**TERMS OF REFERENCE**

**On procurement Identity cards blank forms (identity document) and the system of issuing Identity cards on the basis of implemented system of issuing foreign passports with electronic microchip (biometric passports)**

Notification # 2741/-706

17 September, 2013

**Existing infrastructure:**

At the moment there are: 1 Personalization center, which is located in the Ministry of Foreign Affairs of the Republic of Tajikistan, 41 centers for the collecting information of citizens for biometric passports, which are located at the structural entities of the Ministry of Internal Affairs of the Republic of Tajikistan, and 10 mobile stations, which are installed in the diplomatic and consular posts of the Republic of Tajikistan abroad. Each center is equipped with the two stations for the collection of information.

The biometric information of citizens of the Republic of Tajikistan, collected in the data collecting centers are transferred through positioned secure channel to the Personalization center and after personalization, issued passports are delivered to data collecting centers for hand over to their owners.

Personalization center equipped with special software, permissive to control all the process of obtaining biometric passports by the citizens of the Republic of Tajikistan.

Data collecting centers equipped with special software in national language of the Republic of Tajikistan in accordance with legislation of the Republic of Tajikistan.

**Proposal for this job should include:**

**Data collecting centers**

* The Bidder should offer 112 extra workstations, meant for 59 new offices (data collecting centers), which will be distributed as follows:

- 46 data collecting centers with 1 workstation;   
- 7 data collecting centers with 2 workstations;   
- 5 data collecting centers with 3 workstations;   
- 1 data collecting center with 4 workstations;

* The Bidder should update existing 24 data collecting centers, which will be distributed as follows:

- 16 data collecting centers with 1 workstation;   
- 7 data collecting centers with 2 workstations;   
- 1 data collecting centers with 3 workstations;

* The Bidder should offer 30 standby operational workstations. Data collecting centers and workstations will be installed by the Customer, and therefore the costs of installation services should not be included in the overall cost of the Project;
* Collected information of citizens at data collecting centers for the issuance of Identification cards should be automatically sent to the two authorities (two structures) for internal security checking procedures. In this regard, the Bidder should offer additional 8 centers, 4 centers for each of the authorities in different regions of Tajikistan, with special software installed, including:
* 4 centers with 6 workstations;
* 2 centers with 4 workstations;
* 2 centers with one workstation;
* The Bidder should offer 6 mobile stations for collection of data of the people with disabilities.
* The existing personalization and data collecting centers software should be upgraded with the purpose of data collection for issuance of Identification Cards to the citizens of the Republic of Tajikistan.
* In case of changing the place of residence of the identification card owner, the Bidder should offer a solution for the change of residential address without changing the Identity card itself. In this regard, the Bidder should take into account, that existing data records on the central database must be updated.

**Central System**

* New workstations should be added to the Central online system for the data registration.
* The bidder should propose a workflow management system, which receives data from the data collecting centers.
* Applicant’s data should be stored in the central database systems.
* The Central System should include storage of data for 5 million citizens.
* The Central system should include the lifecycle management of the document.
* Software components should be installed at a modern IT Hardware package, subject to back-up copy in case of system failure. All standard software, such as Operating System, Database Management System and Virus Protection should be included. Backup solution should be proposed.
* Existing system of data processing of the citizens for issuance of foreign biometric passports should be enhanced for storing data of 5 million citizens.
* The Bidder should propose the identity card issuance system with the capacity of data registration of 5 million citizens.

**Central Personalization**

* The issuance of the cards should be centralized at the center of personalization.
* The approximate issuance of Identity cards for the citizens of the Republic of Tajikistan are 600-650 thousand cards per year;
* The bidder should propose an adequate workflow management system, taking into consideration all processes required for card issuance (material management, data preparation, production management, personalization system connection, quality assurance, shipment);
* Card personalization machinery should be a full modular in hard and software. They should provide automatic ID production mode, having an integrated machine database to assign printing data to the system, and the capacity to produce 650 thousand cards per year;
* Printed cards should be adjusted in accordance with the recommendations of the International Civil Aviation Organization (ICAO).

**Services**

* While installing the data collecting centers to take into account the involvement of local IT specialists.
* Shipment of goods should be carried out subject to CIP (Carriage and Insurance paid) of Dushanbe airport and should be included in the Project cost.
* Training of personnel, numbering 5 persons for service maintenance of the entire system of data collecting, passport and identity card personalization.
* Duration of training should be up to 3 weeks every 6 months for 18 months from the date of implementation of project. It is assumed that three of the scheduled training sessions will take place on the following way: 2 of it will be on customer's side and 1 on the side of the Bidder.
* Guarantee of technical support should be not less than one year.

**About Identification Card**

### The Identification Card should be issued in accordance with the [International Civil Aviation Organization](http://en.wikipedia.org/wiki/International_Civil_Aviation_Organization) requirements.

* The Identification Card system of the Republic of Tajikistan presumably should be without chip. However, the Bidder should offer three (3) implementation options for ID cards issuance system:

1) ID cards without electronic chip

2) ID cards with electronic chip - contact.

3) ID cards with electronic chip - contactless.

At the first stage, the Bidder should offer a separate technical proposal for each of the above mentioned options with price indication for each option. The indicated price in the technical proposal at the first stage of the tender, have no consequence for the Bidder and will be used only as Customer reference information for the final formation of the order at the second stage of the tender.

* However, the Bidder should offer in separate columns the price for identity cards issuance system with chip – contact and contactless.
* The Cards should be adjusted in accordance with the ISO 7810.
* The card shall have durability of 10 years. The proposed Cards should be certified in accordance with ISO 24789 by an independent testing laboratory. The test result should be part of the bidding documentation.
* Cards should be based on pure Polycarbonate Material, fused without any kind of adhesives and should have at least four additional security levels, such as (for example):

- Color shifting ink;

- Color shifting ink with forensic marker;

- Hologram;

- Surface embossing;

- Multi laser engraving photographs;

* The initial purchase Identity cards blank forms will be 600 thousand Cards that should be proposed within a delivery schedule: from the start of implementation of the Project until the end of the 2014.
* Manufacturer of the Card should be certified in accordance with Intergraph CWA 14641 14641 – Security Printer.
* Each bidder should submit a model design and sample of the proposed Identity Cards.

**Additionally to and in separate of this Project should be proposed:**

* The Bidder should offer a solution for the connection of the central system of issuing travel documents to the checkpoints on the state border of the Republic of Tajikistan with neighboring countries and the International Police.
* There are 34 checkpoints in the Republic of Tajikistan that should be equipped for reading passports and Identity Cards , including:

- 22 checkpoints with 2 workstations, taking into consideration entry/exit of citizens;

- 8 checkpoints with 4 workstations, taking into consideration entry/exit of citizens;

- 3 checkpoints with 6 workstations, taking into consideration entry/exit of citizens;

- 1 checkpoint with 13 workstations, taking into consideration entry/exit of citizens;

**Special terms to Participating companies**

* The Bidder should have at least 5 years experience in this sphere.

**Language**

* All proposals must be submitted both in English and Russian.

**Period of realization of the Project**

* The issuance of Identity Cards should be started at 20 February 2014.