

Invitation for Prequalification

Procurement of

Supply, Delivery, Installation, Testing, Commissioning, Operation & Maintenance of Driving License Information and Printing System

No.: DMT/.....

Employer : **Government of Sri Lanka,
Ministry of Transport & Civil Aviation
Department of Motor Traffic**

Country : **Sri Lanka**

Issued on : **XX.XX. 2018**

Section I. Instructions to Applicants

A. General

1. Scope of Application	1.1 In connection with the Invitation for Prequalification ¹ indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as defined in the PDS , issues this Prequalification Document (“Prequalification Document”) to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for the Works described in Section V, Scope of Works.
2. Source of Funds	2.1 Government of Sri Lanka
3. Policy	3.1 This clause is Not Applicable.
4. Eligible Applicants	4.1 Applicants shall meet the eligibility criteria as per section III. For the purpose of applying the eligibility criteria listed in this Clause 4 and 5, references to the “Applicant” include all entities involved or intended to be involved with the proposed Works (including all partners and any of their affiliates that directly or indirectly control, or are controlled by or are under common control with the firm), specialized sub-contractors, consultants, manufacturers or suppliers (as mentioned in Form ELI-1.2 Applicant’s JV Member’s Information Form), and the personnel of each, for any part of the contract including related services. 4.2 An Applicant may be a firm that is a private entity, a government-owned entity - or a combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate an authorized representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, bidding (in the event the JV submits a bid) and during contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS , there is no limit on the number of members in a JV. It is mandatory to include a Sri Lankan IT company as a JV partner, if the main applicant is not a company registered in Registrar of Companies in Sri Lanka.

¹ The Invitation for Prequalification (IFP) provided information for potential bidders to decide whether to participate, including the essential items listed in the Standard Prequalification Document and also any important or specialized prequalification requirements requested to qualify for the prequalification.

	<p>4.3 A firm may apply for prequalification both individually, and as part of a joint venture, or as a sub-contractor. If prequalified, it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture or as a sub-contractor. However, a firm may participate as a sub-contractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.</p> <p>4.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified applicant will be allowed to bid for the same contract. All bids submitted in violation of this procedure will be rejected.</p>
	<p>4.5 An Applicant may have the nationality of any country. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed specialized sub-contractors or suppliers for any part of the Contract including related Services.</p>
	<p>4.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer or Borrower as Consultant/Employee for contract implementation of the works that are the subject of this prequalification.</p>
	<p>4.7 An Applicant that has been sanctioned by the GOSL (Black listed companies) shall be ineligible to be prequalified.</p>
	<p>4.8 The list of debarred firms and individuals is available as specified in the PDS.</p>
	<p>4.9 This clause is is Not Applicable.</p>
	<p>4.10 An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid-Securing Declaration.</p>
	<p>4.11 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.</p>
5.	<p>This clause is deleted.</p>

	B. Contents of the Prequalification Document
6. Sections of Prequalification Document	6.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	<p>PART 1 Prequalification Procedures</p> <ul style="list-style-type: none"> • Section I. Instructions to Applicants (ITA) • Section II. Prequalification Data Sheet (PDS) • Section III. Qualification Criteria and Requirements • Section IV. Application Forms <p>PART 2 Works Requirements</p> <ul style="list-style-type: none"> • Section V. Scope of Works (High Level)
	6.2 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.
7. Clarification of Prequalification Document and Pre-Application Meeting	7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address indicated in the PDS . The Employer will respond in writing to any request for clarification provided that such request is received no later than seven (07) days prior to the deadline for submission of the applications. The Employer shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Employer, including a description of the inquiry but without identifying its source. If so indicated in the PDS , the Employer shall also promptly publish its response at the web page identified in the PDS . Should the Employer deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

	<p>7.2 If indicated in the PDS, the prospective Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this pre-Application meeting, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Prequalification Document.</p> <p>7.3 Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting(without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Document. Any modification to the Prequalification Document that may become necessary as a result of the pre-Application meeting shall be made by the Employer exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at thepre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p>8. Amendment of Prequalification Document</p>	<p>8.1 At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing an Addendum.</p> <p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all prospective Applicants who have obtained the Prequalification Document from the Employer. The Employer shall promptly publish the Addendum at the Employer’s web page identified in the PDS.</p>
	<p>8.3 To give prospective Applicants reasonable time to take an Addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.</p>

	C. Preparation of Applications
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
10. Language of Application	10.1 English.
11. Documents Comprising the Application	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> (a) Application Submission Form, in accordance with ITA 12.1; (b) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (c) any other document required as specified in the PDS. <p>11.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application</p>
12. Application Submission Form	12.1 The Applicant shall complete an Application Submission Form as provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 This clause is Not Applicable
14. Documents Establishing the Qualifications of the Applicant	<p>14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.</p> <p>14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the LKR amount.</p>

<p>15. Signing of the Application and Number of Copies</p>	<p>15.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
<p>D. Submission of Applications</p>	
<p>16. Sealing and Identification of Applications</p>	<p>16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> (a) bear the name and address of the Applicant; (b) be addressed to the Employer, in accordance with ITA 17.1; and (c) bear the specific identification of this prequalification process indicated in the PDS 1.1.
	<p>16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.</p>
<p>17. Deadline for Submission of Applications</p>	<p>17.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic application submission procedures specified in the PDS.</p>
	<p>17.2 The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.</p>
<p>18. Late Applications</p>	<p>18.1 The Employer reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS.</p>
<p>19. Opening of Applications</p>	<p>19.1 The Employer shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.</p>

	<p>19.2 Applications submitted electronically are not accepted</p> <p>19.3 The Employer shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.</p>
	<p>E. Procedures for Evaluation of Applications</p>
20. Confidentiality	<p>20.1 Information relating to the Applications, their evaluation and result shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.</p>
	<p>20.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Employer on any matter related to the prequalification process (except as specified in 20.1 above), may do so only in writing.</p>
21. Clarification of Applications	<p>21.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing.</p>
	<p>21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Applications shall be evaluated based on the information and documents available at the time of evaluation of the Application.</p>
22. Responsiveness of Applications	<p>22.1 The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.</p>
23.	<p>This clause is Not Applicable</p>
24. Sub-contractors	<p>24.1 Unless otherwise stated in the PDS, the Employer does not intend to execute any specific elements of the Works by so-called nominated sub-contractors selected in advance by the Applicant.</p> <p>24.2 The Employer may decide to permit subcontracting for certain specialized works as indicated in Section III 4.2, Experience. The Employer may do so at its own initiative or at the request of the Applicants during the prequalification process (if justified). When subcontracting is permitted by the Employer, the specialized sub-contractors experience shall be considered for evaluation. Section</p>

	<p>III describes the qualification criteria for sub-contractors.</p> <p>24.3 Applicants may propose subcontracting to the percentage of the total value of the contract or the volume of works mentioned in the PDS and as further described in ITA 25.2.</p> <p>24.4 In the case of subcontracting Applicant and the Subcontractor shall sign the agreement and submit with the application or with the intent to enter in to such an agreement supported by a letter of intent.</p>
	<p>F. Evaluation of Applications and Prequalification of Applicants</p>
25. Evaluation of Applications	<p>25.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.</p>
	<p>25.2 Applicants planning to subcontract more than 10% of total volume of work shall specify, in the Application Submission Form, the activity (ies) or parts of the works to be subcontracted along with complete details of the sub-contractors and their qualification and experience. The sub-contractors proposed shall be fully qualified for their work proposed, and meet the specified criteria in Section III, failing which such sub-contractors will not be permitted to participate. The qualification and experience of sub-contractors proposed by the Applicant under ITA 24.2 will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the sub-contractor) should meet the prequalification criteria.</p>
	<p>25.3 This clause is Not Applicable</p> <p>25.4 Only the qualifications of the Applicant shall be considered. In particular, the qualifications of a parent or other affiliated company that is not party to the Applicant under a JV in accordance with ITA 4.2 (or participating as a sub-contractor as per ITA 25.2) shall not be considered.</p>
26. Employer's Right to Accept or Reject Applications	<p>26.1 The Employer reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.</p>
27. Prequalification of	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the</p>

<p>Applicants</p>	<p>Employer.</p> <p>27.2 An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.</p> <p>27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids.</p>
<p>28. Notification of Prequalification</p>	<p>28.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.</p>
<p>29. Invitation for Bids</p>	<p>29.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified or conditionally prequalified.</p>
	<p>29.2 Bidders may be required to provide a Bid Security acceptable to the Employer in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents.</p>
<p>30. Changes in Qualifications of Applicants</p>	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids.</p>

Section II. Prequalification Data Sheet

A. General

ITA 1.1	<p>The identification of the Invitation for Prequalification :</p> <p style="text-align: center;">DMT/.....</p> <p>The Employer :</p> <p style="text-align: center;">Government of Sri Lanka, Ministry of Transport and Civil Aviation, Department of Motor Traffic</p> <p>Name of the contract :</p> <p style="text-align: center;">Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization</p>
ITA 2.1	The project will be carried out on Built-Own-Operate(BOO) basis
ITA 4.1	Refer Section III for Qualification Criteria and Requirements
ITA 4.2	Maximum number of members in the JV shall be 5
ITA 4.8	Blacklisted contractors by GOSL

B. Contents of the Prequalification Document

ITA 7.1	<p>For clarification purposes, the Employer's address :Attention: D.Thushara F.Suraweera, Commissioner - ICT</p> <p>Address:First Floor, Development Division,Department of Motor Traffic, 341, ElvitigalaMawatha, Narahenpita</p> <p>City: Colombo</p> <p>Country: Sri Lanka</p> <p>Telephone: +94 112 698127</p> <p>Facsimile number: +94 112 681105</p> <p>Electronic mail address: commict@dmr.gov.lk</p> <p>The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications.</p>
ITA 7.1 & 8.2	Web page: www.motortraffic.gov.lk

ITA 7.2	<p>Pre-Application Meeting will be held: Yes</p> <p>Date: 2018.XX.XX</p> <p>Time: 10:00 AM</p> <p>Venue: Ministry of Transport and Civil Aviation</p>
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the English language.
ITA 11.1 (c)	<p>The Applicant shall submit with its application, the following additional documents:</p> <ol style="list-style-type: none"> 1. If the applicant is a joint venture: Joint Venture agreement or Letter of Intention 2. A brief proposal for implementing the requirements specified in the Section V, Scope of Works (High Level)
ITA 14.2	Source of exchange rates is the exchange rates (selling) established by the Central Bank of Sri Lanka. The bid opening date will be considered as the date for the exchange rate.
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application: two (02) hard copies and one (01) softcopy
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: 2018.XX.XX</p> <p>Time: 02.00 PM</p> <p>Submission should be by hand or by registered post. Electronic submissions are not acceptable.</p> <p>For application submission purposes only, the Employer's address :</p> <p>Venue : Chief Accountant's office, Ministry of Transport and Civil Aviation, Seventh Floor, Stage II, Sethsiripaya, Battaramulla</p>
ITA 18.1	Late Applications will be returned unopened to the Applicants.

ITA 19.1	<p>The opening of the Applications shall be on</p> <p>Date: 2018.XX.XX</p> <p>Time: Immediately after the bid submission</p> <p>Venue : Chief Accountant's office, Ministry of Transport and Civil Aviation, Seventh Floor, Stage II, Sethsiripaya Battaramulla</p>
E. Procedures for Evaluation of Applications	
ITA 24.1	Sub contracting may be acceptable for non core functions such as data entering.
ITA 24.3	Applicants may propose subcontracting up to 30 % of the total contract value of the contract.
ITA 25.2	Subcontracting limit should be 30 % of the total contract value of the contract.

Section III. Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
1. Eligibility							
1.1	Conflict of Interest	No conflicts of interest in accordance with ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form
1.2	Eligibility	Not having been declared ineligible by the GOSL, as described in ITA 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ² did not occur as a result of contractor's default for last 5 years from the date of closing of this bid.	Must meet requirement ³	Must meet requirements	Must meet requirement ³	N/A	Form CON-2
2.2	Suspension Based on Execution of Bid Securing Declaration by the Employer	Not under suspension based on execution of a Bid Securing Declaration pursuant to ITA 4.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form
2.3	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2

²Non performance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

³ This requirement also applies to contracts executed by the Applicant as JV member.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ⁴ for last 5 years from the date of closing of this bid.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
3. Financial Situation and Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the work cash flow requirements estimated as LKR 200 million or equivalent for the subject contract(s) net of the Applicants other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments
		(ii) The Applicant shall also demonstrate, to the satisfaction of the	Must meet requirement	Must meet requirement	N/A	N/A	

⁴The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
		Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.					
		(iii) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Employer, for the years 2015, 2016 and 2017 shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. In case 2017 financial statement is not available, the unavailability should be justified and statements should be submitted for years 2014, 2015 and 2016.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Turnover	Minimum average annual turnover of LKR 02 Billion(Two Billion)	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.2

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
		orequivalent, calculated as total certified payments received for contracts in progress and/or completed within the last Three (03)years. Documentary evidence shall be submitted as per Clause 3.1(iii) above.					
4. Experience							
4.1	General Experience	Experience in Information System design, and/or development and/or integration and/or deployment contracts in the role of prime contractor, JV member, subcontractor or management contractor for the last Five (05) years starting from 2013.01.01.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2	Specific experience	A minimum of Two(02) similar contracts which largely covers the scope as per the given Scope of Work document in Section V, and that have been satisfactorily completed as prime contractor, JV member, subcontractor or management Contractor for the last Five (05) years starting from	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 4.2(a) Letters issued by end users on satisfactory completion of two contracts. All details will be verified through diplomatic channels.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
		<p>2013.01.01. Out of above mentioned two projects, at least 1 project shall be a Driving license project and other project/projects shall be National Identity card, Passport, or Driving License. At least one contract shall include design, implementation, operation and maintenance. (eg. BOO,BOT PPP)</p> <p>At least one out of those two projects shall have the following;</p> <p>a) A production of not less than 40,000 personalized cards per month for two (02) consecutive years</p> <p>b) The final production output shall be a smart card or a similar identification article with Bio-metrics and laser engraving method</p>					
4.3	Subcontractor General Experience	Experience in the given subcontracting domain in the role of prime contractor, JV member, subcontractor or	Must meet requirement	N/A	N/A	N/A	Form EXP – 4.1

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
		management contractor for the last Three (03) years starting from 2015.01.01. (This shall be in line with PDS clause 24).					
4.4	Subcontractor Specific Experience	A minimum of Two (02) similar contracts in the given subcontracting domain that have been satisfactorily completed as prime contractor, JV member, subcontractor or management contractor for the last Three (03) years starting from 2015.01.01.	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 4.2(b)
5.Proposal in Brief							
5.1	High level proposal for the solution	A high level proposal based on the Section V, Scope of Service document issued with this prequalification document is expected. In overall, the proposal should cover the following; <ul style="list-style-type: none"> • Implementation 	Must meet requirement	Must meet requirement	N/A	N//A	Form PROP – 5.1

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	At Least One Member	
		<p>Approach</p> <ul style="list-style-type: none"> • Solution Methodology • Solution Architecture • Expected technology stack <p>This proposal shall precisely and adequately cover all the areas with appropriate drawings and shall not exceed 12 A4 size pages or 2500 words</p>					

Section IV. Application Forms

Table of Forms

Application Submission Form
Applicant Information Form.....
Applicant's JV Information Form
Historical Contract Non-Performance.....
Financial Situation & Performance.....
Average Annual Construction Turnover
General Experience
Specific Experience.....
Relevant Experience in Key Activities

Application Submission Form

Date: *[insert day, month, and year]*

CONTRACT No. and title: DMT/.....

Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization

To: Commissioner General of Motor Traffic

We, the undersigned, apply to be prequalified for the referenced CONTRACT and declare that:

- (a) We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) We have no conflict of interest in accordance with ITA 4.6 and prequalification data sheet ITA 4.6;
- (c) We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Employer based on execution of a Bid Securing Declaration in accordance with ITA 4.10;
- (d) We, in accordance with ITA 24.2, plan to subcontract the following key activities and/or parts of the works:

[Insert any of the key activities identified in Section III- 4.2 or 4.4 which the Employer has permitted under the Prequalification document and which the Applicant intends to subcontract along with complete details of the sub-contractors, their qualification and experience]

- (e) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of:

Applicant's Name *[insert full name of Applicant or the name of the JV]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

[For an a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI -1.1

Applicant Information Form

Date: *[insert day, month, year]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

<p>Applicant's name <i>[insert full name]</i></p>
<p>In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i></p>
<p>Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i></p>
<p>Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i></p>
<p>Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i></p>
<p>Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i></p>
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

Form ELI -1.2

Applicant's JV Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Sub-contractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date: *[insert day, month, year]*
 CONTRACT No. and title: DMT /
 Page *[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 4.5. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January 2011 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January 2011 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2. <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>

Form FIN – 3.1 Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

2. Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Name of the Project	Contract Value	Starting Date	Ending Date	CurrentStatus	Source of Finance	Amount (US\$ or Equivalent)
1							
2							
3							

3. Financial documents

The Applicant and its parties shall provide copies of audited financial statements for 03years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member , and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements⁵ for the 03years required above; and complying with the requirements

⁵ If the most recent set of financial statements is for a period earlier than 12 months from the date of application, the reason for this should be justified.

Form FIN - 3.2 Average Annual Turnover

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 14 for date and source of exchange rate.

** Total USD equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, Clause 3.2.

Form EXP - 4.1 General Experience

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate continuous work over the past five years (three years for subcontractor) pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1 (4.3 for subcontractor). List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

* Refer ITA 14 for date and source of exchange rate.

Form EXP - 4.2(a) Specific Experience

[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors in the last 5 years]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

Contract No. Relevant to Specific Experience <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		US\$ <i>[insert Exchange rate and total contract amount in US\$ equivalent]*</i>	
If member in a JV or sub-contractor, specify participation in total Contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>	
Employer's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

* Refer ITA 14 for date and source of exchange rate.

Form EXP - 4.2(a) (cont.)
Specific Experience (cont.)

Contract No. Relevant to Specific Experience.	Information
<i>[insert number] of [insert number of similar contracts required]</i>	
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, US\$ in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section V, Scope of Works]</i>

Form EXP - 4.2(b) Relevant Experience in Key Activities

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's JV Member's Name: *[insert full name]*

Sub-contractor's Name⁶ (as per ITA 24.2 and 24.3): *[insert full name]*

CONTRACT No. and title: DMT /

Page *[insert page number]* of *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, Clause 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: _____

Information				
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]</i>	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Employer's Name:	<i>[insert full name]</i>			

⁶ If applicable

Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

Form PROP- 5.1 High Level Proposal

[The following table shall be filled in for the Applicant as well as for a JV Applicant, as all parties combined]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

CONTRACT No. and title: DMT / *[redacted]*

Page *[insert page number]* of *[insert total number]* pages

[You may describe the high level proposal with not more than 2500 words in total.]

Area	Description
Introduction	<i>[Describe briefly]</i>
Implementation Approach	<i>[Describe briefly]</i>
Solution Methodology	<i>[Describe briefly]</i>
Solution Architecture	<i>[Describe briefly]</i>
Technology Stack	<i>[Describe briefly]</i>

PART 2 – Works Requirements

Section V. Scope of Works

Contents

1. Description of the Works.....
2. Contract Period
3. Site and Other Data

1. Description of the Works

Scope of Service

Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization

Introduction

The Department of Motor traffic (DMT) introduced the Smart Card based Driving License to Sri Lanka together with an Electronic Driving License Management System. This system was implemented and commissioned in 2009. The new smartcard based driving license is internationally recognized and based on the ISO 18013 Standards (International Standard for DL layout and other features). Apart from this it also contains enhanced security features. The Driving license is equipped with Smart Card Technology based on an on-board microprocessor conforming to ISO 7810 Standards. The drivers Biometric details such as Photograph, Signature and fingerprint information, Driver Demographics, and License information are written into the Smartcard. The entire process of Driving License issuance has been computerized.

Presently Smartcard based Driving Licenses are issued to applicants using an online data capturing of the photograph, fingerprint, digital signature. All supporting documents such as the application form, national identity card, police report, and all other supporting documents are scanned and stored in the database. The system supports an offline system where applicants can apply for Driving Licenses using Paper Based Application forms from the regional DMT offices. The applications are processed at the regional offices, and after the applicant has passed the Written and Practical Tests the applications are sent to the Driving License processing centre in Werahera. These applications are scanned using Optical Character Recognition and Optical Mark Recognition and Digitized into the System including Photograph, Signature and Finger Prints. The Digitized information is authorized by DMT Officials and the Smartcard Driving License card is Personalised and Dispatched by post or Hand over to the applicant.

A same day Service has been set up to process Driving License Renewals and the issue of Duplicate Licenses for the convenience of the drivers.

An electronic written test has been implemented where applicants identity is verified by fingerprint matching, Random questions are presented from the questions database and presented to the applicant who responds to the questions using touch screen terminal at exam hall.

The Sri Lankan Driving License is recognized by foreign countries. An Online Driving License Verification Portal has been set up to allow the Sri Lankan Foreign Missions to verify any Sri Lankan Driving License.

Presently over 4 Million Smart Card Driving Licenses have been issued. The present system runs on an Oracle Data Base and contains the information of the over 4 Million Drivers including Biometrics. A Document Management System has been implemented and contains over 40 Million scanned copies of captured information.

A High-Level Scope of Service

- a.) Implementation of a New Driving License Management System (New System) to replace the existing Smart card based Driving License Management System (Existing System) to issue similar smart card Driving licenses made of Polycarbonate with similar security features to ensure continuity.
- b.) The new driving license Management system to include, building of a new database while maintaining the compatibility of the existing driving licence holders database or migrating the existing data and printing and Issuing of Smart Card Driving Licences on a Build-Own and Operate (BOO) model.
- c.) Supply and Implementation of Wide Area Networked (WAN) system to interconnect the DMT Regional/District Offices in the entire country for online data capturing and Driving License application processing.
- d.) The New System should be able to integrate with other Stake Holders like National Transport Medical Institute (NTMI), Sri Lanka Police, Sri Lanka Embassies in Overseas, Department of Registration of Persons etc.
- e.) Since introducing 'Demerit Points System' is an urgent requirement and Sri Lanka Police is yet to develop their own system for a necessary integration, the Supplier shall provide an online portal for the Sri Lanka Police to verify the particulars of any Smartcard based Driving License issued by the Existing system and the New System. The online portal shall facilitate the Police to enter the demerits for the offences with an authorization process. A mobile application which supports basic mobile types like Andriod, iPhone and Windows shall also be developed.
- f.) Currently, DMT operates 03 centres with Driving License card personalization and printing facilities and it shall be expanded as per the requirement of the DMT.
- g.) Currently, the operations of the Driving License application processing is carried out with the existing system in Werahera office and eight (08) other branch offices and this facility shall be expanded to all the district branch offices. Until such time, the manual applications sent by each and every non-connected branches shall be captured to the system with appropriate data capturing and quality control technology and processes.

- h.) The Driving License written test is now automated at Werahera with 150+ touch screen PCs and the test results are integrated real-time with the system. This facility shall be expanded to all 24 district branch offices in future.
- i.) All the system users/stakeholder shall have an identity management facility for authenticity and to provide secure and controlled/personalized access to the system.
- j.) The Supplier shall provide an online portal for Driving License Applicants for apply for Driving Licenses and track view existing information. The Portal should also provide information to public in terms of requirements for applying for a Driving License.
- k.) Provide after Implementation Services and Maintenance support for all Hardware and Software components implemented for above purpose
- l.) The bidder shall migrate all electronically available data to ensure the seamless system continuity.
- m.) Bidder shall propose data entry plan for all existing paper based data (not available electronically)
- n.) Training including the Training-of-Trainers (ToT)
- o.) The Procurement entity is the owner of data during the contract period and after the agreement period is over
- p.) The Bidder shall adhere to the general guidelines of software implementation, security standards, operational standards and any other general guideline/standard/ policy in related areas.

Main Objectives of the Project

The proposed system is aimed at providing;

1. To implement a modern Driving License Management System while having a seamless transition from the Existing Smartcard Driving License to the New Driving License System in a reliable and user friendly manner so as to maintain continuity and improving the services offered to all stakeholder.
2. To supply and maintain the all required data centre, hardware and networking devices and to build and maintain the island wide network with appropriate security, availability and integrity.

2. Contract Period

The contract period for the successful bidder will be 05 years from the date of commissioning the system. Project plan which covers the entire scope including the project operations with key milestones should be submitted by the prospective contractor. Implementation period is 9 months

3. Site and Other Data

Main site will be the Department of Motor Traffic (DMT)'s Driving License Office premises at Werahera, Boralesgamuwa, Sri Lanka. The services are already extended to 08 of the 24 branch offices in each District of Sri Lanka and subsequently the services shall be extended to all 24 district offices of DMT and respective stakeholder sites as specified in the Scope of Service document.

Glossary

Employer	One of the two parties to a works contract, the other party being the “Contractor.”
Contractor	The legal entity that is party to and performs a works contract, the other party to the contract being the “Employer.”
Joint Venture	An ad hoc association of firms that pool their resources and skills to undertake a large or complex contract in the role of “Contractor,” with all firms (members in the JV) being legally liable, jointly and severally, for the execution of the contract in the event of a member’s withdrawal.
Management Contractor	A firm, acting in the role of “Contractor,” that does not normally usually perform contract work directly, but manages the work of other (sub) contractors, while bearing full responsibility and risk for price, quality, and timely performance of the work contract.
Project Manager	A consultant, acting as agent of the Borrower/Employer, engaged to coordinate and monitor the timing of preparation, bidding award, and execution of a number of different contracts comprising a project, but does not take on the responsibility for price, quality, or performance of those contracts.
Specialized Subcontractor	A specialized enterprise approved by the Employer to provide pre specified works included in the Proposal and nominated as subcontractor to the main Contractor for such purpose.
Post qualification	An assessment made by the Employer after the evaluation of bids and immediately prior to award of contract, to ensure that the lowest-evaluated, responsive, eligible Bidder is qualified to perform the contract in accordance with previously specified prequalification requirements.
Prequalification	An assessment made by the Employer before inviting bids, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.
Prime Contractor	A firm that performs a substantial part of a contract work itself and the balance, if any, by subcontractors, while bearing full responsibility for the whole contract.
Provisional Sum	A sum included provisionally in the Bill of Quantities of a contract, normally for a specialized part of the Works or for contingencies, which shall be used only on the instructions of the Employer for payments to the contractor and/or to nominated subcontractors.
Turnover	The gross earnings of a firm (in this context, a contractor), defined as the billings for contract work in progress and/or completed, normally expressed on an annual basis.
Works	The total work involvement in a contract, including the “Permanent” Works or finished product as specified, and the “Temporary” Works required in by the Contractor for the execution and completion of the contract.

In writing	For the purpose of this document, means authenticated handwritten, typed, or printed; a document prepared in writing can be transmitted by telex, electronic mail, facsimile, with proof of receipt; and in the form requested by the sender.
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Invitation for Prequalification

Ministry of Transport & Civil Aviation

Department of Motor Traffic

Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization

Contract Number:DMT/DL/2018

The Standing Cabinet Appointed Procurement Committee (SCAPC) on behalf of the Commissioner General of Motor Traffic intends to prequalify contractors and/or firms for the implementation of proposed Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization Project on Built-Operate-Own (BOO) basis.

Prequalification will be conducted through prequalification procedure specified in the Prequalification Document.

Interested eligible Applicants may obtain further information from **Accountant (Payment), Phone: <+94 112674846>, e-mail:<acct_rev@dmtd.gov.lk>** and inspect the prequalification document at the **First Floor, Development Division, Department of Motor Traffic, P.O. Box 533-341, ElvitigalaMawatha, Narahenpita**. For inspection purposes the documents are available on the Department of Motor Traffic's web site: www.motortraffic.gov.lk under Tender Notices in the Downloads menu. For technical clarifications, the interested eligible applicants may contact **Commissioner ICT of Department of Motor Traffic Phone: <+94 11 2698127>, e-mail: <commict@dmtd.gov.lk>**

A Pre Application meeting will be held at 10:00 hrs on 20th July 2018 at Ministry of Transport and Civil Aviation

A complete set of the prequalification document in English may be purchased during normal working days from 09th July 2018, **between 9:00 hrs. and 15:00 hrs. to 16th August 2018 (Sri Lanka time)** by interested Applicants on the submission of a written application to the address **Commissioner General of Motor Traffic, P.O. Box 533-341, ElvitigalaMawatha, Colombo 5, Sri Lanka** and upon payment of a non-refundable fee of **LKR 40,000.00**. The method of payment will be by cash.

Applications for prequalification must be hand delivered to **Chief Accountant's Office, Ministry of Transport and Civil Aviation, Seventh Floor, Stage II, Sethsiripaya, Battaramulla, Sri Lanka** on or before **14:00 hrs by 17th August 2018**.

Please mark clearly on the envelope containing the application **"Supply, Delivery, Installation, Testing, Operation & Maintenance of Driving License Information System and Printing & Personalization - DMT/DL/2018"**

The Chairman,
Standing Cabinet Appointed Procurement Committee,
C/o Secretary, Ministry of Transport and Civil Aviation,
Seventh Floor, Stage II, Sethsiripaya, Battaramulla,
Sri Lanka.