

AN INVITATION FOR EXPRESSION OF INTEREST (EOI)

For Supply, Installation, Implementation and Maintenance of an ERP Solution

Instructions for Prospective Applicants

The Chairman – Departmental Procurement Committee of the LRC invites eligible candidates to express their interest For Supply, Installation, Implementation and Maintenance of an ERP Solution.

Purpose of invitation for EOI

The purpose of inviting the submission of an EOI is to short list prospective applicants who are suitably qualified to enter into the procurement process. The short-listed prospective applicants will be given a Request for Proposal (RFP) which shall include detailed of the LRC operations.

Disclaimer

RIGHTS TO THE CONTENT OF THE PROPOSAL

In respect to the EOI received before the last date and time of EOI submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of LRC and will not be returned to the Prospective Applicant after opening of the pre-qualification proposals.

Project Objectives

LRC wishes to implement state of art application platform to automate majority of tasks to provide more citizen friendly service through modern communication channels. The system must

cater the demands of field officers who performing their duties throughout the county and the staff operation in head office. citizens and service requesters who are required the service from the LRC

About LRC

Refer Annexure A

Project Objectives

The proposed ERP solution should achieve the following objectives of LRC:

- 1 Standardization of work process and information flows across operational units/divisions of LRC document them properly and automate all possible process.
- 2 Better system controls through segregation of duties.
- 3 Better informed and timely decision making for the commission.
- 4 Facilitate users to work efficiently in order to improve the organization's productivity.
- 5 Minimize duplication of records and manual operations of the physical files.
- 6 To move away from physical document archives to mor effective digital archival solution.
- 7 Provide timely, reliable and accurate management information reports for decision making.

Project Scope

- 1 Perform a detain Study of the operations of LRC and provide a SRS System requirement study report.
- 2 Propose BPR (Business Process reengineering) process where its required.
- 3 Develop/Supply of software and required licenses.
- 4 Provide detail Hardware, System Software, communication requirements (VPN, Bandwidth, etc).
- 5 Provide a detail security plan and, System Security Requirements Proposal (Eg: Requirement of Firewall).
- 6 Implementation of Proposed Software Solution (including customizations/modification) in the Government cloud coordinating with ICTA.
- 7 Functional and Technical Training to users.
- 8 Manage Go-Live Operation and Support
- 9 Provide detail documentations.
- 10 Software Support and Maintenance with onsite and offsite helpdesk facilities.

Eligibility Criteria

Prospective Applicants who possess the following qualifications in terms of sound track record of previous performances and resource availability are eligible to submit an EOI for this project:

- 1) The Prospective Applicant should have a valid registration with the Company Registration Certificate at the time of submission of bid, and must submit proof of such registration with the EOI (copy of certificate attested by a Notary Public). The Prospective Applicant should be a separate legal entity.
- 2) Audited Financial Statements of the past three years should be submitted along with the EOI, as stated in Form B.
- 3) The Prospective Applicant should have generated average revenue of LKR 150 million for the last 3 years.
- 4) The Prospective Applicant should possess a track record of providing primarily IT / ICT / ITeS operations during at least the last five (05) financial years prior to the year ending 31st March 2021.
- 5) The Prospective Applicant must submit evidence of having handled at least 3 projects of over LKR 20 million in the past five years. A letter confirming same should be obtained from each client.
- 6) No contract shall be awarded to any contractor or supplier who has been blacklisted by the National Procurement Agency or any other government institution in Sri Lanka that regulates the state sector procurement/tender processes.
- 7) The Prospective Applicant should have the competence to perform the tasks stipulated in the "Project Scope".
- 8) If several companies acting together submit a bid in the form of a consortium/ Joint venture, then the relevant Joint Venture agreement should be submitted (copies attested by a Notary Public). The Principal party in the consortium / Joint Venture should submit the proposal on behalf of the Consortium / Joint Venture, with all the aforesaid essential documents relating to the Principal Prospective Applicant.
 - a) The EOI and subsequent Bids (if qualified for detailed bidding) shall be submitted by one of such partners (who meet all the above-mentioned requirements) among all such joint venture/consortium that will be acknowledged by the Commission as the principal Prospective Applicant.
 - b) If a Bid is submitted as a joint venture or as a consortium, all parties to the joint venture or the consortium shall be jointly and severally liable for the performance of obligations under the contract and must submit a written declaration to that effect.

- c) Without causing prejudice to sub-section 8(b) above, the Principal Prospective Applicant (who submits the EOI and Bids) shall be held liable for all losses or damages that may be incurred by any commission or omission of any party to such joint venture/consortium.
- 9) If a local agent submits a proposal on behalf of a parent company based overseas, a power of attorney granted by the parent company should also be submitted together with the bid.

Conditions

- 1) LRC's decision with regard to the short-listing of Prospective Applicants through this EOI shall be final and LRC reserves the right to reject any or all of the bids without assigning any reason.
- 2) This EOI is not an offer and is issued with no commitment. LRC reserves the right to withdraw the EOI and change or vary any part thereof at any stage. LRC also reserves the right to disqualify any Prospective Applicant, should it be so necessary at any stage.
- 3) LRC reserves the right to withdraw this EOI if LRC determines that such action is in the best interest of the Government of Sri Lanka.
- 4) LRC is not responsible and cannot be held liable for costs incur by prospective bidders in the process of EOI submission or the subsequent bidding process.
- 5) Short-listed Prospective Applicants would be issued a formal Request for Proposal inviting their technical and commercial bids to be submitted at a later date.
- 6) Timing and sequence of events resulting from this EOI shall ultimately be determined by LRC.
- 7) No oral conversation(s) or agreements with any official, agent, or employee of LRC shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a Prospective Applicant with any department, agency, official or employee of LRC shall be superseded by the definitive agreement that results from this EOI process. Oral communications by LRC to Prospective Applicants shall not be considered binding on LRC, nor shall any written materials provide by any person other than LRC.
- 8) Neither the Prospective Applicant nor any of the Prospective Applicant's representatives shall have any claims whatsoever against LRC or any of their respective officials, agents, or employees arising out of, or relating to this EOI or these procedures (other than those arising under a definitive service agreement with the Prospective Applicant in accordance with the terms thereof).
- 9) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- 10) Each applicant shall submit only one EOI.
- 11) EOI documents should be downloaded from the LRC website [www.lrc.gov.lk]
- 12) A CD containing a softcopy of the EOI should be submitted together with the printed EOI. A softcopy alone will not be considered as the authentic legal document.

13) If any licensed software is proposed, the power of attorney/official authentication issued to the Prospective Applicant by the manufacturer should be submitted.

Submission of EOI

The EOI, together with the duly completed forms and other relevant information & documents should be duly sealed in confidential envelopes and hand delivered / sent by registered post to the address mentioned below on or before 02:00 pm on 21st May 2021. The envelope should be marked with “**EOI for Supply, Installation, Implementation and Maintenance of an ERP Solution**” at the top left-hand corner of the envelope.

No.	Form	Available
1	Cover Letter	
2	Form A – Prospective Applicant Information	
3	Business Registration Certificate	
4	Form B – Audited Financial Statements (Last 3 years)	
5	Audited Financial Statements	
6	Form C – Vendor Certification of software owner/Authorized agent/Reseller/Partner accreditation/awards	
7	Form D – Previous Product Details	
8	Form E – Qualifications and Experience of Team members	
9	Form F – Description of Approach, Methodology, Work Plan and Support Services model for the assignment	

All late submissions will be rejected and returned unopened. Documents sent by email or facsimile will not be accepted. An EOI submitted without the requested information and documents will be rejected. The Application Forms for EOI can be obtained from [www.LRC.gov.lk].

All submissions should be addressed to

Chairman
Departmental Procurement Committee
Land Reform Commission
475, Kaduwela Road, Battaramulla.

For further information, please refer the following website (www.LRC.gov.lk) or write to:
ict.lrc@gmail.com