

Request for Proposal

RFP Number: (MCIT) 001/2012

I. INTRODUCTION

The Ministry of Communications and Informatics (MCIT) is the highest authority responsible for the Telecommunications and Information Technology in Libya. It is headed by the Minister of Communications and Informatics and three (3) Deputy Ministers for Regulatory Affairs, Administration and Information Technology.

II. PURPOSE OF THIS RFP

The MCIT has issued this Request for Proposal (RFP) for the purpose of providing consulting services to the Ministry in support of its reorganization efforts. These services as outlined below are critical to the mission of the Ministry, and will help in its effort to create an efficient and streamlined organization.

III. SCOPE OF WORK

The MCIT is issuing this RFP with the intent of awarding a contract to a company that will provide direct input into the reorganization effort. There are three (3) main deliverables as outlined below which will provide the Ministry with recommendations based on best practices and international standards.

1. Organizational Structure
 - a. Develop recommended organizational structure for the Minister and his direct support staff and first level managers
 - b. Develop recommended organizational structure for all offices, departments and organizations within the ministry
2. Job Descriptions
 - a. Develop job descriptions and job qualifications required for all levels of MCIT employees
3. HR Support
 - a. Provide support and assistance with the solicitations for new openings
 - b. Provide support and assistance with the screening of candidates
 - c. Provide support and assistance with the interview and selection process

IV. SUMMARY OF DELIVERABLES

1. Organizational Structure Deliverables
 - a. Recommended organizational charts for the Minister and his direct support staff and first level managers
 - b. Recommended organizational charts for all offices, departments and organizations
2. Job Descriptions Deliverables
 - a. Job descriptions and job qualifications for all levels of MCIT employees
3. HR Support Deliverables
 - a. Supplemental consultancy HR staff to provide support and assistance with solicitations for new openings
 - b. Supplemental consultancy HR staff to provide support and assistance with the screening of candidates
 - c. Supplemental consultancy HR staff to provide support and assistance with the interview and selection process

V. PERIOD OF PERFORMANCE

1. Organizational Structure Period of Performance
 - a. Draft organizational structure recommendations should be provided to the MTIC within 45 days of contract execution
 - b. Finalized organizational structure recommendations should be provided to the MTIC within 60 days of contract execution
2. HR Support Period of Performance

- a. Draft job description and qualifications recommendations should be provided to the MTIC within 45 days of contract execution
- b. Finalized job description and qualifications recommendations should be provided to the MTIC within 60 days of contract execution
3. HR Support Period of Performance
 - a. The MTIC expects at a minimum a 65% fill rate for open positions within 90 days of contract execution, with an the option of an additional 3 months of performance to reach 90% fill rate

VI. FORMAT OF DELIVERABLES

1. Conduct workshops to gather necessary information and provide real time recommendations
2. Provide copies of all documentation in hard and soft copy
 - a. Soft copies must be provided in the appropriate Microsoft Office format (2007 or newer)
3. Conduct weekly/monthly/quarterly review meetings with senior level MCIT staff

VII. VALIDITY OF PROPOSALS

Bidders must state the validity of their proposal which shall be at a minimum of **90** days from the date after the closure of this solicitation. Failure to comply with the above conditions will disqualify the proposal.

VIII. RFP TIMETABLE

All proposals must be received no later than Thursday, 21 of June.2012 at 23:59 hours Libyan time. Bidders who submit their proposals after this time will not be considered. Proposals delivered to a location other than that specified in the Contact details of this RFP will not be considered. It is the Bidder's sole responsibility to ensure that proposals are received by the specified time and at the specified location to be considered.

Milestone	Due Date
Solicitation sent out by the MCIT	4 th of June 2012
Bidders acknowledge receipt and confirm intention to bid	6 th of June 2012
Last date for bidders to submit requests for clarification in writing	10 th of June 2012
Clarifications responses by the MCIT	13 th of June 2012
Proposal submission due date	21 st of June 2012
Proposal evaluation complete	28 th of July 2012
Preferred supplier notified	2 nd of July 2012
Contract signed and Mobilization begins	16 th of July 2012

IX. INFORMATION FOR BIDDERS

- The MCIT reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing contractors
- The MCIT is not liable for any costs incurred by vendors/contractors in their response to this RFP
- Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements as outlined

- The proposal should include a legend detailing a definition of terms
- Any subcontractors must be outlined in the response, and must be approved by the MTIC before contract execution
- By submitting a proposal in response to the RFP, the successful bidder represents that they have read and understand the Scope of Work and is familiar local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work
- The contract will be awarded on a Firm Fixed Price (FFP) basis and proposals should include all costs associated with the project, including travel, preparation of documents, fees, per diem and living expenses
- Where the services are to be performed at the primary Ministry facility; space, power and internet access will be provided

X. CRITERIA FOR SELECTION

- The bidders understanding of the needs of the MCIT needs and its ability to fulfill those needs
- Proven service and track record, experience, technical capabilities, professional competence, and qualifications
- The qualifications of the personnel who will be assigned to the project
- The soundness of the approach
- Price and financial terms

XI. BIDDER PROFILE

The proposal should also include detailed information about the company and its project team. This should include their customers, outline the details of their experiences in projects of a similar nature, project team members and their CVs, and any other information about the bidders that will assist in the selection process.

XII. DELIVERY AND FORM OF PROPOSAL

- Letter of submittal should be signed and dated by a person authorized to legally bind the bidder to a contractual relationship
- Executive summary that demonstrates the bidder's understanding of the project requirements and summarizing the proposal
- Two copies of the proposal, one in Adobe PDF and the other in Microsoft Word (2007 or newer) including pricing information
- Two copies of the proposal that **shall not** contain any parts of the commercial/financial proposal, one in PDF and another one in Microsoft Word (2007 or newer) format

XIII. RESPONSE TO BIDDERS

Bidders may submit written questions solely for the purpose of clarification of any of the points in the RFP documentation at any time up to the date specified in the timetable. This request should be sent by e-mail to the main contact mentioned below. Answers to all the questions contained in all the clarification letters will be provided on the date listed in the timetable. The MTIC will provide the questions and answers to all bidders without identifying the bidder who requested the clarification.

XIV. MCIT CONTACT DETAILS

The Primary Contact for this RFP is:

Name : Mr. Hatem Al Alem

Title : Advisor to Ministry of Communications and Informatics

Email : rfp@cim.gov.ly

Fax : 0218 21 362 2451

During the period from receipt of the RFP until completion of the evaluation as indicated, the bidder should communicate all queries via the Primary Contact. No direct contact must be made with any member of the team regarding anything in scope of this RFP.

XV. PAYMENT TERMS

The bidder is expected to outline their expected payment terms. The MTIC will pay all bills net 60 after receipt of invoice.

XVI. LANGUAGE

The proposal, and all correspondence and documents relating to the proposal which are exchanged between the bidders and the MTIC shall be written in English. Translation of the proposal to Arabic is a plus, however is not required.

XVII. INDUCEMENTS

Offering an inducement of any kind in relation to obtaining this contract will automatically disqualify the bidder and may constitute a criminal offence.

XVIII. CONFIDENTIALITY

During the period of proposal submission, bidders may acquire confidential information and agree to keep this information strictly confidential at all times. Bidders may disclose confidential information only in the case that such information is necessary for the submission of a formal proposal. This does not apply to information which must legally be disclosed, or becomes available and known to the public.