

Republic of Macedonia

**Agency for Real Estate Cadastre
Real Estate Cadastre and Registration Project
Loan number: 7928 - MK**

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANT SERVICES FOR THE ASSIGNMENT:

ENGAGEMENT OF CONSULTING COMPANY FOR PREPARATION OF TECHNICAL SPECIFICATION FOR THE PURPOSE OF DESIGN AND DEVELOPMENT OF „MANAGEMENT INFORMATION SYSTEM MIS“ SOFTWARE FOR THE NEEDS OF THE AUTHORITY FOR LEGAL PROPERTY AFFAIRS - MINISTRY OF FINANCE

MK-RECRP-7928MK-C6.1-4

1. This Request for Expressions of Interest follows the General Procurement Notice for this project that appeared in *UN Development Business* and *dgMarket* on July 26, 2010. The Republic of Macedonia has received a loan from the International Bank for Reconstruction and Development toward the cost of Real Estate Cadastre and Registration Project, and intends to apply part of the proceeds to make payments under the following consulting services: **Engagement of Consulting Company for preparation of technical specification for the purpose of design and development of „Management information system“ (MIS) software for the needs of the Authority for Legal property Affairs (ALPA) - Ministry of Finance**
2. The Agency For Real Estate Cadastre now invites eligible Consultant Companies to indicate their interest in providing the above mentioned services. Interested Consultant Companies must provide information indicating that they are qualified to perform the services (company portfolio, references and information about successfully completed similar assignments, etc.). Expected period for duration of services related to the assignment would not exceed 14 weeks.
3. The main objectives of this assignment is to review and analyze the work processes of ALPA and to produce a technical specification for production of software „Management information system“, and appropriate network for its functioning. All of this in service of modernizing the customer service and administrative procedures within ALPA as a modern service for the citizen of R. Macedonia.

For the preparation of the Technical Specification for the MIS software as well as for the preparation of the Technical Specification for the networking, the consultant may visit few Regional ALPA Offices, if necessary. For the preparation of the Technical Specification for the networking, the consultant may review design/sketches of all 34 Regional ALPA Offices in order to determine where and how much networking needs to be set for each of the local offices.

4. Minimum Required Experiences and Qualification of the Consultant Company:

The successful Consultant Company should possess the following qualifications:

- The consultant company must have at least 5 years of experience in production, design and development of software solutions and preparation of networking projects;
- The consultant company is required to confirm its capability and adequacy for execution of similar projects (minimum 2 in the last five years, with titles of contracts, description of work tasks, client name and contact);
- Capacity of the consultant company and availability of resources to carry out the required work for the required period of time;

Minimum required qualification and experience of the successful (selected) Key Staff:

IT expert - Team Leader:

- 1 University Degree in Information - Communication Technologies, advanced degree shall be considered as an advantage;
- 2 Minimum 10 years of overall experience in the field of IT system design and development.
- 3 Work experience of at least 4 years in production, design and development of software solutions and proven project management experience;
- 4 The Expert should be fluent in English or Macedonian, both spoken and written;
- 5 Familiarity with the legislative and the area of work of ALPA shall be considered an advantage;
- 6 Prior experience in production, design and development of „Management information system“ shall be considered an advantage.

Business Expert

1. University Degree preferably in Business Administration, Law, Economy, Information - Communication Technologies, or other area necessary for the implementation of the assignment;
 2. Advanced degree shall be considered as an advantage;
 3. Minimum of 5 years proven experience in the field of property law and administration;
 4. The expert should be fluent in English or Macedonian, both spoken and written;
5. A Consultant Company will be selected in accordance with the procurement procedures for selection under “Selection Based on Consultants’ Qualifications - CQS” set out in the World Bank’s [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) published by the World Bank in May 2004, revised October 2006 and May 2010.

Interested eligible consultant firms may obtain further information at the address below during office hours 08:30 – 16:30 CET, Monday to Friday.

6. Interested Consultant Companies are invited to submit their portfolios in English language electronically (as word documents, in pdf or similar formats) or in hard copy, which should among all outline that they are qualified to carry out the services.

Expressions of interest, supported by firm's portfolios and all other relevant documents must be delivered to the addresses below by July 14, 2011.

Единицата за Управување со Проектот Катастар на Недвижности и Регистрација објавува Покана за Изразување на Интерес за консултантски услуги - Ангажирање на консултантска компанија која ќе ги рагледа и анализа работните процеси на Министерството за финансии – Управата за имотно правни работи (УИПР) и ќе изготви техничка спецификација за набавка на “Систем за управување со информации” (Management Information System – MIS) како и проектирање на соодветна мрежа за негово функционирање.

Заинтересираните консултантски компании треба да достават Писмо за изразување на интерес, свои портфолија, референци и останати информации во врска со успешно имплементирани слични активности, најдоцна до 14-ти јули 2011 година, на подолу наведената адреса.

**Project Management Unit
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