calificación, Numeral 3. Los estados financieros deberán cumplir las siguientes condiciones:

- (a) reflejar la situación financiera del Postulante o del miembro de una APCA, si es el caso, y no la de una entidad afiliada (como la casa matriz o el miembro de un grupo).
- (b) ser objeto de auditoría independiente o certificación conforme a la legislación nacional.
- (c) estar completos, incluidas todas las notas a los estados financieros.

(d) corresponder a períodos contables ya cerrados y auditados.

- ☐ Se adjunta copia de los estados financieros¹⁴ de los *[número]* años arriba indicados, los cuales cumplen los requisitos establecidos.

¹⁴ Si los estados financieros más recientes corresponden a un período anterior a 12 meses de la fecha de la oferta, se debe justificar el motivo.

Formulario FIN - 3.2

Promedio anual del volumen de negocios

[Se debe completar el siguiente cuadro para el Postulante y para cada miembro de una APCA]

Nombre del Postulante: [indique el nombre completo]

Fecha: [indique día, mes, año]

Nombre del miembro de la APCA: [indique el nombre completo]

N.º y nombre de la Precalificación: [indique número y nombre de la Precalificación]

Página [indique el número de página] de [indique el número total]

Datos sobre el volumen anual de negocios			
Año	Monto Moneda	Tipo de cambio*	Equivalente en USD
[indique el año calendario]	[indique el monto y la moneda]		
		Promedio anual del volumen de negocios**	

* Véanse las indicaciones sobre la fecha y la fuente del tipo de cambio en la ITA 10.

** Equivalente total en USD para todos los años dividido por el número total de años. Véase la Sección III, Criterios y Requisitos de Calificación, 3.2.

Formulario EXP-4.1

Experiencia General

[Se debe completar el siguiente cuadro para el Postulante y, en caso de una APCA Postulante, uno para cada miembro de la APCA]

Nombre del Postulante: *[indique el nombre completo]*

Fecha: *[indique día, mes, año]*

Nombre del miembro de la APCA: *[indique el nombre completo]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

[Conforme a lo dispuesto en la Sección III, Criterios y Requisitos de Calificación, ítem 4.1., enumere cronológicamente los contratos, empezando por las fechas en que comenzaron (fechas de inicio)].

Año de inicio	Año de terminación	Identificación del Contrato	Función del Postulante
<i>[indique el año]</i>	<i>[indique el año]</i>	Nombre del contrato: <i>[indique el nombre completo]</i> Breve descripción de los contratos ejecutados por el Postulante: <i>[describa brevemente los contratos ejecutados]</i> Monto del contrato: <i>[indique el monto, la moneda usada, el tipo de cambio y el equivalente en USD*]</i> Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección: <i>[indique calle/número/pueblo o ciudad/país]</i>	<i>[indique "Contratista principal" o "Miembro de APCA" o "Subcontratista" o "Contratista administrador"]</i>
		Nombre del contrato: <i>[indique el nombre completo]</i> Breve descripción de los contratos ejecutados por el Postulante: <i>[describa brevemente los contratos ejecutados]</i> Monto del contrato: <i>[indique el monto, la moneda usada, el tipo de cambio y el equivalente en USD*]</i> Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección: <i>[indique calle/número/pueblo o ciudad/país]</i>	<i>[indique "Contratista principal" o "Miembro de APCA" o "Subcontratista" o "Contratista administrador"]</i>
		Nombre del contrato: <i>[indique el nombre completo]</i> Breve descripción de los contratos ejecutados por el Postulante: <i>[describa brevemente los contratos ejecutados]</i> Monto del contrato: <i>[indique el monto, la moneda usada, el tipo de cambio y el equivalente en USD*]</i>	<i>[indique "Contratista principal" o "Miembro de APCA" o "Subcontratista" o "Contratista administrador"]</i>

Año de inicio	Año de terminación	Identificación del Contrato	Función del Postulante
		Nombre del Comprador: <i>[indique el nombre completo]</i> Dirección: <i>[indique calle/número/pueblo o ciudad/país]</i>	

* Véanse las indicaciones sobre la fecha y la fuente del tipo de cambio en la ITA 10.

Formulario EXP-4.2

Experiencia específica¹⁵

(Numeral 4.2 y 4.3)

[Se debe completar el siguiente cuadro para cada uno de los contratos ejecutados por el Postulante, por cada miembro de una APCA y por Subcontratistas Especializados]

Nombre del Postulante: *[indique el nombre completo]*

Fecha: *[indique día, mes, año]*

Nombre del miembro de la APCA: *[indique el nombre completo]*

N.º y nombre de la Precalificación: *[indique número y nombre de la Precalificación]*

Página *[indique el número de página]* de *[indique el número total]*

Contrato similar N° <i>[indique número] de [indique número de contratos similares exigidos]</i>	Información			
Identificación del Contrato	<i>[indique nombre y número del contrato, si procede]</i>			
Fecha de adjudicación	<i>[indique día, mes, año, p. ej., 15 de junio de 2015]</i>			
Fecha de terminación	<i>[indique día, mes, año, p. ej., 3 de octubre de 2017]</i>			
Período de terminación original del contrato				
Si se demoró la terminación, indique el período de demora imputable a incumplimientos de contratistas y la causa de la demora	Fuerza mayor	Prórroga justificada contractualmente	Incumplimiento de contratistas	Otros
Período correspondiente a la causa de la demora (meses)				
Función en el Contrato <i>[marque lo que corresponda]</i>	Contratista principal ☐	Miembro de APCA ☐	Contratista administrador ☐	Subcontratista ☐
Monto total del Contrato	<i>[indique el monto total del contrato en moneda nacional]</i>		USD <i>[indique el tipo de cambio y el monto total del contrato en el equivalente en USD]*</i>	

¹⁵ Se pide completar este formulario tanto para contratos relevantes en respuesta al numeral 4.2 como 4.3

Contrato similar N° <i>[indique número] de [indique número de contratos similares exigidos]</i>	Información		
Si es miembro de una APCA o subcontratista, indique la participación en el monto total del Contrato, funciones y responsabilidades	<i>[indique el monto porcentual]</i>	<i>[indique el monto total del contrato en moneda nacional]</i>	<i>[indique el tipo de cambio y el monto total del contrato en el equivalente en USD]*</i>
	<i>[indique funciones y responsabilidades]</i>		
Descripción de la similitud según la Sección III, Numeral 4.2			
Complejidad	<i>[describa la complejidad]</i>		
Métodos y tecnología	<i>[indique aspectos específicos de los métodos y la tecnología utilizados en el contrato]</i>		
Otras características	<i>[indique otras características descritas en la Sección VII, Alcance de los Requisitos del Comprador]</i>		
Nombre del Comprador:	<i>[indique el nombre completo]</i>		
Dirección:	<i>[indique calle/número/pueblo o ciudad/país]</i>		
Número de teléfono/fax	<i>[indique números de teléfono y fax, incluidos los códigos de país y ciudad]</i>		
Correo electrónico:	<i>[indique la dirección de correo electrónico, si la hay]</i>		

* Véanse las indicaciones sobre la fecha y la fuente del tipo de cambio en la ITA 10.

Part II. Section V. Scope of Goods and Services required (brief summary)

Brief Description

El Salvador is about to modernize and innovate the Issuance of its travel document in El Salvador, Consulates, and Consular assemble along the development of a secure travel document, this will allow the country to comply with the recommendations of the International Civil Aviation Organization (ICAO), including advanced security measures.

The Directorate General of Migration and Foreigners (DGME) jointly with the United Nations Development Program (UNDP), propose a five-year project of quarterly payment for the supply of two million and a half of electronic passport books. The plan is to star the implementation of the electronic passport in February 2018, issuing the first book by September 2018. This project includes a total change of passport issuance system, hardware, and peripherals, data link, data center, etc. This project will transform the system of issuing ordinary passports into one capable of rendering third-generation electronic passports, including personal information, fingerprints and biometric information of citizens in a contactless RFID chip, using advanced security mechanisms for adequate protection.

First of all, the objective is the implementation of the necessary processes to enable the authentication of the document that will eventually allow accessing the information stored on the Chip. Secondly, to add the Chip Authentication mechanism to enhance the security features of the document, particularly its protection against potential forgery attempts.

Electronic Passport

The e-passport is an identification document that, in addition to the use of security paper, it contains an electronic circuit embedded in the cover that applies biometrics to authenticate the traveler's citizenship. The addition of a tiny RFID chip in the document allows further information storage and the duplication of print on the page containing the passport holder's data. The Public Key Infrastructure (PKI) will allow checking the authenticity of the data provided to avoid identity forge.

The benefits of the electronic passport are greater national security, exchange of information between countries subscribed to the public key of ICAO, centralization of data, safety, and control of citizen information. Also, compliance with ICAO regulations, modernization of computer systems and equipment, agility in the migration process at land, air and maritime borders, validation of fingerprints of the bearer of the document of the holder's passport. The electronic passport will bring more flexibility for visa procedures, tickets, exits and time of stay in other countries.

Scope

The Bidder is required to provide an information system to provide the service of issuance of passport books. The Passport Issuance Centers and Consulates in the United States and possibly, in Europe will implement IT system.

The information system comprises full equipment, the operation tests before the start of production, the training and technical support during the first six months of production.

The digital signature databases and the system of the biographical data contained in the passport chip must be provided in a centralized manner or performed at each dispatch center.

Provision of Services

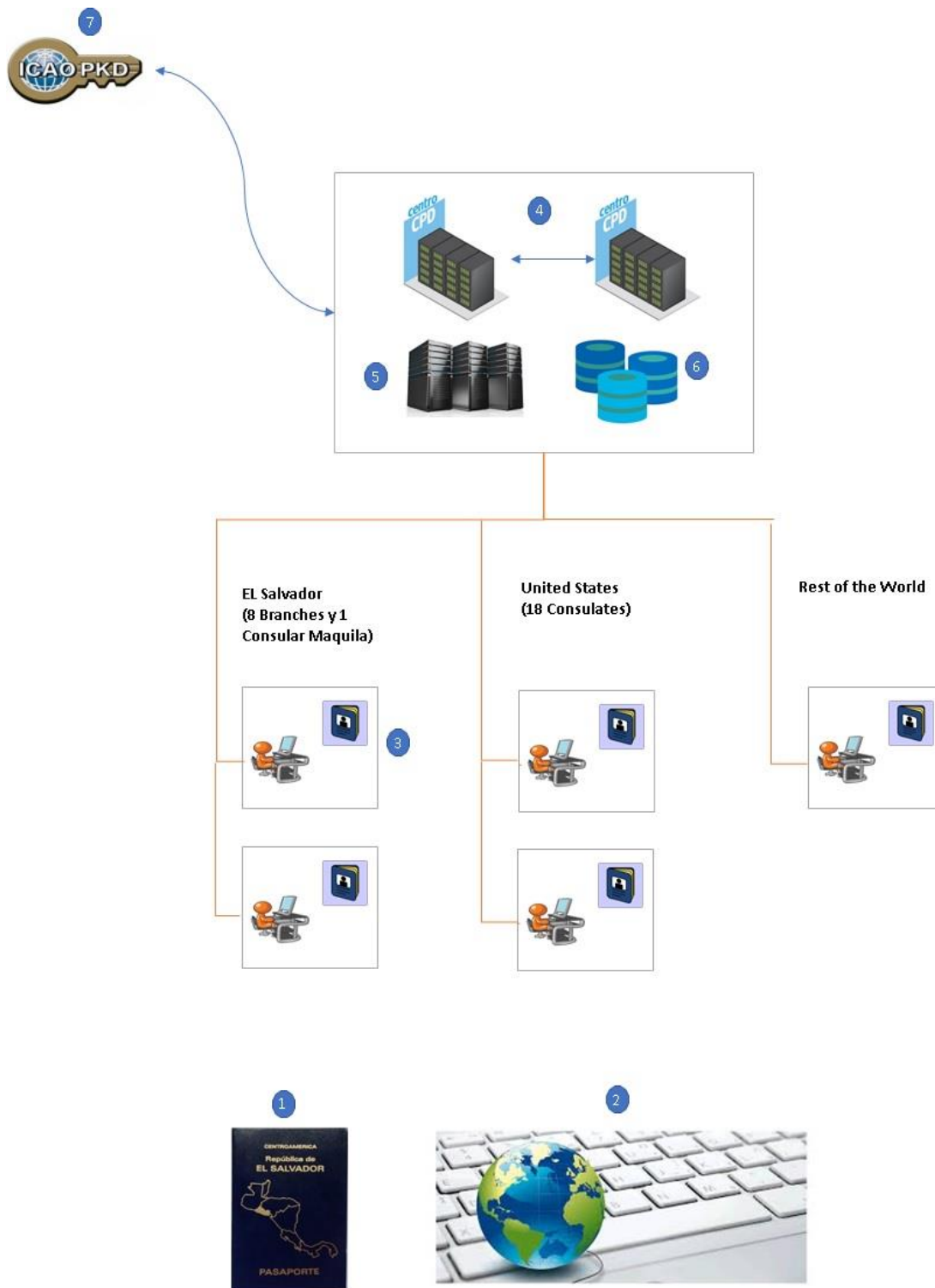
At the end of the contractual period and the completion of the payments, the software system, licenses, and hardware provided for the service will be the property of the DGME.

Confidentiality, intellectual property, and data privacy.

Prior to issuance of the bidding documents, all prequalified applicants will be asked to sign a confidentiality agreement covering all the information and design of the security configuration of the integrated solution, as well as the applications and information of the DGME. In the same way, the supplier must sign agreements to protect the intellectual property of the solutions and applications that are the product of the awarded contract.

In case of breach of the agreements, the Supplier may receive a penalty and even the termination of the contract.

The Supplier, its employees and all third parties subcontracted, must comply with the non-protection of Personal Data of citizens in the Database of the DGME. In case of default, the relevant legal processes will be carried out.



Description of each component:

1. Passport Book with Flexible Polycarbonate Sheet

The flexible polycarbonate data page will enclose multilayer technology allowing excellent performance of laser engraving and tactile laser engraving. The cover of the book will embed the CHIP. Besides, it will include another particular security and design features in different layers within the data page. The data page must be sewn to the book by a tear-resistant and flexible material for the stitching of the data page. The recording of the photograph must be in color with laser technology.

2. New Passport Issuance System

New dispatch centers will implement the innovative and modern Passport Issuance System. The system will include costumer's service, the queue system, data collection and entry, quality control, processing, and delivery, within the eight branches of passport issuance in El Salvador and three consulates in the United States, in addition to the passport assemble.

This new system will include the scanning of the information that the users submit allowing the development of a single record for passport procedures. The system will avoid the storage of disorganized files enabling more agile queries. The new system will prevent the accumulation of documents in the warehouses of the DGME, moving towards the Online Government project promoted by the current administration.

This system will produce different reports that will allow for better control of the books, user procedures, statistics, access controls and audits. It must also carry out communication with internal systems such as biometric border control, restrictions, etc., and external systems such as the RNPN or other institutions that the DGME deems appropriate.

3. Computer Replacement and Update

There is an outline of the quantity and type of equipment for each Passport Processing center as well as all necessary processes for the issuance of the travel document, throughout the procedure. This detail also includes the equipment description for the nine expeditions centers in El Salvador, fifteen expedition and enrollment centers and three enrollment centers in the United States of America. And fifty-two enrollment centers in the rest of the world, twelve mobile units for data entry.

One of the most innovative features of the introduction of state of the art computer system is the passport printing team will have the ability to write the citizens' data on the chip, adding a crucial safety element under the standards of ICAO.

Additionally, it is necessary to detail the inputs (inks, polycarbonate and others if necessary) required for the issuance of passports during the 5 years and they must be delivered every 6 months in the warehouses of the relevant entity, and on demand, at the national level and in coordination between the consulates and the DGME.

The spare parts of the printers and the maintenance service are the responsibility of the supplier to keep the equipment in operating conditions.

The implementation of the automatic fingerprint identification system with a query system for the recognition of cases of identity spoofing or duplication of records in the passport database.

Periodic maintenance service and exchange of parts for normal tear and wear according to the manufacturer's maintenance plan established for the equipment provided.

Internal transportation for the transfer of all supplies and spare parts from the place of origin to the final destination agreed with the DGME.

4. Data Center

These installations will be made in the data center of the DGME. The links will reduce the current time for Issuance of Passports in Branches and Consulates to provide a better service to customers.

The point-to-point connection will be of high quality, with their proper backups that will allow the new system to remain online 7/24, guaranteeing the smooth flow of the data between the communication equipment. Replicas will be configured automatically, and in case of failure in the primary data processing center, the secondary data processing center will be reactivated while the central data center is restored.

5. AFIS server

The AFIS server will have a storage and processing capacity for 60 million fingerprints and 6 million faces, and an enhanced biometric comparison tool for identification purposes. It will have the capacity to add iris comparison in the future, better adaptation, and compatibility with the OACI standards.

There will be a backup server that will ensure that the Biometric System remains online. In case of failure in the central server, the backup system will allow a better efficiency in the operation of the Passport System.

6. Database

The general technical features of the database will be transactional, scalable, concurrent, high availability (2 Databases, in two different sites), high performance and with audit capabilities. The database system will be of a relational type, and a company with a good reputation will supply the software.

The database software will have the capacity to store at least six million records of different people during the execution of the contract.

The database will record all the personal data, biometrics and single identifiers relating to an applicant, innovating and accelerating the storage of the data collected.

7. Public key (PKI)

It will be necessary to establish a public key infrastructure (PKI) to ensure the secure access to the biometric passport. The PKI must support the compliance with the signature of the CHIP that stores information as recommended in the ICAO document 9303 part 3 volume 2.

ICAO Public Key Directory -PKD

The Provider must prepare the necessary documentation and technical adaptation to register and publish the Country Signature and Document Signatory certificates in the ICAO Public Key Directory <http://www.icao.int/Security/mrtd/Pages/icaoPKD.aspx>

The Supplier will cover all the relevant payments and expenses, to maintain and update the publications during the 5-year contract.

During the term of the service, the provider must perform the processes and payments relevant to the registration and the maintenance during the 5-year contract for digital certificates in the Public Key Directory (PKD) of ICAO. The payments will be on behalf of the DGME.

8. Implementation, Training and Maintenance.

The DGME will require the management and technical support of the company in all phases of project implementation provided by specialists in the different areas. A team of technicians will receive training. The members of the technical team will be the following:

- DGME staff
 - The personnel of the company and the Ministry of Foreign Affairs.
- Within the duration of the project, the company will perform preventive and corrective maintenance of the relevant equipment and the systems. Preventive maintenance is expected at least twice a year and with the collaboration of technical personnel of the DGME.

A mandatory training plan that shall be submitted at the signing of the contract and with the authorization of the DGME, and it will include training for customer's service, verification, quality control and delivery of documents and others. This training will consist of at least 12 hours, for up to maximum of 25 persons in El Salvador and must include the following:

- Use of the enrollment application
- Use of the printer and personalization system
- Use and care of the printer, cameras and fingerprint readers
- Quality control of electronic passports
- Verification of the digital signature, fingerprint
- Digital signature
- Inventory control
- Input control
- Concepts related to the e-passport

Course for Operators of the Passport Personalization Center. Certified instructors with experience will conduct the training.

Course for Supervisors.

Course for System Administrators with instructors with international certification provided by the Manufacturer.

As part of the service, the Bidder must provide the following:

Component	Description	Service requested	Specification defined
1	Supply of Ordinary Passport (2,500,000), Diplomatic Passport (2,500) and Official	Design of arts, printing, delivery, 10-year guarantee.	

	Passport (2,500) of the Republic of El Salvador.		
2	IT System	Application design, development, testing, installation, training for DGME technical staff, delivery of source code, preventive and corrective maintenance	18 functionalities identified by DGME. Important elements: Facial biometry and finger biometry. 1. Issuance of passports 2. Turn Management (Only in El Salvador) 3. Data Entry 4. Collections (Only in El Salvador) 5. Quality Control 6. Elaboration 7. Delivery 8. Supervisor 9. Management of Valued Species 10. Statistics 11. Consultations 12. File Management 13. Procedures for passport applications in lines 14. Treatment of biometric collection of passports in consulates NOT IN LINE (Manufacturing) (Manufacturing, Chancellery) 15. User management

			16. Mobile station entries * 2 in El Salvador * 12 in USA 17. Helpdesk 18. Consultation of restrictions
3	Supply and Installation of equipment for Branches (In El Salvador) and Consulates (in the US and Europe)	Delivery and installation of equipment in: El Salvador's branches (9) USA branches (18) and Consulate in Europe. After-sales services: Preventive and corrective maintenance, warranty management, replacement management of damaged equipment	See below a list of equipment, included as a reference.
4	Adjustment and Installation of equipment for the Data Processing Center	Delivery of equipment and installation in (2) sites (main and backup) for preventive and corrective operation, guarantee management	See below a list of equipment
5	Servers	Equipment, installation, preventive and corrective maintenance, warranty management	See below a list of equipment
6	Data base	Equipment, installation, definition of new BD model, migration services from the current base to the new, training, warranty and preventive	See below a list of elements

		and corrective maintenance	
7	Services related to Public Key Directory (PKD) -ICAO	Minimum terms of service	Registration and activation process, annual payment fee to ICAO

Next, a list of the passport issuance centers and consulates.

Expedition Centers in El Salvador

- 1) CENTRAL
- 2) SALVADOR DEL MUNDO
- 3) CASCADAS
- 4) SOYAPANGO
- 5) PASATIEMPO
- 6) SANTA ANA
- 7) USULUTAN
- 8) SAN MIGUEL
- 9) MAQUILA CONSULAR – SAN SALVADOR

Expedition Centers in United States

- 1) (RREE) Atlanta Georgia, USA
- 2) (RREE) Boston, USA
- 3) (RREE) Chicago, USA
- 4) (RREE) Dallas, USA
- 5) (RREE) Doral, FL, USA
- 6) (RREE) Elizabeth, USA
- 7) (RREE) Houston, USA
- 8) (RREE) Las Vegas, USA
- 9) (RREE) Long Island, USA
- 10) (RREE) Los Angeles, USA
- 11) (RREE) Manhattan, USA
- 12) (RREE) San Francisco, USA
- 13) (RREE) Seattle, USA
- 14) (RREE) Silversprig, USA
- 15) (RREE) Woodbridge, USA

Enrollment Centers in United States

- 16) (RREE) Aurora, USA (**OFFLINE**)
- 17) (RREE) Mcallen Texas, USA (**OFFLINE**)
- 18) (RREE) Tucson, USA (**OFFLINE**)

Enrollment Centers in the Rest of The World

- 1) OTTAWA, CANADA
- 2) MONTREAL, CANADA
- 3) TORONTO, CANADA
- 4) VANCOUVER, CANADA

- 5) MEXICO, D.F.
- 6) MONTERREY, MEXICO
- 7) TAPACHULA, MEXICO
- 8) ACAYUCAN, MEXICO
- 9) SAN LUIS POTOSI, MEXICO
- 10) ARRIAGA, MEXICO
- 11) COMITAN DE DOMINGUEZ, MEXICO
- 12) TENOSIQUE, MEXICO
- 13) BELMOPAN, BELICE
- 14) SAN JOSE, COSTA RICA
- 15) GUATEMALA
- 16) TEGUCIGALPA, HONDURAS
- 17) CHOLUTeca, HONDURAS
- 18) SAN PEDRO SULA, HONDURAS
- 19) MANAGUA, NICARAGUA
- 20) PANAMA
- 21) LA HABANA, CUBA
- 22) REPUBLICA DOMINIC.
- 23) TRINIDAD Y TOBAGO
- 24) BUENOS AIRES, ARGENTINA
- 25) BRASILIA, BRASIL
- 26) SANTIAGO, CHILE
- 27) BOGOTA, COLOMBIA
- 28) QUITO, ECUADOR
- 29) LIMA, PERU
- 30) LA PAZ, BOLIVIA
- 31) URUGUAY
- 32) CARACAS, VENEZUELA
- 33) BERLIN, ALEMANIA
- 34) VIENA, AUSTRIA
- 35) BRUSELAS, BELGICA
- 36) GINEBRA, SUIZA
- 37) MADRID, ESPAÑA
- 38) BARCELONA, ESPAÑA
- 39) PARIS, FRANCIA
- 40) LONDRES, GRAN BRETAÑA
- 41) ROMA, ITALIA
- 42) MILAN, ITALIA
- 43) LA HAYA, HOLANDA
- 44) MOSCU, RUSIA
- 45) ESTOCOLMO, SUECIA
- 46) MELBOURNE, AUST.
- 47) SEUL, COREA
- 48) CHINA-TAIWAN
- 49) NUEVA DELHI, INDIA
- 50) TEL-AVIV, ISRAEL
- 51) TOKIO, JAPON
- 52) DOHA, QATAR

List of Goods/Services

Illustratively, the following list of equipment required is a reference.

- **HARDWARE**
 - PC: COMPLETE COMPUTER
 - VERIFYING THREE-LURE INSURANCE DOCUMENTS (DOCUMENT READERS)

- UNIDACTILAR FOOTPRINT READERS
- BLACK AND WHITE MULTIFUNCTIONAL PRINTER FOR WINDOWS
- FINANCIAL IMPRESSORS
- SCANNER DECAMARA FLAT
- DESKTOP LASER PRINTER
- DIGITAL PHOTOGRAPHY CAMERA WITH TRIPODE
- MULTI-DRYER FOOTPRINT READER 4-4-2
- ELECTRONIC PASSPORT READER (RFID)
- CODE BAR READER
- SIGNATURE PAD
- BACKDROP (BLANK SCREEN TO MAKE PHOTOGRAPHY)
- PASSPORT PRINTING PRINTERS (2 backup)
- CENTRAL UPS AND BACKUP
- MOBILE ENROLLMENT UNITS
- SAFE BOX FOR PASSPORT

- **SOFTWARE**
 - Issuance of Passports
 - Turn Management
 - Data Capture
 - Collections
 - Information Quality Control
 - Elaboration
 - Delivery
 - Supervisor
 - Management of Valued Species (Branches and RREE)
 - Statistics
 - Query
 - Management of Passport Files
 - Procedures for Online Passport Requests (Internet)
 - Capture of biometric passports in consulates NOT ONLINE (Maquila)
 - User Management
 - Capture in mobile Stations
 - Assistance and User Support (Help Desk)
 - Consultation of Restrictions

- **DATA CENTER**
 - AFIS
 - SERVERS
 - RACK
 - SAN
 - FIREWALL
 - COMMUNICATION EQUIPMENT
 - DATABASE

- **PASSPORT BOOKS**

Design and Production of electronic passport books Ordinary, Official and Diplomatic with flexible polycarbonate color printed photograph, chip embedded in the cover, that complies with ICAO regulations Document 9303.

Additional Information related to Payments

The signing of a contract between UNDP and the winning company is foreseen for a period up to 5 years, with an initial implementation phase of approximately 10 months, and the provision of passport books twice a year.

The first payment will be up to 10 % of the total value of the contract, and will be made against delivery and reception to the satisfaction of the equipment. The remain of the total value of the equipment will be amortized by issued booklet.

From the second year, payments will be made once the passport books have been received to satisfaction according to a delivery schedule already defined. An annual total of 500,000 ordinary passport books, 2,500 official passport books, and 2,500 diplomatic passport books are estimated.

Delivery Schedule.

The company will carry out deliveries throughout the five years of the contract:

2018 - 250,000 books,

2019 - 500,000 books, two annual deliveries every 6 months.

2020 - 500,000 books, two annual deliveries every 6 months.

2021 - 500,000 books, two annual deliveries every 6 months.

2022 - 500,000 books, two annual deliveries every 6 months.

2023 - 250,000 books.

In each delivery, the company will submit a factory guarantee valid for 10 years from the date of issuance of the passport books with integrated polycarbonate sheet.