

## INVITATION FOR BIDS (IFB)

### **Design, Development, Deployment and Maintenance of Management Information System (MIS) for the statutory appointment issued by Ministry of Justice, Prison Affairs and Constitutional Reforms.**

**Contract No - MOJ/ACT/36/08/2023**

The Chairman of the Ministry Procurement Committee on behalf of the **Ministry of Justice, Prison Affairs and Constitutional Reforms** now invites sealed bids from eligible and qualified bidders to **Design, Development, Deployment and Maintenance of** Management Information System (MIS) for the statutory appointment issued by MOJ. **Project completion period is 03 months after signing of Contract Agreement.**

01. Detailed description of the requirements and functional specifications of the above are given in the bidding document.
02. Bidding will be conducted using the National Competitive Bidding (NCB)
03. Qualification requirements to qualify for contract award include:
  - a. Average annual volume of service work performed in last three years shall be at least LKR **60 million**  
*Business registration (at least 3 years)*  
*Certificates to prove 3 years' experience in similar capacity & nature. (Bidder shall submit documents to prove experience similar projects) Ex: Work Completion Certificates*
04. Potential bidders should have fulfilled the **requirement of registration under the terms of the Public Contract Act No.03 of 1987**, before collecting the Bidding documents and should be collected PCA3 registered the contract under the said Act after the tender is awarded if applicable.
05. Interested eligible bidders may obtain further information from **Accountant (Procurement), Procurement Division, 3<sup>rd</sup> Floor, Ministry of Justice, Prison Affairs & Constitutional reforms, No 19, sri Sangaraja Mawatha, Colombo 10**, and may inspect the Bidding documents during the office hours (9.00 a.m. - 4.00 p.m.) on week days (excluding national holidays) commencing from **01.03.2024** at the said Procurement Division, Ministry of Justice Prison Affaires and Constitutional Reforms at the above address. **Telephone / Fax No. 011-2438178**

06. Interested bidders may purchase a complete set of Bidding documents (available in English Language) from 01.03.2024 to 21.03.2024 during the office hours (9.00 a.m. - 3.00 p.m.) by submitting a written request to the Secretary, Ministry of Justice, along with the Certificate of Registration under the aforesaid Public Contract Act (Paragraph 05), and upon payment of a non refundable fee of **Rs.10,000/-** to the **Procurement Division, 1<sup>st</sup> Floor, Ministry of Justice, Prison affairs & Constitutional Reforms, No 19 Sri Sangaraja Mawatha, Colombo 10.**

07. Bids shall be delivered in duplicate and may be,

I. Forwarded under registered cover to the Chairman of Procurement Committee to the address mentioned below, and same to be reach the Ministry on or before; **21.03.2024 or**

II. deposited in the Tender Box kept at the **Procurement Division, 3<sup>rd</sup> Floor, Ministry of Justice, Prison affairs & Constitutional Reforms, No 19 Sri Sangaraja Mawatha, Colombo 10, during the on 18.03.2024 at 10.00 a.m. or**

**Late bids will be rejected. Bids sent in any other methods or electronically will not be accepted.**

08 All bids must be accompanied by a “**Bid-Security**” in the form of bank guarantee, issued by any commercial Bank approved by Central Bank of Sri Lanka which is of the format attached in the Bidding document. **Bid Security** shall be obtained in favor of Secretary, Ministry of Justice, Prison **Affaires** and Constitutional Reforms, No 19, Sri Sangaraja Mawatha, **Colombo 10 valid until 19.07.2024** Amount of the **Bid Security** is Rs. **450,0000.00** Any bid not accompanied by a valid Bid Security will be rejected. Further information regarding the submission of bids are contained in the bidding documents.

09. Bids shall be valid until 21.06.2024

10. Bids will be opened immediately after the deadline for submission of bids, in the presence of the Bidders and/or their authorized representatives, who choose to attend in person at the address stated in Paragraph 07.

11. Ministry of Justice will not be responsible for any cost or any expense incurred by the bidders in connection with the preparation or delivery of the bids.

12. Pre bid meeting will be held on 11.03.2024 at 11.00 a.m. at the main auditorium of the Ministry of Justice, Prison **Affaires** and Constitutional Reforms, No 19, Sri Sangaraja Mawatha, **Colombo 10** at the Auditorium.

13. **The final decision on this procurement rests on the Ministry Procurement Committee.**

**Chairman, Ministry Procurement Committee**  
**Ministry of Justice Prison Affaires, and Constitutional Reforms.**  
**No 19, Sri Sangaraja Mawatha, Colombo 10**

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