

**EXPRESSION OF INTEREST
FOR
DEVELOPMENT OF THE SOMALI CUSTOMS WEBSITE**

Project Name:	Development of the Somali Customs Website
Beneficiary:	Ministry of Finance, Customs and Revenue Department, Mogadishu, Banadir, Somalia
Expression of Interest Contact Person:	All questions should be directed to the email address below, with the SOMALI CUSTOMS WEBSITE SYSTEM clearly written in the subject line of the email.
E-Mail Address:	procurement@crates.so

1. Background / Introduction

The Federal Government of Somalia (FGS) would like to procure website development services for the establishment of an external Somali Customs website, which will provide information to national and international customers. Although there is a page on the Ministry's website for Customs, the objective is to develop a new, standalone website. This Customs website will though be hosted on the Ministry of Finance's IT infrastructure and linked to the MoF broader website. The website will be maintained and run by Somali Customs upon completion.

2. Project Goals

The Customs and Revenue Department of the Ministry of Finance of the Federal Government of Somalia is seeking the services of a web developer to design and build a new external website for Somali Customs, in two languages. The website will set out relevant information for the local and international customers of Customs, which include traders, brokers and potential investors. The award will be made to a responsive and responsible individual or firm based on best value and professional capability.

3. Scope of Services

The web developer will provide Somali Customs team with a simple to use website that will:

- Have a contemporary visual look
- Share information and documentation for Customs procedures, tariffs and duty rates
- Share news and updates from Somali Custom
- Present information on Somali Customs in an ordered and structured manner
- Be easy to navigate and user friendly
- Have back-end functionalities which make it easy for the Customs team to maintain, edit and update the website content and images themselves
- Enable email feedback, disputes and enquiries from customers to be submitted
- Be available in both English and Somali
- Link to social media
- Be optimized for mobile access
- Have Search Engine Optimisation (SEO) that delivers top Google results

The developer should also:

- Develop a user manual and deliver a training session for the Customs website support team and MoF system administrators to upload new content, refresh existing content, and perform system maintenance and administration as required.
- Provide administrative and technical support support and maintenance, and quality control support, for a transition period of **six months** after the website is completed
- If applicable, hand over the full source code (including any developed libraries) to Customs.

4. Anticipated Selection Schedule

Responses to the Expression of Interest should be submitted no later than **Monday 26 August 2019**. A timeline of the components leading to the award of the contract is shown below.

Procurement Event	Timeline
Request for EOI published	Sunday 11 August 2019
Deadline for companies to submit questions	Friday 16 August 2019
Somali Customs and Revenue Department together with CRATES Customs Adviser responds to bidder questions	Wednesday 21 August 2019
EOI submission deadline	Monday 26 August 2019
Short list of companies selected / Notification to unsuccessful applicants	Thursday 29 August 2019
Issue of RFP with full TOR	Thursday 29 August 2019
Deadline for submission of questions on the TOR	Thursday 5 September 2019
Somali Customs and Revenue Department Responds to Bidder Questions on TOR/RFP	Monday 9 September 2019
Proposal Submission deadline	Monday 16 September 2019
Evaluation of proposals	17– 22 September 2019
Contract Award / Notification to unsuccessful Bidders	Monday 23 September 2019

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

5. 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 Monday 26 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 Website System *your company name*"

The EOI should be attached to the email as a PDF and the file named - "EOI – Somali Customs Website *your company name*".

6. Minimum Elements of the Expression of Interest

The submission must be in English. 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;
- Portfolio detailing previous experience of similar website design or assignments, including testimonials - limited to five pages; and
- Relevant company literature.

7. 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 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;

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.

8. Technical and professional capability of the Company

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**:

- Be a reputable firm with at least 7 years of prior experience designing visually appealing and navigation friendly web sites;

- It is desired that the bidder should have implemented at least 5 (five) websites in the last 2 (two) years;
- At least one website for a government or public institution implementation in Somalia is an advantage;
- It is desired that the bidder have proven experience in building the capacity of counterpart institutions (i.e. government website management team), particularly with respect to the roll-out of the expected system ensuring continuity and sustainability;
- 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;
- The preferred bidder must demonstrate fluency in written and spoken Somali;
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress;
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- Demonstrate the ability to create innovative and visually appealing design;
- Key professional staff qualifications and competence needed for the assignment

- **Lead developer:** The lead developer is responsible for the overall development process and assures that all code contributed is in line with coding standards. The lead developer has extensive experience (at least four years) in programming and CMS development, including versioning of which at least two years are specific to WordPress CMS.

The lead developer is an expert in the below scripting and coding languages and standards: PHP, AJAX, Java Script, HTML (including version 5), CSS (including version 3). The lead developer is an expert in the use and configuration of the below applications: WordPress CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage.

The lead developer is an expert in the use and configuration of the below products and techniques: Search engine optimization, Google Webmaster tools, Google developer tools, and mobile device adaptation.

- **Junior developer:** The junior developer supports the lead developer with the overall development process. The junior developer has at least two years of work experience in programming and CMS development, of which at least one year is specific to Word Press CMS.
- **Graphic designer:** The vendor will have a graphic designer (or designers) with prior experience on designing websites with a solid portfolio of at least 5 years of experience.
- **Graphical integrator:** The graphical integrator supports the development team with the integration of graphic design and CSS elements. The graphical

integrator has at least four years of experience with the CMS integration of responsive CSS and graphic design of which at least one year is specific to WordPress CMS. The graphical integrator is an expert in the below scripting and coding languages and standards: HTML (including version 5), CSS (including version 3), PHP, Java Script (including JQuery).

9. Evidence to prove the capability

- A portfolio of previous work of webs with similar functionalities developed in WordPress, including proof of five websites which have been designed by the company or individual in the last two (2) years
- A narrative describing the previous work done in this area;
- CVs of the lead developer, junior developer, graphical integrator, and graphic designer(s) in charge of this project to be included in the proposal;
- Proof that the company has existed for 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;

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.

10. Other important information

10.1 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.

10.2 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.

10.3 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.

10.4 Confidential information

The contracting authority will protect the information that 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 to be confidential information.

11. 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.