

TERMS OF REFERENCE FOR PROCUREMENT CONSULTANT FOR SUPPLY OF SECURITY FEATURES AND INSTALLATION AND COMMISSIONING OF A SECURITY FEATURES MANAGEMENT SYSTEM FOR LIQUOR AND LIQUOR BASED PRODUCTS

1. Background:

The Excise Department of Sri Lanka (EDSL), with a view to strengthening revenue protection and improving monitoring of excisable products, intends to introduce a system for the supply of security features and the installation and commissioning of a Security Features Management System for liquor and liquor-based products manufactured and distributed within Sri Lanka.

The proposed system will incorporate secure authentication features such as tax stamps or other approved security mechanisms together with a centralized Security Features Management System to monitor and track products throughout production, distribution, and sale. The system is expected to facilitate product authentication, improve traceability across the supply chain, support regulatory monitoring, and enhance enforcement activities of the Department. The solution will also include the necessary technological platform, hardware, and software required for managing the lifecycle of security features, including generation, issuance, monitoring, verification, and reporting functions across the Department and relevant industry stakeholders

2. Objective of the assignment:

Preparation of tender documents related to select a Solution Provider for **“Supply of Security Features and Installation and Commissioning of a security Features Management System for Liquor and Liquor based products”** under National Competitive Bidding and oversee the procurement process from sourcing to contract management, ensuring efficiency, transparency with the Government Procurement Guidelines.

3. Scope of Services:

- i) Prepare the procurement schedule as appropriate and acceptable to the Excise Department.
- ii) Prepare all procurement documents, such as Request for Proposal, Request for Bid, Bid/Proposal Evaluation Reports, Contract Agreements, for Information Systems, consultants and non-consultant services in accordance with the schedule in the procurement plan
- iii) Assist and finalized the Schedule of Requirements (SOR) with the Cabinet appointed Technical Committee for identifying the Requirement Specification of the Department.
- iv) Work under the guidance of the Commissioner General of Excise until the contract is awarded and the agreement is signed off.
- v) Ensure all stages of the Project procurement that the correct procedures are followed.

- vi) Report to the Commissioner General of Excise for all activities /tasks related to the procurements under this assignment.
- vii) Attend Procurement Committee Meetings, maintain meeting minutes and obtain necessary approval for procurements.
- viii) Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Commissioner General of Excise.
- ix) Prepare Invitation for Bids (IFB) and arrange for the publications of the newspaper of general circulations in accordance with the Government Procurement Procedures.
- x) Arrange for Specific Procurement Notices to be sent to suppliers who responded to the General Procurement Notice.
- xi) Maintain accurate procurement records and documentations.
- xii) Assist to Excise Department to conduct TEC, DPC, Pre-Proposal and Contract Negotiation Meetings.
- xiii) Whenever requested, assist the TEC committee in the evaluation of bids and provide clarifications.
- xiv) Undertake bid evaluation preliminary, financial and post qualifications requirements and compile the evaluation report in accordance with the Government Standards and guidelines.
- xv) Prepare awards and contracts in conformity with the Government Standards and guidelines.
- xvi) Prepare contract agreement in accordance with the Government Standards and guidelines.

4. Qualification and Experience:

The ideal candidate should possess the following academic qualifications and experience;

a. Academic:

The Procurement Specialist should obtain a first degree and/or higher degree from a recognized university in any stream.

b. Experience:

- Minimum of last consecutive 10 years of experience in procuring Information Systems, Goods, Services, and Works including the experience of procuring with revenue management projects, preferably in a similar more than SLR 1 billion project/s.
- Sound understanding of Government Procurement Guidelines and analytical capability in identifying and resolving procurement issues.
- Specialized knowledge of and significant experience in preparation of bidding/ contract documents for the local and international procurement of Security Features Management Systems/ Information Management Systems.
- Donor Funded consulting experience is important since consultants will have knowledge international agencies' procurement guidelines
- Strong communication skills in presenting, discussing and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.
- Fluency in written and spoken both English and Sinhala.
- Excellent ICT and computer skills.

5. Duration and Location:

- **Duration:** The contract will be for the period throughout the procurement process.
- **Location:** The position will be based at Excise Department of Sri Lanka.

6. Reporting:

The Procurement Consultant will report to Commissioner General of Excise providing regular updates on procurement activities, challenges, and achievements.

7. Evaluation Criteria

NO	Criteria	Points
1	Educational Qualification	10
2	Relevant Working Experience and its adequacy for the assignment General Experience – 15 Experience in providing consultancy services to procure major Information Systems – 50 Information System Procurement Experience in Security Features Management Systems – 10 Information system consulting assignments carried out for major Donor Agencies – 05	80
3	Suitability considering skills (such as professional qualifications, computer skills, proficiency in English)	10
TOTAL MARKS		100

Template of Approach/Work Schedule with Estimated Cost

Activity No	Activity	Estimated Time (No. of Working Days)	Estimated Cost (RS.)
1			
2			
3			
Total Estimated Cost			xxxxxx

- **Activities**

You should clearly elaborate a concise, complete, and logical description of how to carry out the activities to meet all requirements of the TOR until the contract is awarded.

- **Estimated Time**

You should clearly indicate the estimated time taken to complete each activity in terms of working days.

- **Estimated Cost**

You should clearly break down the cost for each activity until the contract is awarded. This total estimated cost of your proposal will be read aloud at the time of the public bid opening.

Template of Curriculum Vitae

[Please prepare your resume according to the following template and provide paper evidence to prove it.]

1 Profile detail

2 Educational qualification

3 Work experience (*List your work experience, including the number of years spent on each project, your role, designation, and description of the project's nature*)

3.1 General experience as a procurement consultant

3.2 Information system procurement experience as a procurement consultant

3.3 Information system procurement experience in Revenue Management Systems

3.4 Information system procurement experience in Donor Agencies

4 Other

4.1 Professional qualifications

4.2 Computer literacy and skills

4.3 Proficiency in English

5 Signatures of two references