

Invitation for Bids

REPUBLIC OF MOLDOVA
MODERNIZATION OF GOVERNMENT SERVICES PROJECT
Credit No. 6126-MD / Loan No. 8774-MD

Contract Title: Digitization of record files of legal entities and individual entrepreneurs, held by the Public Institution “Public Services Agency”

Reference No. MD-EGA-268059-NC-RFB

Date: April 8, 2022

1. The *Republic of Moldova* has received financing from the World Bank toward the cost of the *Modernization of Government Services project* and intends to apply part of the proceeds toward payments under the contract for **Digitization of record files of legal entities and individual entrepreneurs, held by the Public Institution “Public Services Agency”**.
2. The *e-Governance Agency*, serving as the implementing agency for the project, now invites bids from eligible bidders for the ***Digitization of record files of legal entities and individual entrepreneurs, held by the Public Institution “Public Services Agency”***.
3. Bidding will be conducted through the International Competitive Bidding procedures as specified in the [World Bank’s ‘Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers,’ dated January 2011 and revised July 2014](#) (“Procurement Guidelines”), and is open to all eligible bidders as defined in the Procurement Guidelines that meet the minimum qualification criteria listed below. In addition, please refer to paragraphs 1.6 and 1.7 setting forth the World Bank’s policy on conflict of interest.

(a) Financial Capability.

The bidder shall furnish documentary evidence that it meets the following financial requirements:

- The average annual turnover of the bidder shall be ***no less than USD 1,000,000.00*** (one million US dollars), or equivalent, for the most recent three (3) years (2019, 2020, 2021).

The Bidder shall submit audited financial statements or, if not required by the law of the Bidder’s country, other financial statements acceptable to the Purchaser, for the last ***three years*** prior to bid submission deadline, demonstrating the current soundness of the Bidder’s financial position. ***For a joint venture, this requirement shall be met by each member.***

(b) Specific Experience:

The bidder shall furnish documentary evidence (including information about the contracts (number of scanned pages, time of performance, costs) and contact information of clients from

whom references could be requested) to demonstrate that it has successfully completed at least **three (3) contracts** within the last **four (4) years** prior to bid submission deadline, with a cumulative volume of at least 15.000.000 pages and not less than 3.000.000 per contract, that have been successfully and substantially completed and that are similar in nature and complexity to the Non-Consulting Services under the Contract. For a joint venture, this requirement may be met by all members combined.

(c) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that:

- (i) It has been in operation for at least 5 years prior to the bid submission deadline with an important part of its business being digital conversion of paper archives, and
- (ii) It has a team of professionals (experienced project manager, scanning manager, specialist of digitizing computer system, scanning operators, etc.) necessary for implementation of such project, namely:

The Project Manager must:

- Have university degree (a copy of the diploma of bachelor's degree must be provided)
- Have proven experience in managing archive digitization projects – not less than 3 years.
- Have experience in implementing at least 2 (two) projects in the last 3 (three) years with a digitized volume of at least 6.000.000 pages.
- Speak Romanian fluently.

The scanning manager must:

- Have university degree (a copy of the diploma of bachelor's degree must be provided)
- Have at least 3 years of experience in using the proposed scanning equipment.
- Have experience in implementing at least 2 (two) projects in the last 3 (three) years with a digitized volume of at least 6.000.000 pages.
- Speak Romanian fluently.

Digitizing computer system Specialist of must:

- Have experience in the installation and maintenance of at least 2 similar computer systems and databases
- Have an overall IT experience of not less than 5 years.

4. Interested eligible Bidders may obtain further information from **e-Governance Agency** and request the bidding documents at the address given below from **09:00 to 17:00 hours**.

5. A complete set of bidding documents in English may be obtained by interested bidders on the submission of a written application to the address below. Appropriate registration of interested bidders will ensure timely distribution of responses to requests for clarification or Addenda to the Bidding Document (if any).

6. Bids must be delivered to the address below on or before **10:30 a.m. local time** on **May 19, 2022**. Late bids will be rejected. Bids will be opened electronically, and the Bidders' representatives will have the option to join the online opening via Microsoft Teams at **13:15 local time** on **May 19, 2022**.
7. All bids must be accompanied by a *Bid-Securing Declaration*.
8. The address referred to above is:

E-Governance Agency
Attn: Elena Adam, Senior Procurement Specialist
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