

Јавното претпријатие за државни патишта – објавува оглас за јавна набавка:  
Воспоставување на дигитална архива за Јавното претпријатие за државни патишта

<b>Project name</b>	National Roads Programme Project
<b>Country</b>	FYR Macedonia
<b>Business sector</b>	Transport
<b>Project ID</b>	45987
<b>Funding source</b>	EBRD
<b>Type of contract</b>	Goods, works, and services
<b>Type of notice</b>	Invitation for Tenders
<b>Issue date</b>	08.06.2016
<b>Closing date</b>	25.07.2016

## INVITATION FOR TENDERS

This Invitation for Tenders follows the General Procurement Notice for this project which was published on the EBRD website ([www.ebrd.com](http://www.ebrd.com)), Procurement Notices 7819-GPN-45987 on 16 February 2015.

Public Enterprise for State Roads, Dame Gruev 14, 1000 Skopje, Republic of Macedonia hereinafter referred to as “the Purchaser”, intends to use part of the proceeds of a loan from the European Bank for Reconstruction and Development (the Bank) towards the cost of Establishment of a Digital Archive for PESR.

The Purchaser now invites sealed tenders from Tenderers for the following contracts to be funded from part of the proceeds of the loan:

### Objectives

The Public Enterprise for State Roads intend to build a Digital Archive and Document Management System where as the corresponding IT infrastructure is needed for the implementation and support. The main goal is to digitize existing paper documentations, capture relevant metadata and import the documents to the digital archive. Moreover, the processing of daily letter post and the management of self-created documents as much as Emails and attachments are expected to be captured and ultimately be retrievable through a Microsoft Outlook integrated electronic DMS workplace and mobile devices. The results of the activities are faster and more efficient case processing and a reliable digital archive for the daily usage and paperless office.

### Scope of work

1. The conversion of physical legacy documents into digital form, respectively the digitization of the existing paper archives;
2. The implementation of Enterprise Content management system for storing digitized documents from the existing archive and for newly created documents;
3. The implementation of document and data capture solution for future daily documents including letter post (business documents) and road project documentation supported by the ECM system;
4. The delivery and implementation of IT infrastructure (server IT infrastructure, workstation and other equipment, system room, conference room);
5. Maintenance and support of ECM system for 3 years after the system in in production.

**All details are given in the Technical specification, Part 2: Section VI. Supply Requirements.**

Tendering for contracts that are to be financed with the proceeds of a loan from the Bank is open to firms from any country.

To be qualified for the award of a contract, tenderers must satisfy the following minimum criteria:

**Financial Situation****Historical financial performance**

The audited balance sheets for the last 3 years (2013, 2014, 2015) shall be submitted and must demonstrate the soundness of the Tenderer's financial position, showing long-term profitability. Where necessary, the Purchaser will make inquiries with the Tenderer's bankers.

**Average Annual Turnover**

Average annual turnover as prime Tenderer (defined as billing for Goods and Services delivered and under delivery) over the last 3 years (2013, 2014, 2015) of EURO 3.000.000,00 or equivalent.

**Financial Resources**

The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the production cash flow for the contract estimated as not less than Euro 500.000,00 equivalent, taking into account the Tenderer's commitments for other contracts.

**Experience**

The tenderer has completed at least one successful project for the digitization of legacy and technical documentation for a transport infrastructure in the last 3 years (2013, 2014, 2015), where:

- at least 1.000.000 pages of documents smaller or equal to A3 size and
- at least 100.000 pages of documents larger than A3 and smaller than A0 sizes and
- at least 3.000 pages of documents A0 size or larger

were digitized and all technical documentation were geolocated based on infrastructure linear reference system (linear object identifier and distance from the start of object).

In the last 3 years (2013, 2014, 2015) and with a budget of at least 200.000 EUR tenderer has completed at least one successful project for the implementation of a document management and e-archive system that contained at least 10 Million documents with the following implemented functionalities:

- Business Process Management (BPM) workflow,
- Digital signature (XmIDSig or equivalent),
- Integration with MS Office,
- Integrated scan client,
- At least 100 user licences

The tenderer has completed at least one successful project for implementing and managing physical archiving procedures for companies where the end client comes from the area of a state infrastructure with a physical archive of at least 5 km of folders in length or 100.000 folders in volume.

The tenderer has completed at least one successful project where the project documentation (AutoCAD drawings) was integrated with a GIS system in the last 3 years (2013, 2014, 2015).

**Reliability**

The tenderer has to provide a proof of credit worthiness rating excellence AAA for the year 2015 according to the Basel II Accord.

The tenderer has to provide a proof of a quality management system integrated in the area of the required task: ISO9001 or equivalent certificate for the scope "conversion of physical legacy documents into digital form, respectively the digitization of the existing paper archives" or similar scope.

The tenderer has to provide the proof of an information security management system integrated in the area of the required tasks: ISO27001 or equivalent certificate for the scope "Conversion of physical legacy documents into digital form, respectively the digitization of the existing paper archives" and "Implementation of a digital archive software" or similar scope.

**Key experts**

The Tenderer shall provide suitably qualified personnel to fill the following positions:

- Project manager
- Expert for scanning
- Expert for ECM system
- Expert for GIS

More detailed qualification requirements are presented in the Tender documents.

Tender documents may be obtained from the office at the address below upon payment of a nonrefundable fee of **250 Euro** or 15,000.00 MKD (Macedonian Denars). If requested, the documents will be promptly dispatched by courier, but no liability can be accepted for loss or late delivery.

*Address of the Employer:*

**Public Enterprise for State Roads**

*Str. Dame Gruev no.14,*

*1000 Skopje*

*Republic of Macedonia*

*Tel: +389 2 118 044, Fax: +389 2 220 535*

Issuing of Tender documents: Room no. 1, floor 5

**For Payment in EURO:**

Bank name and address:

**Sparkasse BankaMakedonija, A.D.Skopje**

Str. "Makedonija" 9-11, 1000 Skopje

Bank account number:

**IBAN MK07250683967300077– 7001000006**

SWIFT:

**INSBMK 22**

Bank's Correspondent Details:

**Erste Group Bank AG**

Address:

**Graben 21, 1010 Vienna, Austria**

Bank account holder:

**Public Enterprise for State Roads**

SWIFT BIC:

**GIBAATWG**

**For Payment in denars (MKD):**

Bank name and address:

**Sparkasse Banka Makedonija, A.D.Skopje**

Str. "Makedonija" 9-11, 1000 Skopje

Bank account holder:

**Public Enterprise for State Roads**

Bank account number:

**250100000000009**

Entity Identification number:

**6839673**

Tax number:

**4080013533677**

All tenders must be accompanied by a tender security in the amount of **3,075,000.00 MKD** or **50,000.00 EUR**.

Tenders must be delivered at the address below **on or before 13:00 h** (local time) **on 25 July 2016**, at which time they will be opened in presence of those tenderers' representatives who choose to attend.

Pre-tender meeting is not foreseen for this tender.

Prospective tenderers may obtain further information from, and inspect and acquire the tender documents, at the following office:

**Public Enterprise for State Roads**

Str. Dame Gruev no.14, 1000 Skopje,

Republic of Macedonia

Receipt of the Tenders: Room no.2 (Archive), VI floor  
Public Opening of the Tenders: Conference hall, VI floor  
Contact person: Perica Spasevski  
Tel: +389 2 3118 044;  
Fax: +389 2 3220 535;  
e-mail: spasevski@roads.org.mk