



Electricity Generation Company (Malawi) Limited

EXPRESSION OF INTEREST (EOI)

FOR

SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, COMMISSIONING AND SUPPORT OF THE EGENCO INTEGRATED MANAGEMENT INFORMATION SYSTEM

**Electricity Generation Company (Malawi) Limited
(EGENCO)**

Reference Number: EGC963/ICB/RFP/FY2023-2024

1. INTRODUCTION

Electricity Generation Company (Malawi) Limited (EGENCO) wishes to embark on implementation of an Integrated Management Information System (IMIS) Project. The implementation of the IMIS digitalization project for EGENCO will improve the efficiency and effectiveness of business processes in all operations, business, and support functions, and as a result address many of the current challenges arising from lack of modern and integrated management information system. The IMIS will automate the company's business operations and ensure that business processes and the information systems they use are well-aligned to industry best practices. EGENCO wishes to engage the services of a reputable and experienced supplier to undertake the Supply, Delivery, Installation, Implementation, Commissioning and Support of the IMIS under a turnkey approach.

2. INVITATION FOR EXPRESSIONS OF INTEREST (EOI)

EGENCO is therefore inviting qualified firms to express their interest for the Supply, Delivery, Installation, Implementation, Commissioning and Support of the IMIS under a turnkey approach, which includes operations and business application software, Data Centre hardware, integration of all components supplied, implementation to achieve the designed business objectives, training and knowledge transfer, commissioning of all systems and technologies and provision of required warranty, support and maintenance. Details of specifications and requirements will be detailed in the Request for Bids that will be issued to only shortlisted firms.

3. PROJECT LOCATION

The IMIS will be implemented across the company's operations and will cover all locations where EGENCO has presence including at the Power Stations and Peaking Plants. The IMIS is expected to connect to all 14 company locations in addition to the Head Office through a centralized architecture allowing all locations and users to access the IMIS.

4. PROJECT SCOPE

The scope of the IMIS Project will cover the following tasks:

- i. Supply, delivery, configuration, implementation, testing and commissioning of operations and business application software that include operations modules, enterprise resource planning modules, business support modules and integration/interfaces with core internal and external systems.
- ii. Supply, delivery, installation, testing and commissioning of Data Centre software and hardware including selected end user hardware.
- iii. Integration of all systems and technologies for seamless interoperability and data exchange across all operations in one Management Information System.
- iv. Comprehensive training and knowledge transfer sessions to ensure effective utilization of the implemented systems.
- v. Commissioning of all systems and technologies through validation of installed functionality and performance requirements.
- vi. Provision of warranty, support, and maintenance services to ensure the continued operation and optimization of the deployed solutions.

5. PROJECT DURATION

The project shall have to be completed within 12 calendar months, from the date of contract signing.

6. ELIGIBILITY CRITERIA

To qualify for shortlisting, Prospective Bidders must submit all the information required to prove that they are qualified to undertake the implementation of the IMIS. Firms not meeting the requirements are encouraged to form Joint Ventures. Further information regarding eligibility of the firm can be found in the full EOI document available on www.egenco.mw or may be obtained upon request through procurement@egenco.mw. Details of the required eligibility information are indicated in the section below.

7. REQUIRED INFORMATION

Interested and eligible prospective bidders are required to submit the following documents complete in all respects with One (1) original and four (4) authenticated copies for each of the following:

No.	Description of Documents to be Submitted
i.	Application letter for expression of interest duly signed by the authorized representative of the bidder. A duly notarized Power of Attorney should be submitted for the person signing as the authorized representative of the bidder. For a Joint Venture, a Joint Venture Power of Attorney should be submitted nominating the person authorized as the representative of the bidder.

ii.	<p>Profile of the Bidder indicating the following:</p> <ul style="list-style-type: none"> a. Name, address, telephone, fax numbers and email address of the firm. b. Ownership and Organizational Structure of the firm. c. Power of attorney as indicated in (i) above. d. At least 10 years of business establishment evidenced by Legal documents for the firm including Certificate of incorporation and other relevant company registration documents. e. A list of shareholders, list of Directors and inclusion of Beneficial Ownership Disclosure form f. In case of Joint Ventures, all Partners to separately provide this information.
iii.	<p>History of Litigation:</p> <ul style="list-style-type: none"> a. List of current and past litigation or arbitration cases arising from contracts executed by bidder in the last ten (10) years or currently under execution in a table indicating nature of litigation, value, date it was filed, country, parties involved and status at submission of this EOI. b. In case of Joint Ventures, all Partners to separately provide this information.
iv.	<p>Experience and past performance:</p> <ul style="list-style-type: none"> a. Company profile showing experience in Supply, Installation, Implementation, Commissioning and Support of Information Management Information Systems projects evidenced by similar projects experiences undertaken in the last 10 years. b. List and description of: <ul style="list-style-type: none"> (i) Five (5) General Information Management Information Systems Supply and Installation projects of similar characteristics, size and complexity undertaken in the last 10 years (for Joint Ventures, each partner must have at least one (1) contract. (ii) Two (2) Specific projects should have been in the supply and installation of similar management information system projects in electricity transmission or generation companies. For Joint Ventures, no minimum number of contracts is required but combined, partners should meet this requirement. (iii) Performance/completion certificates of assignments / projects issued by the relevant Clients completed.
v.	<p>Financial Capability:</p> <ul style="list-style-type: none"> a. Submission of audited balance sheets or if not required by the law of the applicant's country, complete financial records acceptable to the Employer, for the last three (3) years, duly signed by a certified public accountant. For unaudited balance sheets from countries where the above exception applies, should be signed by at least two company directors and endorsed by a law firm. b. Minimum average annual turnover of US\$ 5,000,000 (United States Dollars Five Million) or equivalent, calculated as total certified payments received for contracts in progress or completed, within the last three (3) years. If not in United States Dollars, conversion shall be made at the rate ruling on 31st December of each respective year as per the mid-rate reported by the Reserve Bank of Malawi. c. A signed letter from a reputable bank to demonstrate that the company is a reputable company and has the financial capacity to undertake the work.

vi.	<p>Professional Competences</p> <p>The bidder shall submit the list of proposed technical team members comprised of the following key positions supported by Curriculum Vitae (CV) duly signed by the authorized representative of the bidder:</p> <ol style="list-style-type: none"> Project Manager Applications Solution Lead Financial Systems Lead IT Technical Lead Training and Knowledge Transfer Lead Integrations Lead <p>The CV's should show qualifications and summaries of previous experience related to the project along with their proposed tasks on the project.</p> <p>All team members listed must have a minimum of bachelor's degree from recognized Institute / University and 10 years relevant experience in the relevant discipline.</p>
vii.	<p>Quality Assurance / Control and Health, Safety & Environment:</p> <ol style="list-style-type: none"> Company's HSE Policy Documents Company's QA/QC Policy documents Other necessary business certifications
viii.	<p>Debarment</p> <p>Applicants and any Joint Venture Partners and/or proposed subcontractors shall not be debarred or blacklisted for participation in public tenders.</p>

8. EVALUATION OF SUBMITTED APPLICATIONS

Evaluation of submitted applications shall be undertaken as follows:

- EGENCO shall first examine each Submission to determine whether it is complete in form and substance.
- In the event of any inconsistency between the original and any of the copies making up a Submission, the original shall prevail.
- Where EGENCO deems it convenient or necessary for clarification purposes, it may – but shall not be so obliged – request supplementary information or documentation from a Prospective Firm (for determining its eligibility).
- Once EGENCO has concluded the clarification process contemplated in paragraph C above (if any), it shall proceed to formal evaluation of the Submissions. Such evaluation shall be on a simple "Pass/Fail" basis as follows:
 - Any Prospective Firm whose Submission demonstrates compliance with the Eligibility Criteria for Qualified Prospective Firms (Section 7 of this EOI) shall be designated as a "Pass".
 - Any Prospective Firm whose Submission fails to demonstrate compliance with the Eligibility Criteria for Qualified Prospective Firms (Section 7 of this EOI) shall be designated as a "Fail".

- v. EGENCO reserves the right to disregard minor deviations from the formal Eligibility Criteria for Qualified Prospective Firm (Section 7 of this EOI), provided that it is clear from the relevant Prospective Firm's Submission (and from any subsequent clarifications sought for) that the Prospective Firm satisfies all the other Requirements.
- vi. EGENCO shall be entitled to disqualify any Prospective Firm if it discovers that any statement in any document provided by such Prospective Firm as part of or in connection with its Submission is or was when made, incorrect or misleading in any material respect.
- vii. EGENCO shall examine availability of appropriate experience and professional qualifications among applicant's staff and adequate resources to carry out the assignment, in addition to managerial strength and financial capacity.
- viii. Only shortlisted applicants shall be issued with the Request for Proposals.
- ix. EGENCO reserves the right to accept any or reject any/all Expressions of Interest without assigning any reason thereof.

9. DELIVERY OF SUBMISSIONS

Delivery of submissions shall be as follows:

- i. The EOI clearly marked "EXPRESSION OF INTEREST (EOI) FOR SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, COMMISSIONING AND SUPPORT OF THE INTEGRATED MANAGEMENT INFORMATION SYSTEM" should be delivered to the address below and deposited in the Tender Box located at Floor Number 4, Chayamba Building, No. 7 Victoria Avenue no later than 2:00 p.m. on Friday 22nd March 2024.
- ii. The Prospective Firms will be required to register with the Procurement Department on Floor Number 4, Chayamba Building, No. 7 Victoria Avenue before depositing the EOI in the Tender Box.
- iii. Late submissions shall be rejected.
- iv. Submissions by email and telefax shall not be accepted.

10. INQUIRIES

Prospective Firms may submit questions and request clarifications related to this EOI via e-mail (no telephone contact in this regard) to procurement@egenco.mw no later than 5:00 p.m. on 13th March 2024. All questions will be compiled and related responses will be publicly posted (no confidential questions) on EGENCO's website by 15th March 2024.