Expression Of Interest (EOI)

For

Development & Implementation of a new Integrated Management Information System (IMIS) software solution for Public Works Project (PWP) activities

INVITATION TO SUBMIT EXPRESSION OF INTEREST

The Public Works Project was established in mid-1996, and the Public Works Project receives various funds from different donors like the World Bank, UN agencies, Islamic Development Bank, USAID, Arab Fund for development, and many other donors to implement small and medium-sized projects that positively affect the improvement of infrastructure and human conditions in Yemen.

The consultant firm may visit the official website of PWP YEMEN http://www.pwpyemen.org to understand the activities carried out by PWP.

PWP has an MIS developed by local staff and improved to cover most of the activities carried out by PWP including planning, procurement, implementation follow up, payment for consultant and contractors and so on. PWP has accounting system linked partially to MIS. Based on TOR that prepared for the purpose of developing integrated project management and financial systems, and filling the gabs still not fulfilled, the Public Works Project now invites Expressions of Interest (EOI) from companies and service providers for Software and Systems Development Services, as well as other IT related services, with the intent of enter into specific service agreement(s) in this context with eligible vendors. Selected vendors will be eligible to provide services of participating in the full software development lifecycle on site/offsite.

It is expected that vendors will be able to provide this service with high standard. Doing business outside of Yemen and around the world will be an added advantage.

All forms/required documents needed for submitting the Expression of Interest (EOI) are available on the website at www.pwpyemen.org.

The Expression of Interest shall basically contain information on the following:

✓ range of relevant consulting services offered;
✓ qualification and experience of relevant professionals and technical personnel currently maintained;
✓ track record and experience of the firm in similar assignment including list of major clients served; and
✓ any other relevant and valuable information that supports the firm’s position and demonstrates its capabilities to provide a service.
The Expression of Interest shall be submitted in original and duplicate copy, including a soft copy on a CD, and should be received either through mail (pwpyemen.y. ye) or by hand to PWP-PMU, with office address at Almahrookat street Maeen district – Sana.a not later than Mar 22, 2022, 1:00pm

On the basis of the above information, PWP shall draw up the shortlist of Companies/Service Providers Only short-listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Consultants may obtain further information from PWP-PMU at the above office address on or before March 22, 2022 to 6th March 2022 9:00-2:00PM (GMT+3). to PWP- YEM@Y.NET.YE.

PWP reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Very truly yours,
Saeed O.Ahmed
PWP Director
Request for Expression of Interest

The Public Works Project was established in mid-1996, and the Public Works Project receives various funds from different donors like the World Bank, UN agencies, Islamic Development Bank, USAID, Arab Fund for development, and many other donors to implement small and medium-sized projects that positively affect the improvement of infrastructure and human conditions in Yemen.

The consultant firm may visit the official website of PWP YEMEN http://www.pwpyemen.org to understand the activities carried out by PWP.

PWP has an MIS developed by local staff and improved to cover most of the activities carried out by to PWP including planning, procurement, implementation follow up, payment for consultant and contractors and so on. PWP has accounting system linked partially to MIST and also other systems to cover some other activities. Public Works Project intends to develop an integrated system which necessary for the conduct of its all business activities. The system expected to perform integrally to process all activities either perform by modules of MIS, or financial, accounting, administrative and organizational processes such as human resources management, operational procurement, stores, and others, so that these systems will work within one framework and one database, and be fully integrated and automated.

Therefore, a comprehensive analysis were conducted to identify the gaps and deficiencies in the current systems and to propose solutions to bring all the systems under one system based on the concepts of automation, as well as to identify the functions and features that must be provided in the system and its structure.

Service provider should perform analysis to identify the foundations, concepts and determinants based on which it is possible to design and develop an integrated system that achieves the objectives of automating operations and changing the structure of the system to become modular using the latest and higher technology available in the IT market.

The service provider should take in consideration that all the source code of all modules and any used programming libraries related to the system will be delivered to PWP and the preparation and development of all modules to be in an environment on the development server.

All database either of current MIS(SQL server) or accounting system (Oracle Database) should be transferred and incorporated to the new system.
Within the requirements explained, the PWP calls for an Expression of Interest (EOI) from companies and service providers of software development services, in addition to other services related to information and communication technology, with the intent of establishing a service agreement(s) with qualified vendors to allow the establishment and operation of this project and to provide technology specialists to carry out the development of the required system.

Selected vendors will be eligible to provide services ranging from participation in the full on-site/off-site software development lifecycle, and depending on the documentation provided by PWP.

This document contains instructions on the preparation and submission of the Application including Annex A:

1. **Submission Details**
   a. The Expression of Interest shall be submitted in a sealed envelope super scribed with “EXPRESSION OF INTEREST (EOI) FOR Development & Implementation of IMIS software for PWP
   b. The Application must be submitted on one original and one copy, including a soft copy on a CD, and envelop must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
   c. The Application must be submitted in English language. All required information must be provided, responding clearly and concisely to all the points set out.

2. **Documents to furnish**
   Documents to be furnished are:
   a) Letter of Authorization
   b) EOI document with each page duly stamped and signed by the Authorized signatory.
   c) Declaration- Expression of interest.
   d) Supporting documents.
   e) Any other information which proponent may like to provide.
   f) PWP reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

3. **Point to be considered:**
   a) A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/Service Provider.
   b) When expressing interest as an entity, the vendor must highlight their most recent projects and geographical experiences relevant to the TOR, as well as its management capacity.
c) If a consultant is submitting an EOI as a joint venture (JV), the EOI will be submitted by the lead firm or lead partner, and should clearly identify each joint venture partner.
d) When expressing interest as an individual, consultants offer up-to-date information on how their qualifications and experiences conform to the tasks requirements.
e) Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EOI. Applications shall not be modified or withdrawn after the deadline.
f) The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and PWP will not in any case be responsible and liable for the costs incurred.
g) All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EOI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of PWP. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
h) PWP reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for PWP’s action.

4. Evaluation

Applications shall be evaluated in accordance with the following criteria:
   a. Capacity to Provide Services
   b. Track Record and Experience
   c. Technical Expertise
   d. Financial Strength

Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process.

ANNEX A: BIDDERS INFORMATION

TABLE 1 – GENERAL INFORMATION

- Name of the Company
- Year founded
- Address
- Phone Number
- Fax Number
- Email Address
- Address of Other Offices, if any
- Name and Designation of the Contact Person
- Legal Status (*Provide certified copies of Registration*)
- Registration number
- Place of Registration
- Principal place of business
- VAT Registration number

*Provide certified copies*

**TABLE 2 – COMPANY EXPERIENCE IN LAST THREE YEARS**

- Starting Month/ Year
- Ending Month / Year
- Client
- Description of services
- Contract Amount

Remarks (*Provide documentary evidence*)

**TABLE 3 – SIMILAR EXPERIENCE IN LAST THREE YEARS**

- Year
- Client
- Description of works
- Contract Amount
- Remarks (*Provide documentary evidence (*)*)

Please include copies of completion certificates issued by former clients and/or performance appreciation/evaluation letters from former clients providing their contact details and approval to contact them.

**TABLE 4 – ONGOING CONTRACTS**

- Client
- Description of Contracts
- Location
- Amount
- % of Completion (*Provide documentary evidence*)

**TABLE 5 - ADEQUACY OF WORKING CAPITAL**

- Source of credit line
- Amount
- Remarks (*Provide documentary evidence*)

Please provide proof of financial competency and audited financial statements for the last three financial years.
TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization.

TABLE 7 – LIST OF PLANT AND EQUIPMENT (OWNED AND HIRED)

- Description whether Owned or Leased
- Year of Manufacture

TABLE 8 – ANY OTHER INFORMATION

In addition to the required information, Companies may provide brochures and other related documents.
ANNEX B: SERVICES REQUIRED

1. EOI Objectives:
The Intended consultancy services aimed to assist PWP to carry:
   a. PWP has internal MIS software developed on Microsoft .NET 2013, Account System developed on Oracle Developer 6i (Software Tools). MIS that has certain modules. The Consultant firm has to identify the key aspects of this software and incorporate into new IMIS Software.
   b. Implement the current needs of Information Management System from ready Gap Analysis which is (90 % Determine the needs), thus additional analysis is required including an external web developed.
   c. develop and support a comprehensive system/web developed with based on the current system and the new requirements.
   d. Work daily as agile methodology rules with stakeholders.
   e. Apply support and maintenance for all the system components.

2. The Objectives of a new IMIS System
   - Shifting from manual work based on paper or office software files such as Excel to electronic and digital systems.
   - Developing, updating, improving and documenting the processes, their workflow or life cycles, and the policies that control them.
   - Applying building the process and their workflow or life cycle on the systems or modules to be automated.
   - Stop manual analysis to be automated, immediately, accurate and reduce mistakes to support decision-making.
   - Work through automated systems (paperless) as much as possible.
   - Using planning functions and processes with estimated and expected indicators.
   - Monitoring the status of processes and their progress, and obtaining automatic alerts about them.
   - Monitoring the inputs and deviations from the expected values and obtaining automatic alerts about them.
   - Get automatic scheduled and timely alerts.
   - Addressing any weaknesses and problems in the current systems.
   - Correct any observations resulting from external auditors, donors or related parties.
   - Developing and implementing a financial system that covers all financial processes from all sources.
   - Meet any future requirements and changes.
   - Achieving international principles or policies such as:
     ✓ Duties Segregation.
     ✓ Approval Cycles.
     ✓ Maker-Checker Concept.
- Achieving the principles of modern system structure that is based on the independence of modules and data separation and classification.
- Ability to work remotely and using the systems from anywhere in the world.
- Ability to work easily through the use of systems via mobile, laptop and desktop computer.
- Easily providing partners, donors and relevant authorities with information, reports and statistics according to international standards.
- To has systems that are characterized by the following:
  ✓ Not closed (it has source code and database management).
  ✓ Scalable, updateable, customizable, improved and upgradeable
  ✓ Able to meet any new requirements and new processes, activities or data fields.
  ✓ To be integrated and linked with each other (work together online).
  ✓ Can be integrated with any other internal or external systems.
  ✓ To be easy to use.
  ✓ Application developed with modern technology.
  ✓ Database developed with modern technology.
- Eliminate any weaknesses or shortcomings in the operations of the current system.

3. **Deliverables of a new IMIS System**

The consultant firm is expected to provide the following deliverable:

- IMIS shall include, **but not limited** to Develop, Implement & Maintain Online a new IMIS System at PWP’s PMU Office.
- PWP has internal MIS software, that has certain modules i.e. An Accounting Sys., HR Management Sys., Procurement Management Module, ...etc.
- The IMIS Software intended to be developed should be completely an integrated platform, with customization wherever required to cater the Administration processes of PWP and should have the required depth, breadth and flexibility to provide on-line information access to all the designated users and wherever needed integration functions.
- Design and develop an automation management system (AMS), which will manage the automation, monitoring, control, integration for the other systems (current MIS, Financial and accounting, HR, FA, ....) that will be installed as modules on the AMS. We will call the AMS system as BASE systems.
- Convert the current MIS system to be modules and install them on the BASE system, with enhancement and modification to eliminate any shortcomings as well as data migration.
- Develop the other current systems (Financial and accounting, HR, FA, ...) as modules and install them on the BASE system, with enhancement and modification to eliminate any shortcomings as well as data migration.
- Develop any new systems as modules and install them on the BASE system.
- PWP has servers, storages and infrastructure components to build Production, Development and Test Environment.
- The Consultant’s Firm should install the Source Code in a Hard Server at PWP’s PMU Office.
- The current Old System must transfer its old Data to our new System and there an exit strategy from old system to the new system must be applied.
- PWP further intends to **fine-tune** Scope of work, technical specifications, warranty and maintenance requirements, terms and conditions etc., if found necessary as a result of discussion with the shortlisted Consultant firm for adopting in ensuing tendering process.
- The consultant firm shall broadly undertake the activities, **not limiting to** the following:
  - Recommend the best practices to identify amendment that can be incorporated in the current MIS & Administration online processes of PWP.
  - Identify the process that needs to be modified / introduced to meet the needs of the IMIS Software.
  - Describe how the functional requirements will be translated into technical implementations
  - Complete Implementation, Testing & Integration of the software.
  - User end Training.
  - Go Live & Roll Out
  - Maintenance
  - Bug-Fixes and End-User Problem Resolution
  - New Development and Enhancements
  - Technical & Administration support
  - Quality and Security Assurance
  - Data backup

Depending on the GAP study and TOR and deliverables, the approach undertaken may also be on a fully outsourced support model, on-site or off-site support.

Examples of IMIS services that we may engage in are:
- **Design the structure of the Base system.**
- **Software development of the Base system:** where it will be the AMS and the environment that the other systems will work based on it. This Task include the change the current MIS into modules.
- **Database development/management**
- **Software development of Financial and Accounting Modules.**
- **Software development of HR Management Module.**
- **Software development of Inventory Management Module.**
- **Software development of Purchase Management Module.**
- **Web design and development**
- **Mobile applications and API development**
- **System Documents including the final version of System Requirement Specifications.**
- The current Old System must transfer its old Data to our new System and there an exit strategy from old system to the new system must be applied.
- And more.