

Invitation for Bids -- First Stage
Republic of Tajikistan
Tax Administration Reform Project
Procurement of Human Resource Management Information System
H810-TJ
TJTARP/G/ICB-02

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UNDB online on 14 July 2014.
2. The Republic of Tajikistan has received a Grant from the International Development Association toward the cost of the Tax Administration Reform Project, and it intends to apply part of the proceeds of this Grant to payments under the agreement resulting from this IFB: Procurement of Human Resource Management Information System.
3. The Tax Committee under the Government of the Republic of Tajikistan serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for:

supply, installation, commissioning and integration of customized software for the Human Resource Management Information System for the Tax Committee (the HRMIS). The Contract will also include training of the Tax Committee's staff. The HRMIS is to be developed for servicing not less than 2,400 registered users and a minimum of 600 concurrent users. The contract period is twelve (12) months.

4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, edition of January 2011 and is open to all Bidders from eligible source countries as defined in the Guidelines that meet the following minimum qualification criteria:
 - (i) *During the last five (5) years (2011-2015), the Bidder must have completed as a management or prime contractor or a Joint Venture partner at least one (1) contract involving the development, installation, and provision of technical support for HRMIS. In addition, the Bidder must demonstrate implementation of one (1) Management Information System for at least 600 concurrent users. The Bidder must submit information about the completed contracts and contact information of clients from whom the references could be taken or whom the Purchaser may, when necessary, visit to familiarize themselves with the systems put into operation by the Bidder. All such visits will be on Purchaser's account;*
 - (ii) *The Bidder shall have experience in development of at least one (1) application software using the software and RDBMS offered in its Bid;*
 - (iii) *Average Annual Turnover over the last three years shall be at least one million US Dollars (US\$1,000,000). In case of a Joint Venture the partner in charge should account for not less than 50% of the Average Annual Turnover and each Joint Venture member should have not less than 15% of the Average Annual Turnover. The Bidder must submit audited financial statements (including Balance Sheets) or Bank statements or balance sheets certified by a registered accountant and supported by tax return for the past three years (2012, 2013 and 2014) to demonstrate the current soundness of the bidder's financial position and its prospective long-term profitability;*

- (iv) *Manufacturer(s) of Information Technologies and Software must hold ISO9000 series certification for process control. The Bidder shall provide copy of certificate of conformity issued by certification bodies;*
- (v) *The Bidder shall have experience in training of Purchasers' staff under the contract for establishment of management information systems of similar scale (preferably HRMIS).*
5. Interested eligible Bidders may obtain further information from the Tax Committee and inspect the bidding documents at the address (1) given below from 09:00 to 17:00 hours (Dushanbe time) from Monday through Friday.
- A pre-bid meeting which potential bidders may attend will be held at 14:00 (Dushanbe time) on 1 March 2016.
6. A complete set of bidding documents in English may be purchased by interested Bidders on the submission of a written application to the address (1) below and upon payment of a nonrefundable fee of US\$200 or in *Tajik Somoni* at the exchange rate fixed by the National Bank of Tajikistan on the day of payment. The method of payment will be bank transfer to one of the following accounts:

US\$ bank account	TJS bank account
Beneficiary: Tax Committee under the Government of the Republic of Tajikistan	Получатель: НАЛОГОВЫЙ КОМИТЕТ при Правительстве Республики Таджикистан
2/42, N. Karabayev str., Dushanbe, Tajikistan	2/42, ул. Н. Карабаева, Душанбе, Таджикистан
Account Number: 22696840600081	Номер счета: 20204972712010100002
National Bank of Tajikistan	БИК: 350101800
23/2 Rudaki Avenue Dushanbe	
SWIFT: NATJTJ22	
Corresponding account:	Корреспондирующий счет:
400886748300 USD	20402972000002
COMMERZBANK AG	Главное управление ЦК МФ РТ, г. Душанбе
SWIFT: COBADEFF	

All banking charges and fees related to the bank transfer shall be for the bidder's account. Cashier's and certified checks are not accepted.

The bidding documents may be collected by an authorized representative of companies registered in the Republic of Tajikistan at the address (1) below upon presentation to the Tax Committee under the Government of the Republic of Tajikistan documents confirming payment of the non refundable fee to the above account. The bidding documents may also be sent to companies not registered in the Republic of Tajikistan, at their request and submission of document confirming payment of the non refundable fee to the above account, by:

- (a) courier at no additional charge to the companies following the receipt by the Tax Committee under the Government of the Republic of Tajikistan of a written request quoting tender number TJTARP/G/ICB-02, providing address of delivery and contact details; or
- (b) electronic mail in pdf format to the e-mail address provided by the companies.

7. A two-stage bidding process will be used and will proceed as follows:
 - (a) The first stage bid will consist of a technical bid only, without any reference to prices, but including a list of any deviations to the technical and commercial conditions set forth in the bidding documents and/or adding any alternative technical solutions a Bidder wishes to offer, and a justification therefor, always provided that such deviations or alternative solutions do not change the essential requirements specified in the bidding documents. Following the evaluation of first stage bids, a Bidder that adequately meets the minimum acceptable qualification criteria and has submitted a sufficiently technically responsive bid may be invited to attend a clarification meeting(s), during which the Bidder's bid will be reviewed. Any required bid-specific changes, additions, deletions and other adjustments will be noted and recorded in a memorandum, or, if amendments are of a general nature, will be promulgated via an addendum to the bidding documents. Bidders may not be invited to submit second stage bids, if their first stage bids contain departures from the requirements in such numbers or of such nature that making the bids fully responsive in the remaining time for the two-stage process cannot reasonably be expected. All other suitably qualified and eligible Bidders, however, shall receive invitations to submit second stage bids.
 - (b) The second stage bid will consist of: (i), the updated technical bid incorporating all changes required as recorded in the bidder-specific memorandum, and/or as necessary to reflect any Addenda to the bidding documents issued subsequent to the first bidding-stage; and (ii), the commercial bid.
8. First stage bids must be delivered to the address (2) below at or before 14:00 (Dushanbe time) on 30 March 2016. Late bids will be rejected. First stage bids will be opened in the presence of the Bidders' representatives who choose to attend at the address (3) below at 14:15 (Dushanbe time) on 30 March 2016.

Address (1):

Room 426/428

Attn: Mr. Solehzoda A. M.

42/2 N. Karabaev Str.

Dushanbe, 734018, Tajikistan

Telephone: +992 37 233 08 38

Electronic mail address: TARP@andoz.tj

Address (2)

Ground floor, room 22

Attn: Mr. Solehzoda A. M.

the State Committee on Investments and State Property Management of the Republic of Tajikistan, 27, Shotemur st.

Dushanbe, 734018, Tajikistan

Address (3):

Room 9

the State Committee on Investments and State Property Management of the Republic of Tajikistan, 27, Shotemur st.,

Dushanbe, Tajikistan