

**EXPRESSION OF
INTEREST FOR
DEVELOPING the SOMALI CUSTOMS AUTOMATED ADMINISTRATION SYSTEM**

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| Project Name: | Development and Implementation of Somali Customs Automated Administration System |
| Beneficiary: | Ministry of Finance, Customs and Revenue Department, Mogadishu, Banadir, Somalia |
| Expression of Interest Contact Person: | Any communication should be submitted to the email below |
| E-Mail Address: | Procurement@CRATES.so |

1. Background / Introduction

The Federal Government of Somalia (FGS) would like to procure a software system to automate the core functions of the Customs administration, thus replacing the predominantly manual system that is currently in place. It is expected that this system will provide most of the required clearance functions as at this point in time, as well as be flexible to expanding functionality as Customs reforms progress.

It is the expectation of the FGS that this system will be rolled out within Mogadishu and subsequently to the Federal Member States (FMS) of Puntland and Jubaland. This phased approach is preferred in order to be able to demonstrate an operable system in Mogadishu.

2. Project Goals and Scope of Services

The Somali Customs and Revenue Department of the Ministry of Finance of the Federal Government of Somalia is seeking the services of a software developing company to develop and implement a bespoke automated Customs system. The award will be made to a responsive and responsible firm based on best value and professional capability.

Tasks include but may not be limited to the following criteria:

2.1 User requirements

The purpose of the Customs Automated System (CAS) project is the implementation of a secure, inter-operable IT solution scalable to World Customs Organisation (WCO), World Trade Organisation, International Standards Organisation, and United Nations standards in the future to come.

This IT solution will provide Somali Customs and Customs offices with IT system enablers, which will allow them, within the Customs procedures, to undertake the following:

- Manage Customs declarations (submission, acceptance/receipt, registry, processing, archiving);
- Calculate Customs fees, taxes, and other related duties;
- Manage mandatory and additional Customs supportive documents;
- Manage the Cargo Manifest and supportive documents (submission, receipt, registering, processing, archiving);
- Provide efficiency in conducting controls through Customs Risk Management;
- Allow for the exchange of information with traders, Customs brokers, shipping agents, Port Authorities, Commercial Banks, Central Bank of Somalia, and in the future with Somalia Government Agencies;
- Conduct internal controls concerning collected Customs duties, taxes, and other charges, to achieve the support the concept of trade facilitation; and
- Improve the safety of the supply system, in accordance with specific initiatives of Somali Customs and scalable to the relevant WCO standards in the future.

2.2 System requirements

The overall solution must be capable of meeting all Somali Customs modernization requirements, national legal requirements including receiving, validating, processing, accepting, assessing risk, clearance, routing information, collecting duties and duty accounting for goods declared to Customs and other functions as defined in the Functional Descriptions below.

The CAS should operate in real-time and must be capable of receiving and transmitting messages in single or batch mode from traders/Customs brokers. It should provide access to online information and be capable of satisfying Somalian language national requirements. Finally, the solution must enable the integration with internal and external systems for accomplishing import and export procedures.

The use of advanced computer systems and the electronic processing of Customs data shall, amongst other things, ensure a more efficient management of the import, export and transit regimes than the paper-based system and should improve the efficiency of Customs controls, particularly those relating to export, import and transit restrictions and to the entry or exit of goods, and their effectiveness in the fight against fraud in these areas.

In order to meet all Somali Customs modernization requirements, the CAS should address the needs for:

- Dynamic enforcement and implementation of national rules;
- Modernization through process automation, service orchestration, and orientation;
- Facilitation of Trader's business (day-to-day work) with the provision of a number of services;
- Historical data is kept for changes to all records in the database of the system;
- Modularity and maintainability;
- Easy integration and connectivity;
- Extensibility in order to cater to local trade growth and international trade information exchange;
- Cost-effectiveness;
- Scalability;
- Portability and re-usability;
- Customer service optimization with a system of high accessibility and availability;
- Security enablement with mechanisms for authentication, access control, auditing, confidentiality, and privacy of information
- In order to address the business needs, the framework describes a modular and flexible transformation, through a phased approach that can be introduced incrementally.

2.3 System architecture

The architecture of the system should be designed to support the basic principles for the user and functions, as detailed in the user requirement document (to be shared during the RFP package).

In this direction, the bidder needs to deliver a proposal for the architecture and overview of the business processes of the entire CAS in the form of a solution, with an explanation of the advantages that such solution offers.

3. Anticipated Selection Schedule

Responses to the Expression of Interest should be submitted no later than 10th August 2019. A timeline of the components leading to the award of the contract is shown below.

| Procurement Event | Timeline |
|---|----------------------------|
| Request for EOI published | 29 July 2019 |
| Deadline for companies to submit questions | 30 July 2019 1 August 2019 |
| Somali Customs and Revenue Department together with CRATES Customs Adviser responds to bidder questions | 5 August 2019 |
| EOI submission deadline | 10 August 2019 |
| Short list of companies selected / Notification to unsuccessful applicants | 16 August 2019 |
| Issue of RFP with full TOR | 16 August 2019 |
| Deadline for submission of questions on the TOR | 20 August 2019 |
| Somali Customs and Revenue Department Responds to Bidder Questions on TOR/RFP | 24 August 2019 |
| Proposal Submission deadline | 5 September 2019 |
| Evaluation of proposals | 5 – 11 September 2019 |
| Contract Award / Notification to unsuccessful Bidders | 11 September 2019 |

From start of the EOI process to the contract award, it is expected that the procurement process will take 45 days.

4. Place of Submission of Expression of Interest / Proposals

Respondents to this Expression of Interest must submit a PDF version of their EOI to be received **no later than midnight (23:59 EAT), on 10 August 2019** to of the email addresses listed on the front page of this document.

The subject title of the EOI should read - “EOI - Somali Customs Automated System *your company name*”

The EOI should be attached to the email as a PDF and the file named - “EOI - Somali Customs Automated System *your company name*”.

5. Elements of the Expression of Interest

The submission must be in English language. At a minimum, the submission must include the following elements:

- description of the company that includes a general overview, names and CVs of the core team (limited to two pages per CVs), number of full-time employees;
- information of ownership structure (limited to two pages) detailing company registration in Somalia and/or clear association/partnership with a Somalia-based entity.

Please note that the ability to show substantial presence and operational capability in Somalia will be a major consideration in the scoring of the subsequent RFPs, as such organisations are encouraged to highlight their ability to meet this criterion in the EOI stage.

- evidence of sound financial standing - audited accounts / bank statements;
- narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to scope of the project - limited to three pages;
- company Portfolio detailing previous experience of similar assignments, including testimonials - limited to five pages; and
- relevant company literature.

5.1 Personal standing

The contracting authority shall exclude any bidder from the procedure for granting procurement contract:

- that in the last five years was pronounced a legally effective court decision in Somalia for participating in a criminal organization, corruption, fraud or money laundering;
- that was pronounced a minor penalty in Somalia- a prohibition for participation in public tender procedures, granting public procurement contracts and contracts for public-private partnership;
- that was pronounced a minor penalty - temporary or permanent prohibition for performing certain activity;
- that is in open bankruptcy proceedings or liquidation proceedings in Somalia;
- that cannot obtain Tax Clearance Certificate from the Somali Authorities.
- that was pronounced a misdemeanor sanction - a prohibition for performing profession, activity or duty, that is, temporary prohibition for performing certain activity; and
- that gives false data or fails to submit the data requested by the contracting authority.

To prove his personal standing, it will be expected that in the RFP the economic operator must submit the following documents:

- statement from the bidder himself that in the last five years was not pronounced a legally effective court decision for participating in a criminal organization, corruption, fraud or money laundering in Somalia;
- certificate that there are no open bankruptcy proceedings by a competent authority in the country where the economic operator is registered in Somalia;
- certificate that there are no open liquidation proceedings by a competent authority in the country where the economic operator is registered in Somalia;
- certificate for paid taxes, contributions and other public charges by a competent authority in Somalia;

- certificate that he was not pronounced a misdemeanor sanction - a prohibition for performing profession, activity or duty, that is, temporary prohibition for performing certain activity - with a legally effective court decision in Somalia; and

If the contracting authority has doubts about the credibility of the documents for establishing the personal standing of the bidder, it reserves the right to request information directly from the competent authorities in Somalia, which issued the documents for establishing the personal standing.

5.2 Expression of Interest submission expenses

The bidder bears all expenses for preparation and submission of the Expression of Interest, whereas the contracting authority has no responsibility in respect to those expenses regardless of the outcome of the procedure of awarding the procurement contract.

5.3 Prevention of conflict of interests

During the execution of the public procurement contract, the contractor must not hire people who were involved in the evaluation of the Expression of Interest submitted in the procedure of awarding procurement contract. In this case, the contract will be considered as invalid.

5.4 Means of communication

Every request, information, notification, and other documents required in the procedure will be submitted in writing. Each document is registered at the moment of sending or receiving.

5.5 Confidential information

The contracting authority will protect the information which the company submits as confidential, especially when a business secret or intellectual property rights are at stake, except for cases in which the contracting authority is legally obliged to give this information to the competent authorities (in the event of appellate procedure, administrative dispute or other). Taking this into consideration, the company shall make a list of confidential information by using the form of the list of confidential information, attached to this tender documentation and submit it along with his offer.

If the company has not provided a list of confidential information along with its offer, the contracting authority will assume that the offer does not contain confidential information.

The price of the offer is not considered as confidential information.

6. Capability of the Company

6.1 Methods of proving the capability

- personal standing;
- capability for performing the professional activity;
- economic and financial standing;
- technical and professional capability;
- the required documentation is submitted in original or a copy certified by the bidder with a seal and a signature of the responsible person, marked "Original";

- after checking the completeness and validity of the documentation to determine the capability of the bidder and evaluating the bid, the contracting authority may require that bidder clarify or supplement the documentation if there are no significant deviations from the required documentation;
- the bidder submits the required explanation in a written form within the period determined by the contracting authority; and
- except in cases when arithmetical errors need to be corrected, no other changes in the bid must be sought, offered or allowed by the commission or the bidder. Along with the bid, the bidder must provide supporting documentation to prove his:

6.2 Technical and professional capability

In order to qualify as capable of implementing the public procurement contract in terms of its technical and professional capability, the bidder should meet the following **minimum requirements**:

- If the offer includes delivery of equipment and software, an authorization by the manufacturer (MAF) that the bidder is authorized to offer its products for the public procurement should be submitted;
- It is desired that the bidder should have implemented at least 1 (one) information system in government or public institutions in the area of Customs, taxation, public finance, and/or fund management from which at least 1 (one) contract was worth more than 500,000 USD, realized in the last 5 (five) years;
- At least one information management in government or public institution implementation in Somalia is an asset
- At least one project for development and installation of integrated software in the last 5 (five) years (integrated software actually means IT systems that include communications hardware and software platforms, operating systems, institutions and users) that contains system solutions for using digital certificates and digital signatures, communicating through Web services and data exchange
- It is desired that the bidder has a minimum of 5 years of experience in the field (development and implementation of software systems);
- It is desired that the bidder have proven experience in building the capacity of counterpart institutions (i.e. relevant IT departments, Super-Users etc.), particularly with respect to the roll-out of the expected system ensuring continuity and sustainability;
- It is desirable that at least 5 (five) different employed or hired people that will participate in the implementation of the agreement. In addition, one person may have several roles in the team, but the team should be composed of:
 - At least 1 (one) person with a certificate in project management, in one of the recognized methodologies (example; PMI or PRINCE);
 - At least 1 (one) person with a certificate in quality management;
 - At least 1 (one) person with certificates in installation, configuration, and administration of the operating systems that are used;
 - At least 1 (one) person with a database administration certificate that will be used in system implementation;
 - At least 1 (one) person working as a business analyst, of whom at least 1 (one) with work experience in software development in an institution in

- the field of Customs operations and public finance and with more than 5 (five) years' work experience;
 - At least 5 (five) people - programmers, of whom at least 2 (two) are specialized in modern technologies for software development (Java, .NET) and at least 2 (two) with more than 5 (five) years' work experience;
 - At least 1 (one) IT architect and designer;
- All of the projects performed under a single contract will be considered for 1 (one) project; and
- The preferred bidder must have a presence and a legal status in the Federal Republic of Somalia either directly or through their consortium.

6.3 Evidence to prove the capability

- A certificate from the bidder signed by the responsible person, with listed personal solutions for disposal of the staff, supported with a CV for each person;
- In addition to the certificate, the available specialization certificates of the people hired should be submitted;
- Proof of integrated software implementation (and contracts with prices and a certificate from the user where the project was successfully implemented as evidence);
- Proof of information systems implementation in government or public institutions in the areas of Customs, taxation, public finance and funds (and contracts with prices and a certificate from the user where the project was successfully implemented as evidence);
- Proof that the company exists at least seven years and has experience in performing the activity (company registration document for the aforementioned activity);
- Must provide Certificate of business incorporation and have a presence in Somalia either as an individual bidder or through their consortium;
- A statement individually signed by all the people that they will be available during the project implementation;
- A list of the implemented integrated software and information systems with described references and user certificates. If such certificates cannot be provided for reasons beyond the control of the bidder, it is proved by submitting a copy of the implementation contracts;
- A list of people who will participate in the contract implementation with stated name, surname and role in the team with enclosed CVs and certificates; and

If a bidder submits a bid as a group of companies (Consortium), the technical and professional capability is proved by taking into account the resources of all group members. If the group of companies participates with technical and professional support from a third entity or third entities, the technical and professional capability is determined according to the above mentioned.

7. Amendment

In case of an amendment or extension of the deadline to the Expression of Interest, the contracting authority is obliged to notify through the Ministry of Finance website.