

Invitation for Bids (IFB)

Issuing date of the IFB: October 7th, 2010

Name of Country: Republic of Poland

Name of Project: Post Accession Rural Support Project

Brief Description of the Information System: delivery of the technical solution supporting documentation and cases handling processes at KRUS organization

Loan Number: 7358 POL

IFB Title: Archival system

IFB Number ZP-2310/BS/19/2010

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UNDB online on June 16, 2006.
2. The Republic of Poland has received a loan from the International Bank for Reconstruction and Development toward the cost of Post Accession Rural Support Project, and it intends to apply part of the proceeds of this loan to payments under the agreement(s) resulting from this IFB: Archival system, no. ZP-2310/BS/19/2010
3. The Agricultural Social Insurance Fund (KRUS) serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for delivery of the technical solution supporting documentation and cases handling processes at KRUS organization. Delivery has to include Software, Hardware and Scanning devices with implementation and post-implementation services including: business requirements analysis, system design and implementation, data conversion and migration, training, user support, system administration and maintenance services
4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of May 2004 (revised in October 2006), and is open to all Bidders eligible as defined in these Guidelines, that meet the following minimum qualification criteria: Qualification requirements for Bidders or in case of Joint Venture cumulatively MUST be:
 - 4.1. Average annual turnover for years 2007, 2008 and 2009 at least 3 mln EUR.
 - 4.2. The necessary knowledge, experience and availability of professional team of qualified technical staff to implement the assignment. The minimum requirement to the Core Project Team (with at least one of them having experience in social insurance or insurance field) are as following:
 - 4.2.1. Project Manager: with minimum 5 years of professional experience in IT field with at least one project with a budget of at least 3 mln. EUR in the role of Project Manager, Prince 2 Practitioner certificate issued by accredited institution independent from the Bidder or equivalent is required.
 - 4.2.2. Key person in System Analysis area: with minimum 3 years of professional experience in IT field with at least one project in the role of Key Person in System Analysis area and practical experience in ECM solution implementation projects

in scope of system analysis and design and at least one project in business process analysis in multi-branch entity.

4.2.3. Key person in System Design area: with minimum 3 years of professional experience in IT field with at least one project in the role of Key Person in System Design area and practical experience in ECM solution implementation projects in scope of designing the system architecture and practical experience with SOA architecture, TOGAF certificate issued by accredited institution independent from the Bidder or equivalent is required

4.2.4. Key person in System Development and Implementation area: with minimum 3 years of professional experience in IT field with at least one project in the role of Key Person in System Development and Implementation area and practical experience in ECM solution implementation projects in scope of system development and implementation, ORACLE database knowledge, ITIL certificate issued by accredited institution independent from the Bidder or equivalent is required

4.2.5. Key person in Testing area: with minimum 3 years of professional experience in IT field with at least one project in the role of Key Person in Testing area, proof of completed courses regarding IT systems testing (ISTQB/ISEB certificate in software testing or equivalent is required),

4.2.6. Key person in Training area: with minimum 3 years of professional experience in IT field with at least one project in the role of Key Person in Training area, practical experience in trainings delivery for multi-branch entity.

4.3. Experience in providing the services as described in this Invitation. The Bidder MUST prove that the Bidder has successfully completed at least two assignments (contracts) of nature similar to this Bidding in the period of six years before the initiation of Bidding process started. The definition of "Two successfully completed contracts" means at least two projects, which were performed successfully (contract fully executed and all payments made). A similar nature assignment is defined as having experience in:

4.3.1. At least one of projects must fulfill ALL below conditions:

4.3.1.1. MUST be related to ECM solution class (it MUST be the same ECM component as offered by the Bidder – other software release is permissible),

4.3.1.2. MUST be operationally used by customer's staff (for at least 100 users),

4.3.1.3. MUST have a budget of at least 500 thousands EUR,

4.3.1.4. MUST address implementation in the entity, dealing with processing at least 100.000 paper documents monthly,

4.3.1.5. MUST be related to using WAN.

4.3.2. At least one of projects must fulfill ALL below conditions:

4.3.2.1. MUST be related to IT System implementation,

4.3.2.2. System MUST be operationally used by customer's staff, (for at least 100 users),

4.3.2.3. MUST have a budget of at least 1 mln EUR,

4.3.2.4. MUST address IT System implementation project run in multi-branch entity (implemented in minimum 40 branches)

4.3.2.5. MUST address IT system related trainings in multiple locations (min. 10 locations)

4.3.2.6. MUST address IT system implementation in Insurance or Banking sector or Public Administration.

5. Interested eligible Bidders may obtain further information from Agricultural Social Insurance Fund (KRUS) and inspect the bidding documents at the address given below from Monday to Friday (except public holidays), from 08.30 to 15:30 hours.
6. A complete set of bidding documents in English may be received by interested Bidders on the submission of a written or email application to the address below. The set of bidding documents in English is free of charge and will be sent to the Bidders in a hardcopy and, if requested, by email or on CD-ROM. The hard copy of the Bidding Documents is prevailing. The document will be sent by mail. A pre-bid meeting which potential bidders may attend will be held on October 18th, 2010.
7. Bids must be delivered to the address below at or before November 8th, 2010. 12.00 hours. Bids need to be secured by a Bid Security. The amount of Bid Security required is 200 000 PLN or an equivalent amount in a freely convertible currency. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at November 8th, 2010, at 12.00 hours.
8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

Agricultural Social Insurance Fund (KRUS)

Attn: Ms. Barbara Andruczyk , Head of the Tender Committee
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