

Request for Expression of Interest
(Services – Firm Selection)

Client: Department of Trade, Ministry of Commerce (MoC)

Country: Republic of the Union of Myanmar

Project: Myanmar Services Trade Enhancement Project (M-STEP)

Contract Title: Implementation Entity for Services Trade and Investment Portal

Contract Type: Advocacy Services (Outcome-based)

Reference No. (as per procurement plan): P18-19

The Department of Trade, Ministry of Commerce, Republic of the Union of Myanmar had received a three year grant under the Enhanced Integrated Framework (EIF) partnership for LDCs, hosted at the WTO in Geneva. The DoT is implementing a new project namely, Myanmar Services Trade Enhancement Project (M-STEP) on services enhancement in Myanmar, with a focus on digital innovation and e-commerce. Ministry of Commerce (MoC), an implementing agency for this project, invites sealed bids from eligible bidders for services of the sub-component I.3 – Services Trade and Investment Portal – STIP website. The selected entity will have to perform the following services:

- Develop a dialogue platform between the selected IE and the stakeholders, to be set up the STIP in coordination with the MoC
- Build up database by collecting related laws, regulations, procedures and administrative forms, international and regional agreements including its annexes in Myanmar and English languages by doing stakeholder consultations
- Group the services and investment sectors basing on UN/ ASEAN CPC and ISIC
- Translate the collected laws, regulations, procedures and administrative into Myanmar or English language
- Generate the flow charts of each procedures in both Myanmar and English languages
- Organize the IT support team for establishment of the STIP
- Establish Services Trade and Investment Portal in Myanmar and English language by uploading all related information on the STIP
- Equip the IT infrastructure (both hardware and licensed software) needs to keep the portal up and running with minimum human interventions including website security software
- Update the information in sustainable manner and maintain the portal during the project and beyond the end of the project
- Update the software whenever it's needed to advance the portal during the project and beyond the end of the project
- Develop the sustainable action plan for the portal
- Provide training for handling and maintaining of the portal
- Provide meeting, seminars, workshop and acknowledgment campaign
- Provide service shall be abided by the IP Law

To be considered eligible and qualified a firm must align with the following eligibility –

- Officially registered business association, federation or other type of organization in Myanmar according to the domestic laws, rules and regulations
- No conflict of interest for providing services
- Illegal activities and maintain ethical standards to avoid discrimination, child labor, corruption, sexual abuse, and money laundering/fraud and having internal policies to prevent such issues
- Payment of tax according to laws and orders of Myanmar Customs Department, Internal Revenue Department and Ministry of Planning, Finance and Industry and the Central Bank.
- Not included on blacklists and ineligibility listed according to Ministry of Commerce and UNOPS (Trust Fund Manager)

The selected bidder shall be responsible to implement the expected outcomes and organize the activities for developing Services Trade and Investment Portal. The assignment will be for a period of 24 months. Implementing Entity will be selected in accordance with the consultant firm selection method set out in the Tender Rules for selling assets, leasing, purchasing services, purchasing goods and construction works for Government Agencies released by Presidential Office Directive (1/2017) and recommendation from EIF Trust Fund Manager (UNOPS) and EIF Executive Secretariat (ES). Further information can be obtained at the address below during office hours (9:30 am to 4:30 pm, Monday to Friday) or communicating through the following emails. Interested firms may obtain copies of the detailed Request for Proposal (in English) for the assignment from the address below during office hours. Expression of Interest must be delivered with mailing or sending documents in hard copy followed by an electronic copy to the address below by 21st June, 2020 before 4:30 pm.

Contact:

Aid for Trade Coordination Unit

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