

# REQUEST FOR EXPRESS OF INTEREST (FIRMS)

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Ministry of Public Works and Transport (MPWT)**  
**Lao Road Sector Project 2**  
**IDA Credit No. 5920-LA**

**Selection of Consulting Firm Consulting Firm for Development of e-Archive System for MPWT**  
**Reference C2-30**

The Ministry of Public Works and Transport (MPWT) of Lao PDR has received financing support from World Bank and the Nordic Development Fund (NDF) to implement Lao Road Sector Project 2 (LRSP2) (March 2017-August 2022), which will support MPWT strengthen its capacity at both central and local levels to manage local road improvement and maintenance. The MPWT will be the Executing Agency (EA) for LRSP2. A project management team formed under the Department of Planning and Cooperation (DPC), MPWT will provide overall project coordination and monitoring. The project has included support to strengthen capacity of department concerned in MPWT and provinces. Department of Finance will be responsible for providing procurement support to the concerned departments. Department of Road with support from design and supervision consultant is responsible for managing the road works and road asset management systems development.

According to the needs of line departments, MPWT would like to recruit an ICT service provider to provide a digital solution to resolve issues with MPWT internal documents processing, especially the storage, saving and retrieving of official documents. The outcome of the project will be a system called from here on "e-Archive". The assignment has 2 phases. Phase 1 will include an up to 8-months period for eArchive development and training, followed by 1 year of part-time maintenance service. The estimated time input required to complete the assignment is 20 person-months. During the Phase 1, the Consultants will work with MPWT's IT staff under the day-to-day supervision and report to the Coordinator on the progress and issues, if any. The Phase 2 shall require periodical visits to MPWT at least twice a month during a period of 12 months, for checking and maintaining the system and performing repairs / correction where necessary.

The LRSP2 now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Please indicate Reference C2-30 – MPWT eArchive on the Expression of Interest.

The candidate firms selected should have competence, expertise and track record for conducting assignments of similar complexity and magnitude for public sector institutions globally. The following experience criteria shall apply in shortlisting the qualified firms:

- Firm licensed in ICT development and having experience in developing document repositories, file archiving portals and other digital products and providing related service activities in in developing countries and preferably in South-East Asia;;
- Firm with experience of at least 5 years of ICT development services provided to private companies or public entities;
- Proven record on successful completion of similar assignment related to design and implementation of document management solutions. Such experience with government institutions (e.g. ministries and other state institutions) is an asset.

The attention of interested Consultants is drawn to paragraphs 3.14, 3.16 and 3.17 of the World Bank's Regulations - Procurement in Investment Project Financing - Goods, Works, Non-Consulting and Consulting Services (July 2016 revised November 2017 edition), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A consulting firm will be selected in accordance with the Consultants Qualification-based Selection (CQS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours - 09:00 to 17:00 o'clock.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by September 23, 2019.

Permanent Secretariat Office, Ministry of Public Works and Transport

Attn: Mr. Viengkhone Vongkhamchanh

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