

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UN-Habitat using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Software Development Services to UN-Habitat, Myanmar

Date of this EOI: 11 November 2014**Closing Date for Receipt of EOI :** 1 December 2014
17:00hrs, Myanmar
Time**EOI Number:** EOI/UNH/MYA/14-001**Address EOI response by fax or e-mail for the Attention of:** Country Programme Manager**Fax Number:** +951 543 685 (for queries only)**E-mail Address:** naingthu.linn@unhabitat-mya.org (for queries only)**UNSPSC Code:** 81111500 (Software or Hardware Engineering)**DESCRIPTION OF REQUIREMENTS**

Background: UN Habitat Myanmar is assisting the Government of Myanmar through the SLRD to implement the Land Administration and Management Project (LAMP). The role of Information Technology (IT) in LAMP is to improve efficiency of processes and reliability of land records through the application of IT which is appropriate and effective. The system should be aimed to significantly improve the existing processes and records keeping and provide new skills and confidence to SLRD managers and staff.

The application software should be well prepared and documented and be able to be configured in a future roll-out of the new application software to other districts and townships of the country. In addition, it should form a base for future IT development on the applications.

The counterparts of the Settlement and Land Records Department will be primarily the staff of the two selected townships and the staff of the training centre.

The Contractor must be a local firm and may be a single firm but also may lead: (i) a grouping of local firms; or (ii) any number of local firms and Regional IT firms. Bidders are encouraged to critically assess their suitability for the complete task and to consider bidding with a Regional partner with good experience relevant to the tasks to be performed.

EOI: Interested firms may respond to this expression of interest to supply software development services. Registered companies, contractors are invited to submit their Expression of Interest by filling out and returning the below Vendor Response Form by COURIER to the contact person indicated above, as well as the other pre-qualification documents/ information requested below.

UN-Habitat subsequently intends to issue formal Request for Proposal (RFP) to pre-qualified companies/service providers who are willing and able to provide the above mentioned services.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The bidding is in two steps and with a bidders briefing during the period of the first step, the EOI.

Bidders making an expression of interest should satisfy the requirements below:

- i. Document addressing the organisations capability in similar work as that described in the TOR;
- ii. Description of similar projects and assignments completed by the organisation;
- iii. Completion of a response to the one page Requirements Table (see Part I of the REQUIREMENTS FOR SHORT LISTING attached);
- iv. CVs of people who are working or have worked with the organisation on similar type of work (see Part II of the REQUIREMENTS FOR SHORT LISTING attached).

The Bidder may be; (i) a local firm; (ii) a grouping of local firms; (iii) any number of local firms and Regional IT firms. The lead bidder must be a local firm. Bidders are encouraged to critically assess their suitability for the complete task and to consider bidding with a Regional partner with good experience relevant to the tasks to be performed.

The EOI is to consist of Part I and Part II as shown in the attached annex. It must also show clearly the name of the lead firm and any other associated firms. The EOI may include project and organisational descriptions and marketing material as the bidder thinks is relevant.

The EOI should be submitted by the Bidder as follows, either;

- i. submit the EOI in hard copy, clearly indicating on the sealed envelope **EXPRESSION OF INTEREST FOR SOFTWARE DEVELOPMENT SERVICES FOR LAMP**, and send to: UN-Habitat, No.6, Natmauk Road, Tamwe Township, Yangon; or,
- ii. send by email with the Subject shown as, **"EXPRESSION OF INTEREST FOR SOFTWARE DEVELOPMENT SERVICES FOR LAMP"** to, Email: procurement.unh@gmail.com

The planned timetable for the EOI is as follows:

No	Event:	Date
1	Advertise EOI:	11 Nov 2014
2	Briefing of Bidders:	20 Nov 2014, 10:00am - 12:00pm,
	Venue:	U Thant Conference Room, UN Building 6, Natmauk Road, Tamwe, Yangon, Myanmar.
3	Close of EOI:	1 Dec 2014, 17:00hrs, Myanmar time

Any local and regional firms or individuals may attend the EOI briefing.

Please note that EOI applications received after the closing date 1 December 2014 will not be given consideration.

Only shortlisted organisations will be invited to bid.

ADDITIONAL MANDATORY PRE-QUALIFICATION DOCUMENTS/INFORMATION TO BE SUBMITTED ALONG WITH VENDOR RESPONSE FORM:

- A copy of company registration certificate.
- Proof of registration with the UNGM (www.ungm.org)
- Proof of experience of similar supplies of goods or provisions of services.

Please submit the Vendor Response Form along with supporting documents by courier to:

Tenders Opening Committee (TOC)
UN-Habitat, Myanmar
No. 6, Natmauk Road, Tamwe Township
Yangon, Myanmar
Tel: 951 542910 to 19 (10 lines) extension 116

IMPORTANT NOTICE

This EOI does not constitute a solicitation. UN-Habitat reserves the right to modify or cancel the requirements at any time during the EOI and/or solicitation process and to reject from further consideration any company not deemed to conform to the above conditions. Vendors must be duly registered with UNGM and UN-Habitat in order to be awarded a Purchase Order or Contract.

NOTE: PLEASE IGNORE PART RELATED TO REGISTRATION WITH UNGM

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGMP) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and send it via fax or email to Error! Unknown switch argument.(Error! Unknown switch argument.) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Country Programme Manager
FAX: +951 543 685 (for queries only)

EOI Number: EOI/UNH/MYA/14-001

FROM:

SUBJECT: Provision of Software Development Services to UN-Habitat, Myanmar

To be completed by the Vendor (All fields marked with an “” are mandatory)*

If your company is not registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is free but mandatory for responding to this EOI. The following information is available about the registration process.

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Legal Company Name (Not trade name or DBA name)*:

Company Contact *:

Address *:

City *:

State :

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____ Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with UNGM

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - i. the Compendium of United Nations Security Council Sanctions Lists (www.un.org/sc/committees/list_compend.shtml), or
 - ii. the IIC Oil for Food List website (www.iic-offp.org); or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently, and has not been in the last five years, under investigation or sanction by
 - i. the United Nations, its field missions or any other United Nations organization (including the World Bank),
 - ii. or any government of a United Nations Member State,or, if so in any case, such information, including all related circumstances, has been fully disclosed to the United Nations Procurement Division in writing
- C. Your company has no outstanding or pending bankruptcy, judgment or legal action that could impair your company's ability to continue operating as a going concern
- D. Your company does not employ, or anticipate employing, any person (s) who is or was recently employed by the UN (per ST/SGB/2006/15, post-employment restrictions (www.un.org/docs/journal/asp/ws.asp?m=st/sgb/2006/15)).
- E. Your company (as well as any subsidiary or affiliate companies) and all employees, agents, intermediaries and other persons retained by these companies agree to cooperate with the United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to **Error! Unknown switch argument.** (UNON) by the closing date set forth in this EOI. Due to the high volume of communications UNON is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.