

## Invitation for Bids (IFB)

October 22, 2012

Republic of Macedonia

Ministry of Finance – Authority for Legal and Property Affairs (MF-ALPA)

Real Estate Cadastre and Registration Project - *IBRD/7928-MK*

Supply, customization, installation and implementation of Management Information System (MIS) for the Authority for Legal and Property Affairs (MF-ALPA)

IFB No: MK-RECRP-7928MK-ICB-C6.1-5

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UN Development Business on July 26, 2010.
2. The **Republic of Macedonia has received a loan** from the **International Bank for Reconstruction and Development** toward the cost of **Real Estate Cadastre and Registration Project**, and it intends to apply part of the proceeds of this loan to payments under the agreement resulting from this IFB: **Supply, customization, installation and implementation of Management Information System (MIS) for the Authority for Legal and Property Affairs (MF-ALPA), MK-RECRP-7928MK-ICB-C6.1-5.**
3. The **Authority for Legal and Property Affairs (MF-ALPA)** serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for supply, customization, installation and implementation of Management Information System (MIS).

Parts of the information systems, which should comprise the MIS system and shell contribute to the automation of the working processes in ALPA, should represent complete solution or an integrated system with ultimate synchronization of the separate modules: Document Management System - DMS, and Workflow Management System – WFMS, Archiving system, Report generator, User interface – module for external and internal users' communication, Web site of ALPA, Electronic mail.

The Supplier of the MIS shall be responsible for delivery, installation, user adjustments, testing of the MIS as well as training of ALPA employees for using the system.

The MIS is to be used by at least 200 users (where registered number of users are equal to concurrent number of users) over at least 35 different locations in the Republic of Macedonia. The system should allow expansion to app. 300 users in the future.

The supply, customization, installation and implementation period is: **36 (thirty six) weeks.**
4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of May 2004, revised October 2006 and May 2010, and is open to all Bidders eligible as defined in these Guidelines, that meet the following **minimum qualification criteria:**
  - I. Bidders must be able to prove financial stability and solvency in the form of auditor's report or financial statements for the last three (3) years. The average annual turnover (total sales) over the last three (3) years must not be less than **one million EUROS' (EUR 1,000,000);**
  - II. The net **working** capital (liquid assets) for the fiscal year ending in 2011 of the Bidder must not be less than one hundred thousand EUROS' (**EUR 100,000**);

- III. During the last five (5) years the bidder must have completed at least 2 (two) successful contracts valuing in the amount of more than **one hundred thousand euros (EUR 100.000) per each contract**, referring to the implementation of a solution similar to the one offered in its bid, supported by a written reference from the end users for a successful implementation. Written reference from employers for those contracts must be included in order to fulfill this qualification requirement;
  - IV. Bidders must provide a proof for existence of at least one Help Desk service facility with supporting staff within the territory of the Republic of Macedonia or submit a plan to establish a service facility with supporting staff on the territory of the Republic of Macedonia within **24 (twenty four) weeks** of contract signing.
  - V. The overall Project Manager nominated by the Bidder must have at least ten (10) years relevant industry experience, at least the last five (5) of which must have included project management responsibility for staff over extended periods which involved supply, configuration, integration, implementation, operation and support of complex ICT systems. The Project Manager must be certified PMP (Project Management Professional) or similar qualification certification title, by the PMI organization (Project Management Institute) or similar organization that does certification based on similar PM methodology (ex. PRINCE 2 principles of Project Management). The Project Manager should be fluent in English and Macedonian, both spoken and written.
  - VI. At least one expert for analysing the work processes, documents and data, with University degree in relevant area, experienced in BPMN and UML and in designing and implementation of IT systems (DMS, WFMS). Must have at least five (5) years relevant industry experience, the last three (3) of which must have included business analyst responsibility in development, implementation, operation and support of DMS/WFMS systems, as evidenced by a written reference from the institution where the DMS/WFMS solutions are implemented.
  - VII. At least one certified expert with a minimum of 5 years experience in implementation of the solution similar to the proposed solution (as evidenced by a written reference from the institution where the same or similar solution is implemented).
  - VIII. At least one certified database administrator with University degree in relevant area (IT). Must have at least five (5) years relevant industry experience, the last three (3) of which must have included DB administration in implementing complex IT systems (DMS/WFMS systems or similar). Professional experience for DB Administration and tuning of IT systems supported with at least 3 realized projects with reference declarations.
- 5. Interested eligible Bidders may obtain further information from the **Real Estate Cadastre and Registration Project – Project Management Unit; Attn: Mr. Slavko Micevski, Procurement Specialist**, and inspect the bidding documents at the address given below from **Monday to Friday between 8:30AM to 4:30PM local time**.
  - 6. A complete hard copy set of the bidding documents in English only, may be purchased by interested bidders upon the submission of a written Application to the address below and upon payment of a nonrefundable fee of **100 EUR** or equivalent amount in Macedonian Denars (MKD). The method of payment will be direct deposit to our:

#### **1. EUR account**

Beneficiary: Agency for Real Estate Cadastre

ref.no. 7928MK-ICB-C5.2-1

SWIFT: NBRM MK 2X

IBAN: MK 07100701000066130

National Bank of the Republic of Macedonia  
Correspondent bank: DEUTSCHE BANK FRANKFURT,  
Frankfurt am Main, Germany  
SWIFT BIC: DEUT DE FF;

or

**2. MKD account**

Account No. 2100100450786-22  
In favor of the Agency for Real Estate Cadastre  
(income code 724125; program 3A)  
ref.no. 7928MK-ICB-C5.2-1

The exchange rate to be applied is the selling exchange rate from the list of the National Bank of the Republic of Macedonia, prevailing on the day of payment. The Bidding Documents will be sent by courier at the address indicated by the Bidder. For the convenience of Bidders an unofficial electronic copy of the Bidding Documents may be sent by e-mail at the mail address indicated by the Bidder upon receiving of Bidder written Application and payment of a non refundable fee.

7. Bids must be delivered to the address below at or before **13:00 o'clock local time on December 12, 2012**. Electronic bidding **will not** be permitted. Late bids will be rejected. **Bids need to be secured by a Bid Security. The amount of Bid Security required is 5,000.00 EUR**, or an equivalent amount in a freely convertible currency. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below on **December 12, 2012**, immediately after the bid submission deadline.

8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

**Real Estate Cadastre and Registration Project**  
**Mr. Slavko Micevski, Procurement Specialist,**  
**Project Management Unit, Ground Floor, Archive,**  
**Trifun Hadzi Janev 10,**  
**1000 Skopje, Republic of Macedonia**  
**Email: [s.micevski@pmukatastar.gov.mk](mailto:s.micevski@pmukatastar.gov.mk)**  
**Fax : + 389 2 3175987 ext. 103**

Министерство за финансии - Управа за имотно-правни работи преку Единицата за управување со Проектот катастар на недвижности и регистрација, објавува Покана за доставување на понуди за набавка, прилагодување, инсталација и имплементација на софтвер за информациски систем за управување за потребите на Управата за имотно-правни работи во Република Македонија.