

**Government of People's Republic of Bangladesh
Department of Immigration & Passports
E-7, Agargaon, Sher-e-Bangla Nagar,
Dhaka**

Memo no: Estt-1/10/2007(Part-2)

Date : 21 September, 2008

Corrigendum

Corrigendum to Request for Expression of Interest (EOI) from the Consulting Firm(s) to organize the introduction of Machine Readable Passport (MRP) & Machine Readable Visa (MRV) in Bangladesh.

EOI No. Estt. 1/10/2007 (part-2)

The following corrigendum has been made on request for Expression of Interest (EOI) for selection of Consulting Firm(s) vide this office memo no Estt-1/10/2007(Part-2)/ Date-18-09-2008.

The Closing Date for submission of Application in response to our request for Expression of Interest (EOI) shall be 12.10.2008 instead of 30-10-2008.

The other terms and conditions of EOI will remain unchanged. This corrigendum should be the part of EOI.

AKM/2007
21-9-08

Project Director
For Director General
E-7, Agargaon, Sher-e-Bangla Nagar
Dhaka-1207
Tel : 02-8159496

		f) Preparation of Standard Operating Procedure (SOP) for the new system.
17.	Experience, Resources and Delivery Capacity Req'd	<p>The designated consultants must have experience in introducing MRP and MRV in at least one country.</p> <p>In order to provide the services the DIP consider that the consultant is required to field the following key staffs:</p> <ul style="list-style-type: none"> a) Team Leader: Post graduation degree. About 15 years experience in introduction and implementation including risk mitigation and change management of MRP & MRV. Successful implementation of MRP and MRV at least in one country during the last five years as team leader. b) Procurement specialist: Graduation degree. About 10 years experience in processing international procurement of goods; and at least five years experience in procurement of ICT related goods following the standard tender documents used for international procurement. c) Hardware specialist: Graduation degree .About 10 years experience in hardware maintenance and operation. Experience of installation and commissioning of hardware for implementation of MRP and MRV programme at least in one country. d) Software specialist: Graduation degree. About 10 years experience in developing software. Experience of designing & implementing software for MRP and MRV and its successful application at least in one country.
18.	Other Details (if applicable)	<p>Other documents required to be submitted with the proposal are:</p> <ol style="list-style-type: none"> 1. Evidence of successful roll out experience in MRP & MRV and related services in any country by the firm. 2. Brochure of the firm. Information on the firm specially on Organogram and professional staff, experience and expertise in introducing MRP & MRV according to the International Civil Aviation Organization (ICAO) standard and guide line. 3. Incase of JVCA agreement declaration assigning lead firm for the assignment.
19.	Association with other firms	The consulting firm may associate with others to enhance their qualification.
20	Phasing of Services	The assignment is not phased.
21.	Name of Official Inviting Expressions of Interest	Director General

22.	Designation of Official inviting Expressions of Interest	Director General Department of Immigration & Passports, E-7, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
23.	Address of Officials Inviting Expressions of Interest	Passport Bhaban, Department of Immigration & Passports, E-7, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
24.	Contract Details of Officials Inviting Expressions of Interest	Deputy Director (Administration) For Director General Department of Immigration & Passports E-7, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207 Phone : 880-2-8159496, Fax : 880-2-9123399
25.	The Procuring entity reserves the right to reject all EoI's.	

Project Director
For Director General
E-7, Agargaon, Sher-e-Bangla Nagar,
Dhaka-1207.
Tel : +880-2-8159496
Fax : +880-2-9123399

Letter of Invitation

*[If applicable, insert: Invitation N°.....]
[insert: Location and Date]*

[Insert: Name and Address of Consultant]

Dear Mr. /Ms.:

1. The Government of the People's Republic of Bangladesh has allocated public funds for the cost of **Services for organizing the Introduction of MRP & MRV in Bangladesh.** and intends to apply a portion of the funds to eligible payments under the Contract for which the Request for Proposal (RFP) is issued.
2. The Department of Immigration and Passports now invites proposals to provide the following consulting services:

Objectives of the assignment:

The main objectives of the assignment are (i) to provide professional services for managing the activities for introduction of MRP and MRV in Bangladesh and (ii) simplification of Passport and Visa issuance procedure. The consultant, inter alia, will perform the following :

- a) Develop of a Master Plan for Introduction of MRP & MRV.
- b) Business Process Re-engineering of Passport & Visa Issuance and preparing Organogram for Department of Immigration & Passport (DIP) including Human Resource Requirement.
- c) System Design & Integration.
- d) Risk Mitigation and Change Management.
- e) Procurement of necessary goods and related services including training.
- f) Preparation of Standard Operating Procedure (SOP) for the new system.

Scope of Services:

Development a Master plan for the program:

Objective & strategies: Means to achieve the objectives, time frame, budget, etc

- Restructure the DIP to tune it up with ICT and computer application to retrieve personal data, biometric features of the passport applicants stored in the central server and produce MRP with pre determined security features.
 - Design IT-based connectivity between the Department of Immigration and Passports HQ (DIPHQ), the check posts, SB, Foreign Mission and National Data Base.
 - Design modern passport with personal data and biometric features to be inserted in a 2-D barcode-zone readable by computer with suitably programmed function.
 - Design an effective backup system for the security of various data.
- Tender processing & contract management

- Development suitable procurement plans for introduction of MRP & MRV.
 - Preparation of tender documents according to the Bangladesh Public Procurement Rules,2008 and following the standard tender document used for international procurement for the type of goods and related services..
 - Conduct pre-bid meeting, provide clarification, as required.
 - Assist in resolving complaints, amendment of tender document, if required.
 - Tender opening and preparation of tender opening minutes.
 - Preparation of tender evaluation report. Finalization of contract documents , and
- Contract management
 - Organizing pre-shipment inspection of goods.
 - Organizing on arrival survey, inspection and test of goods
 - Supervision of installation ,commissioning of goods and related services.
 - Testing and acceptance certificate of goods and related services.
 - Training need assessment of DIP personnel and supervision of their training.
- Implementation & transition
 - Legislation
 - Supervise the operation of the software and hardware for output of DIP in the form of MRP and National Issuance Centre (NIC) .
 - Install, run and test the necessary software.
 - Supervise the operation of the software and hardware for output of DIP in the form of MRP and NIC .
 - Hold regular supervision and inspection of the total system.
 - Suggest modification/change in the passport and visa issuance policy of the Government compatible with international standards outlined by International Civil Aviation (ICAO) Organization.
 - Assess financial requirement and prepare proposal for obtaining fund.
 - Work out training modules for the IT personnel and others to be engaged in DIP.
 - Manpower planning, staffing and training
 - Preparation of SOP.
 - Any other task assigned to them by the Department of Immigration and Passports (DIP).

. More details on the services are provided in the Terms of Reference.

This Letter of Invitation and the RFP has been issued to the following short-listed Consultants:

1 *[list only the names of those consultants short listed]*

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It is not permissible to transfer this invitation to any other firm.

A firm will be selected under Quality and Cost Based Selection (QCBS) and procedures for selection are described in the RFP.

5. In addition to the Letter of Invitation, the RFP includes the following documents:
 - Section 1: Instructions to Consultants (ITC)
 - Section 2: Proposal Data Sheet (PDS)
 - Section 3: General Conditions of Contract (GCC),
 - Section 4: Particular Conditions of Contract (PCC),
 - Section 5: Proposal & Contract Forms
 - Section 6: Terms of Reference (TOR)
6. A Pre-Proposal meeting will be held on *[state date and time]* at the offices of the Client at Conference Room, Room No-602, Department of Immigration and Passports, E-7, Agargaon, Sher-e-Banglanagar ,Dhaka-1207.
7. Please inform us in writing, preferably by electronic mail, at the following address ,Director General, Department of Immigration and Passports, E-7, Agargaon, Sher -e-Banglanagar ,Dhaka-1207 *[insert address]*, upon receipt:
 - (a) that you have received the Letter of Invitation and the RFP; and
 - (b) whether you will submit a proposal alone or in association with any other Consultant.

Yours sincerely,

[Signature, name, and title of the Client's representative]