

Request for Bid

Digital Archive Services

Country: Republic of Serbia

Name of Project: Real Estate Management Project

Contract title: Digital Archive Services

Country: Republic of Serbia

Loan No.: 8486YF

RFB No: SRB-REMP-8486YF-RFB-TS-21-183

Issued on: June 25, 2021

1. **The Republic of Serbia - Republic Geodetic Authority (RGA)** has received a loan from the **International Bank for Reconstruction and Development** toward the cost of the **Real Estate Management Project**, and it intends to apply part of the proceeds of this loan to payments under the agreement(s) resulting from this IFB: **Digital Archive Services , IFB No.: SRB-REMP-8486YF-RFB-TS-21-183.**
2. **The Project Implementation Unit (PIU) of Republic Geodetic Authority** serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for **Digital Archive Services.**

The purpose of the information system of the DA is to provide a support in managing of archive of scanned technical documentation of state survey, cadastral maps, other maps and other documentation, as well as their metadata. Basic functionalities that the described system should meet, imply searching and viewing of the above mentioned documents and data about them.

Main goals of this project are:

- a. Development of the system which will enable browsing, viewing and selling scanned documents that would be stored in the central base of the Digital Archive (DA)
- b. Making images and data in the RGA's possession viewable to internal and external users
- c. Making data profitable
- d. Building interoperability environment at the RGA level
- e. Maintenance and support

Digital archive services created in this manner will enable the following:

- More efficient business processes;
- Monitoring the history of the business process and the current insight into its status;
- Transition from the current methods of managing and archiving documentation to a modern electronic archiving and document exchange system;
- Reduction of operating costs;
- The DA has a goal to scan all analog documents, in RGA's possession and make these digital images available to all interested parties - Production of document images and Data dissemination based on real end-user requirements;
- The ability to easily view and quickly find all relevant data and materials needed in day-to-day work and reduce unnecessary duplication of end-user requirements (enabling to order or/and purchase documents);
- Reducing the time needed for document processing and reporting.

Bidders should meet the following minimum criteria:

- (i) The minimum required annual average turnover over the previous five (5) years (2016 – 2020) must be EURO 500,000.00 calculated at official exchange rate of National Bank of Serbia at the end of each respective year. To prove this, bidder must submit balance sheets/audited financial statements certified by a registered accountant.
- (ii) The Bidder must have active Quality standard ISO 9001 - 2015 and Information security standard ISO 27001 - 2013.
- (iii) During the past five (5) years (2016 – 2020), the Bidder must have completed at least five (5) successful contract with implementation of the Digital Archive system/service, out of which one (1) contract is with at least 300 end users. To prove this, bidder must submit original statement, signed by the bidder, with requested information. Also, for one (1) contract with at least 300 end users bidder must submit original statements signed by the client, which must have name of the client's contact person, title, address, phone and e-mail.
- (iv) At least one (1) persons with more than 5 (five) years of experience in software development using same technology stack as offered solution. To prove this, bidder must submit CV signed by expert.
 - (i) Manufacturer's Authorizations for Information Technologies - except for those technologies which the Bidder itself manufactures are required.

Regarding above qualification requirements the Bidders must provide an adequate statement or similar document included in their Bid. Also, original statements signed by the client must have name of the client's contact person, title, address, phone and e-mail.

3. Bidding will be conducted through international competitive procurement using Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers" (July 2016, November 2017, July 2018 and November 2020) ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations.

4. Interested eligible Bidders may obtain further information from the Project Implementation Unit of Republic Geodetic Authority and inspect the bidding documents at the address given below from 09:00 to 15:00 hours.
5. The bidding document in English only may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of EURO 30.00 or equivalent in Serbian Dinars (RSD) based on the selling exchange rate published by the National Bank of Serbia on the date of payment.

Domestic Bidders shall make payment to the Government Treasury Account no.: 840-1620-21 with reference number 40600-04410-423432, stating: RGA/PIU Tender RFB-TS-21-183.

Foreign bidders shall pay a nonrefundable fee of **EUR 30.00** according to following payment instructions:

FIELD 32A:	VALUE DATE-CURRENCY-AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A:	DEUTDEFFXXX
(INTERMEDIARY)	DEUTSCHE BANK AG, F/M TAUNUSANLAGE 12 GERMANY
FIELD 57A:	/DE20500700100935930800/
(ACC.WITH BANK)	NBSRRSBGXXX NATIONAL BANK OF SERBIA BEOGRAD, NEMANJINA 17 SERBIA
FIELD 59:	/RS35908500100000036083/
(BENEFICIARY)	REPUBLIC GEODETIC AUTHORITY BELGRADE, SERBIA
FIELD 70:	DETAILS OF PAYMENT

There will be no pre-bid meeting for potential bidders.

Transfer costs are on bidder's account.

The document will be sent by e-mail.

6. Bids must be delivered to the address below on or before **August 9, 2021, 12:00 Noon, local time**. Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on **August 9, 2021, 12:15p.m. local time in the Conference room on the mezzanine, premises of Project Implementation Unit**.
7. All Bids must be accompanied by a Bid-Securing Declaration.
8. The addresses referred to above are:

**Republic Geodetic Authority
Project Implementation Unit
Office “PISARNICA”
Bulevar vojvode Mišića 39
11000 Belgrade
Republic of Serbia
Tel / Fax: +381 11 715 – 2600 lokal 2575
E-mail: nteodosijevic@rgz.gov.**