**Invitation for Bids (IFB) -- First Stage**

Republic of Tajikistan

Tax Administration Reform Project

Procurement of Integrated Tax Management Information System

H810-TJ

TJTARP/G/ICB-09

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that was published in UNDB online on 14 July 2014.

2. The Republic of Tajikistan has received a Grant from the International Development Association toward the cost of the Tax Administration Reform Project, and it intends to apply part of the proceeds of this Grant to payments under the agreement resulting from this IFB: Procurement of Integrated Tax Management Information System.

3. The Tax Committee under the Government of the Republic of Tajikistanserves as the implementing agency for the project and now invites sealed bids from eligible Bidders for:

supply, installation, configuration, integration and commissioning of software for the Integrated Tax Management Information System (the ITMIS). The Contract will also include training of the Tax Committee’s staff.

4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank’s Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, edition of January 2011 and is open to all Bidders from eligible source countries as defined in the Guidelines that meet the following minimum qualification criteria:

1. *During the last seven (7) years (2010 - 2016) the Bidder shall have experience as a management or prime contractor or a Joint Venture partner in implementation of at least one (1) Tax Administration System using: (a) the COTS software offered in its Bid; or (b) previously implemented custom software;*

*In case of a Joint Venture the partner in charge shall account for such a contract in capacity of a management or prime contractor or a Joint Venture partner;*

1. *the Bidder must demonstrate implementation of at least one (1) Tax Administration System for at least 1,000 registered users and not less than 100 concurrent users;*
2. *The Bidder must submit information about the completed contracts that used the COTS software offered in its Bid or custom software for tax administration implemented and will be referred to as an evidence to prove compliance with the qualification criteria specified in items 4 (i) and (ii) above. The information shall, among other things, include contact details of clients from whom the references could be taken or whom the Purchaser may, when necessary, visit to familiarise themselves with the systems put into operation by the Bidder, and functionalities actually implemented;*
3. *the First-Stage Bid clarification procedure shall include live demonstrations of the following ITMIS functionalities and configurability:*

* *taxpayer (company) registration;*
* *taxpayer profile;*
* *risk profiling for taxpayers and taxpayer segments;*
* *submission of VAT tax returns via taxpayer self-service portal and paper-based tax return entering at the Tax Committee’s back office;*
* *online VAT invoice filling;*
* *notification generation;*
* *revenue accounting reports; and*
* *implementation of changes such as new fields in VAT form and organizational changes at the Tax.*

*The Bidder* ***will NOT*** *be permitted to decline the Purchaser’s request for setting up and running this demonstration.*

1. *Average Annual Turnover over the last three years shall be at least seven million US Dollars (US$7,000,000).*

*In case of a Joint Venture the partner in charge shall account for not less than 75% of the Average Annual. The Bidder must submit audited financial statements (including Balance Sheets) or Bank statements or balance sheets certified by a registered accountant and supported by tax return for the past three years (2013, 2014 and 2015) to demonstrate the current soundness of the bidder’s financial position and its prospective long-term profitability*;

1. *availability of, or access to, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated at five hundred thousand US Dollars (US$500,000) for the subject contract net of the Bidders other commitments;*

*In case of a Joint Venture the partner in charge shall account for not less than 75% of the cash flow;*

1. *The Bidder’s project team shall include, among other key experts, Tax Administration Modernization Expert, Project Manager and at least one Expert in Data Conversion and System Integration whose qualifications and experience comply with the minimal qualification requirements defined in the bidding documents;*
2. *The Bidders must submit Manufacturer’s Authorizations for the RDBMS and COTS software for tax administration (only for the technical solution based on COTS);*
3. *Bidders must hold ISO9000 series or equivalent certification for process control. The Bidder shall provide copy of certificate of conformity issued by certification bodies;*
4. *The Bidder shall have experience in training of customers’ staff under previous contract(s) for implementation of Tax Administration Systems in public administration; and*
5. *In case of a Bidder not doing business within the Purchaser’s country, the Bidder must be (if awarded the Contract) represented by an Agent in the country who is equipped and able to carry out Bidder’s maintenance, technical support, training and other obligations prescribed in the Contract and the Technical Requirements.*

*The Bidders are encouraged to associate with national entity(ies) and experts to better respond to localization requirements and to improve understanding of relevant national legislation, administrative system, tax administration and IT development issues.*

5. Interested eligible Bidders may obtain further information from the Tax Committee and inspect the bidding documents at the address (1) given below from 09:00 to 17:00 hours (Dushanbe time) from Monday through Friday**.**

A pre-bid meeting which potential bidders may attend will be held at 14:00 (Dushanbe time) on 18 August 2017*.*

6. A complete set of bidding documents in English may be purchased by interested Bidders on the submission of a written application to the address (1) below and upon payment of a nonrefundable fee of US$200 or in *Tajik Somoni* at the exchange rate fixed by the National Bank of Tajikistan on the day of payment. The method of payment will be bank transfer to one of the following accounts:

|  |  |
| --- | --- |
| US$ bank account | TJS bank account |
| **Beneficiary:** Tax Committee under the Government of the Republic of Tajikistan | **Получатель:** Налоговый комитет при Правительстве Республики Таджикистан |
| 2/42, N. Karabayev str., Dushanbe, Tajikistan | 2/42, ул. Н. Карабаева, Душанбе, Таджикистан |
| **Account Number:** 22696840600081 | **Номер счета**: 20204972712010100002 |
| National Bank of Tajikistan  23/2 Rudaki Avenue Dusnanbe  SWIFT: NATJTJ22 | **БИК**: 350101800 |
| **Corresponding account:**  400886748300 USD | **Корреспондирующий счет**:  20402972000002 |
| COMMERZBANK AG  SWIFT: COBADEFF | Главное управление ЦК МФ РТ, г. Душанбе |

All banking charges and fees related to the bank transfer shall be for the bidder’s account. Cashier’s and certified checks are not accepted.

The bidding documents may be collected by an authorized representative of companies registered in the Republic of Tajikistan at the address (1) below upon presentation to the Tax Committee under the Government of the Republic of Tajikistan documents confirming payment of the non-refundable fee to the above account. The bidding documents may also be sent to companies not registered in the Republic of Tajikistan, at their request and submission of document confirming payment of the non-refundable fee to the above account, by:

* + 1. courier at no additional charge to the companies following the receipt by the Tax Committee under the Government of the Republic of Tajikistan of a written request quoting tender number TJTARP/G/ICB-09, providing address of delivery and contact details; or
    2. electronic mail in pdf format to the e-mail address provided by the companies.

7. A two-stage bidding process will be used and will proceed as follows:

(a) The first stage bid will consist of a technical bid only, without any reference to prices, but including a list of any deviations to the technical and commercial conditions set forth in the bidding documents and/or adding any alternative technical solutions a Bidder wishes to offer, and a justification therefor, always provided that such deviations or alternative solutions do not change the essential requirements specified in the bidding documents. Following the evaluation of first stage bids, a Bidder that adequately meets the minimum acceptable qualification criteria and has submitted a sufficiently technically responsive bid may be invited to attend a clarification meeting(s), during which the Bidder’s bid will be reviewed. Any required bid-specific changes, additions, deletions and other adjustments will be noted and recorded in a memorandum, or, if amendments are of a general nature, will be promulgated via an addendum to the bidding documents. Bidders may not be invited to submit second stage bids, if their first stage bids contain departures from the requirements in such numbers or of such nature that making the bids fully responsive in the remaining time for the two-stage process cannot reasonably be expected. All other suitably qualified and eligible Bidders, however, shall receive invitations to submit second stage bids.

(b) The second stage bid will consist of: (i) the updated technical bid incorporating all changes required as recorded in the bidder-specific memorandum, and/or as necessary to reflect any Addenda to the bidding documents issued subsequent to the first bidding-stage; and (ii) the commercial bid.

8. First stage bids must be delivered to the address (2) below at or before 15:00 (Dushanbe time) on 19 September 2017. Late bids will be rejected. First stage bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address (3) below at 15:15 (Dushanbe time) on 19 September 2017.

Address (1):

Room 426/428

Attn: Mr. Solehzoda A. M.

42/2 N. Karabaev Str.

Dushanbe, 734018, Tajikistan

Telephone: +992 37 233 08 38

Electronic mail address: [TARP@andoz.tj](mailto:TARP@andoz.tj)

Address (2)

Ground floor, room 22

Attn: Mr. Solehzoda A. M.

the State Committee on Investments and State Property Management of the Republic of Tajikistan, 27, Shotemur st.

Dushanbe, 734018, Tajikistan

Address (3):

Room 9

the State Committee on Investments and State Property Management of the Republic of Tajikistan, 27, Shotemur st.,

Dushanbe, Tajikistan