



INVITATION FOR BIDS
Ministry of Health

Development and implementation of Process Management Information System (PMIS) for the
Medical Officers' Administration Division (EC Branch) at
Ministry of Health

Procurement of non-consultancy services for Development and implementation of Process
Management Information System (PMIS) for the Medical Officers' Administration Division (EC
Branch) at Ministry of Health

1. The Deputy Director General (Medical Services II), on behalf of the Ministry of Health invites sealed bids from eligible and qualified bidders for the Procurement of non-consultancy services for Development and implementation of Process Management Information System (PMIS) for the Medical Officers' Administration Division (EC Branch) at Ministry of Health.

No	Invitation for bid number	Name of procurement	Value of bid security
1.	MA/ MS/ L / 12/ 2015	Procurement of non-consultancy services for Development and implementation of Process Management Information System (PMIS) for the Medical Officers' Administration Division (EC Branch) at Ministry of Health.	N/A

2. The Medical Services II Division of the Ministry of Health has already implemented a web-based Human Resource Management Information System for Medical Officers in the

government health sector. This software was developed using open source software platforms such as PHP and MySQL.

Medical Officers' administration department (EC Branch) which also comes under DDG/MS II division of Ministry of Health, seeks software venders to develop a web based Process Management Information System (PMIS) in view of computerising the functions, procedures and services carried out by the unit. Data exchange and communication between said systems shall be assured.

3. An agent or sub agent or representative or nominee for and on behalf of a tenderer should register with the Department of the Registrar of Companies before applying for a tender under the Public Contract Act No.3 of 1987.
4. Bidding will be conducted through the National Competitive Bidding (NCB) procedure.

Interested bidders may obtain further information from the Medical services information unit (MSIU) of the Ministry of Health on working days from 09:00hrs.to 16:00hrs [Contact No.+ 94 -011- 2 685035: 011-2673843] and Request for proposal can be found in the preceding section of this document.

5. Sealed Bids in duplicate and Original separately must be sent by registered post to the Deputy Director General Medical Services (II), No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 or deposited in the Tender Box at the above address on or before 10:00 hrs. on 20.03.2015.

Late bids will be rejected. Bids will be opened in the presence of the bidders or authorized representatives of the bidders at the same address immediately after the closing of bids.

6. Procurement Committee has the right to reject all the bids or part of the bids. Further, they reserve all the rights.

Request for Proposal with Terms of References

Ministry of Health – Sri Lanka

Development and implementation of Process Management Information System (PMIS) for the Medical Officers' Administration Division (EC Branch) at

Ministry of Health

Closing on 15th March, 2015 at 1200 Hours Local Time

The Ministry of Health wish to receive proposals for Production of Process Management Information System (PMIS) for the Medical Officers' Administration Division (EC Branch) in Ministry of Health from health software developers, on behalf of the Medical services (II) division.

The prime objective is to develop and introduce a Web based Process Management Information System (PMIS) to the EC Branch of the Ministry of Health. This will digitalise each and every processes done and all the office work done by the clerical staff officers in the branch. This system shall be integrated with the system which are already been developed and functioning. (HRMIS, HR – Payroll Reconciliation System and the HealthNet Information System) This PMIS will also provide the management with the information requires to monitor progress, measure performance, trace documents, detect trends, evaluate alternatives, and make decisions and to take corrective action.

The proposed system should be developed based on open source technology and the source code should be made available to the Ministry of Health. A successful bidder should have minimum of 3 year experience in developing similar health related projects to the health system in Sri Lanka.

1. Services to be performed

1. Shall design and develop a web based computer software solution to automate following functions those are being carried out by the EC Branch
 - Grade promotions of the Medical Officers and Consultants, Grade II, Grade I, Specialists Grade
 - Confirmations of the Service of the doctors
 - Leave module to handle No-Pay leave, Foreign Leave, Short term Leave, Extended Maternity Leave
 - Issuing Vehicle Permits to the doctors
 - Language allowance payments arrangements
 - Generate release letters of the doctors for Permanent and Temporary Release
 - Serving Vacation of Posts for Medical Officers
 - Reinstatements, resignations and retirements of the doctors
 - Delivering Summon Sheets for the doctors
 - Office work on legal actions taken against doctors
2. Shall integrate said system with the existing HRMIS, HR – Payroll Reconciliation and HealthNet Information Systems making each and every database up to date.
3. Shall design and develop a software system to manage documents with the facility of document archiving and tracking.
4. Shall build an internal and external messaging mechanism through the system that will facilitate status update alerts, pending processors alerts, open queries etc.

5. Shall design appropriate security architecture for the application and incorporate it to the system.
6. Shall carry out a service delivery to the public by allowing them to download/ view and submit Forms and Applications online.
7. Shall report generation in relation with the health indicators to support decision making and policy development.
8. The developed system shall ensure storage, processing, transmission and disposal of the data according to the confidentiality levels of information.
9. Shall maintain an automated auditing system to log each and every activity in the system.

2. Expected System Outcomes

- The system provides information to support managerial functions like planning, organizing, directing and controlling.
- The system collects information in a systematic manner and a routine manner which is in accordance with a well-defined set of rules.
- The system includes files, hardware, software and operations models of processing, storing, retrieving and transmitting information to the users.

- The system facilitates the decision making process by furnishing information in the proper time frame. Hence, helps the decision maker to select the best course of action.
- The system provides requisite information at each level of management to carry out their functions.
- The system helps in highlighting the critical factors to be closely monitored for successful functioning of the organization.
- The system supports decision-making in both structured and unstructured problem environments.
- This will provide a system of people, computers, procedures, interactive query facilities, and documents for collecting, storing, retrieving and transmitting information to the users

3. Technology

- The system shall be developed based on open source software and the system should be a web based system capable of running in a Linux server with following specifications.
RAM: 2Gb
CPU: Quad core
Connectivity: 1Mbps
- Shall be able to demonstrate stability and security against possible and common intrusions
- Shall be able to integrate said system with the existing HRMIS, HR – Payroll Reconciliation and HealthNet Information Systems making each and every database up to date.

- Shall be able to perform seamless operations against any version upgrades

4. Qualifications

The company should demonstrate minimum of three year experience in developing and implementing similar health related projects to the health system in Sri Lanka. (Evidence should be provided)

5. Timeframe

Should complete the proposed work within four (4) months of the awarding the project.

6. Proposal Content

a. Summary

The summary should contain a clear description of your understanding of the work to be performed and the company's ability to perform the work within the time frame provided.

b. Qualifications

State the qualifications and experience of the company (with evidences) and the technical staff who would be assigned to the proposed project.

c. Technologies used

Should clearly state the technologies to be used for the development of proposed system and should clearly explain how the new system is interfaced with the existing HRMIS, HR – Payroll Reconciliation and HealthNet Information Systems.

d. Fees

Should provide a company's estimate of fees inclusive all the relevant taxes for all the services to be provided.

e. Source code

Should indicate the company policy on handing over the relevant source code and multimedia content that will be used for the project.

The Ministry of Health would favour for the bids that guarantee the complete transfer of source code, design documents, software manuals with other documentations and post implementation support.

f. Period of technical support

Should indicate the period in which the company would provide bug fixes for the developed system.

7. Evaluation of proposals

The technical evaluation committee will evaluate proposals on price and other required criteria.

For further details, please contact the Office of director (Medical Services) – Ministry of Health. Telephone No. : 011 268 5035

Deputy Director General (Medical Services) II division,

Ministry of Health

"SUWASIRIPAYA"

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Telephone: 011 2694033, 2675011, 2675449, 2693493, 2675280, 2669192.