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## REQUEST FOR PROPOSAL

### Development of Asset Management System for HNEC in Libya

RFP No.: RFP/LBY/PEPOL/2019/106

Project: Promoting Elections for the People of Libya (PEPOL) Project

Country: Libya

Issued on: 26 September 2019

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Proposal
  - Form F: Financial Proposal Submission Form
  - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement.ly@undp.org](mailto:procurement.ly@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

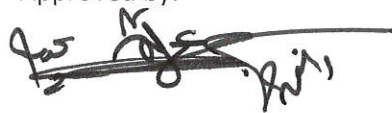


Name: Saqib Aziz

Title: Procurement Analyst

Date: September 26, 2019

Approved by:



Name: Atiqullah Said

Title: Head of Service Center

Date: September 26, 2019

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a>
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ( <a href="http://www.ungm.org">www.ungm.org</a> ). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a>
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the</p>

	BDS.
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal</p>



	<p>rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium</p>



	<p>or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p>

	<p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS.</p>

	<p>All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p><b>Email Submission</b></p>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
<p><b>eTendering submission</b></p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p>

	<p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p>

	<ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial</p>

	<p>score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p>

	33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the



	<p>successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>
<b>40. Contract Type and General Terms and Conditions</b>	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
<b>41. Performance Security</b>	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The</p>

	<p>UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin <span style="float: right;">ST/SGB/2006/15</span>  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>
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### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 10%, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	05 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: UNDP Procurement Unit Address: Immeuble Le Prestige Business Center (Second Floor), Tour E et D, 2ème étage, Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia

			E-mail address: procurement.ly@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the website:</p> <p>1. <a href="http://www.ly.undp.org">www.ly.undp.org</a>  2. <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a>  3. <a href="https://www.ungm.org/Public/Notice">https://www.ungm.org/Public/Notice</a></p>
14	23	Deadline for Submission	16 October 2019, 17:00 hours (Tunis, Tunisia Time), ref. <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p>UNDP Libya based at Tunis – Tunisia. Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia</p> <p>Official Address for e-submission: tenders.ly@undp.org</p> <p>RFP/LBY/PEPOL/2019/106- Development of Asset Management System for HNEC in Libya.</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for <b>financial proposal</b> <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ Mandatory subject of email: RFP/LBY/PEPOL/2019/106- Development of Asset Management System for HNEC in Libya (Technical and Financial)</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>November 1, 2019</i>
19		Maximum expected duration of contract	14 Months

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	N/A

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Bid Submission Form duly signed and stamped
- Valid business license
- Power of Attorney, where applicable
- Minimum Bid documents provided
- Technical and Financial Proposals submitted separately

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 05 years of relevant experience.	Form D: Qualification Form
	Minimum 01 contracts of similar value, nature and complexity implemented over the last 05 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Financial Standing</b>	Minimum average annual turnover of USD 100,000.00 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	



## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	210
2.	Proposed Methodology, Approach and Implementation Plan	280
3.	Management Structure and Key Personnel	210
	<b>Total</b>	<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	10
1.2	General Organizational Capability which is likely to affect implementation - Financial stability (Minimum annual average Sales volume for the last 2 years \$ 100K) (10 points) - loose consortium, holding company or one firm (10 points) - age/size of the firm (10 points) - strength of project management support (10 points) - project management controls (10 points)	50
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	15
1.4	Quality assurance procedures and risk mitigation measures	20
1.5	Relevance of: - Specialized Knowledge – experience in design, development and execution of similar nature projects related to ERP or sub systems. (30 points) - Successful examples of experience of implementation of similar programs / projects (data systems, logistics, procurement, Assets Management, finance etc. (20 points) - Experience in the delivery of on-site support and training (20points) - Experience with similar projects in the MENA Region -(20 points) - Work for UNDP/ major multilateral/ or bilateral programmes, or public sector clients (15 points) - Experience / expertise in capacity building of organizations (10 points)	115
<b>Total Section 1</b>		<b>210</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the proposer understand the task? To what extent does the proposal include technically viable options in light of the RFP requirement?	80
2.2	Have all of the user requirements been addressed and have the important aspects been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	How detailed and realistic is the timeframe proposed for each deliverable?	30
2.5	How effectively and relevant are the quality assurance mechanisms proposed?	40
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
<b>Total Section 2</b>		<b>280</b>

Section 3. Management Structure and Key Personnel			Points obtainable
<b>3.2 a</b>	<b>Project Manager</b>		<b>55</b>
	- Master's level in a relevant field (computer science, information technology, software engineering)	15	
	-Minimum of 5 years' experience related to IT project management	15	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Language Qualifications	5	
<b>3.2 b</b>	<b>Development Team Leader</b>		<b>50</b>
	-Master's level in a relevant field (computer science, information technology, software engineering)	10	
	Minimum 3years' experience leading the software development teams	15	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Language Qualifications	5	
<b>3.2 c</b>	<b>Senior Developer</b>		<b>45</b>
	-Bachelor's level in a relevant field (computer science, information technology, software engineering).	10	
	-Minimum 3 years' experience as a senior software developer in projects for the development of web-based applications	10	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Language Qualifications	5	
<b>3.2 d</b>	<b>Junior Developer</b>		<b>20</b>
	-Bachelor's level in a relevant field (computer science, information technology, software engineering).	5	
	-Minimum 01 year of experience as a software developer in projects for the development of web-based applications	10	
	- Specific Experience relevant to the assignment	05	
<b>3.2 e</b>	<b>Database Specialist</b>		<b>25</b>
	-Bachelor's level in a relevant field (computer science, information technology, software engineering).	5	
	-Minimum 2 years' experience as a database developer and administration	10	
	- Specific Experience relevant to the assignment	10	
<b>3.2 f</b>	<b>Training Specialist</b>		<b>15</b>
	-Bachelor's level in a relevant field (computer science, information technology, software engineering).	5	
	-Minimum 1-year experience as a trainer of IT systems, administration of systems, use of source code management systems, UI/UX design principles and PostgreSQL/MongoDB database management	10	
<b>Total Section 3</b>			<b>210</b>

### 1. Introduction

High National Elections Commission of Libya (HNEC) continues to pursue institutional capacity development. Working together with the UNEST, and with the full support of UNDP PEPOL Project, HNEC aims to improve its effectiveness by tracking valuable assets and materials with related activities that add efficiency, and foremost among these is investing in inventory control.

Considering the large number of equipment and materials that are being procured and transferred to HNEC from external partners and the number of assets directly acquired by HNEC, a wide-ranging information system on property control needs to be introduced. The increasing number of assets are spread between headquarters and the field offices, and HNEC seeks to monitor and control these assets at both levels. Currently, HNEC does not use any information system for the management of its assets. HNEC needs a system to track its inventory: update its records on existing stock; and for new procurement - the receipt, storage, issuance, retrieval, depreciation, loss and damage of assets, among others. The proposed system will help HNEC to increase accountability and transparency, as well. Introduction of asset tracking and control measures will surely be welcomed by all stakeholders that provide support to HNEC, including donors.

As part of this effort, the Logistics and General Administration Section of HNEC intends to introduce an information system that will help manage their assets by serving as a tool for HNEC to maintain a proper inventory of assets, allowing HNEC to track accountability, establish and update control measures, file accurate accounting reports and financial statements based on updated information. UNDP PEPOL Project will support this effort to introduce an asset management system by contracting an external vendor to design, develop and deploy the Asset Management System (AMS).

#### 1.1. Objectives

The main objectives of the system will be.

1. Provide an adequate tool for the HNEC to maintain a proper inventory of expendable and non-expendable assets that will enable them to record and track accountability;
2. Establish and update control measures, to update accounting and financial records, and file accurate reports based on updated information.

#### 1.2. Outcome

It is expected that the implementation of the system at HNEC will provide the following outcomes:

- Minimisation of the administration process through the provision of data on physical assets under HNEC's custody at any given time, and which assets were issued to whom, thereby avoiding duplication in procurement and assignment of assets.
- Implement a mechanism for the tracking of non-expendable assets.
- Possibility to formulate responsible decisions using data on the depreciation of assets and by facilitating preventive maintenance.
- Reduction of the risk of stock loss/damage
- Implementation of the inventory system that complies with government policies on proper management of public assets.

Further, the successful implementation of the system may lead to the creation of a Property Control and Inventory Unit at HNEC, which will coordinate the activities related to the asset and inventory management.

## **2. Brief description of the system**

The asset management information system (hereafter the System) shall be a web-based application hosted within the HNEC premises (LTT or HNEC datacentre). The system shall be accessible for the end-users through Google Chrome or Chromium based web-browsers. The design of the system shall be done in a way that the users can access the system through a desktop computer, tablet device and via the browsers of smartphones (responsive user interface design). The System shall allow users to collect the required data and enter into the system through the web pages. Data entry shall be available as manual entry or by using the bar-code readers. The system shall allow the tracking of the movement of assets through the locations, manage the status of the assets, track the repair and maintenance path of the assets as well as their depreciation. It shall allow for the analysis of the collected data through the reports of the system. The system shall implement user management functions, which allows adding, modifying or deleting users from the system; and assign the roles and permissions for the users. The System shall be user-friendly and easy to learn. It shall implement a dictionary<sup>2</sup> management module allowing the system administrator to manage the system-related dictionaries in a centralised way. It shall also implement system management functions such as backup and restoration of the database for a selected period in time. The system shall implement functions supporting the backup of the database onto the external means of storages such as external hard drives, CD or DVD discs.

### **2.1. Sub-systems**

The System shall include, at least, the following sub-systems:

1. Staff management module
2. Data entry sub-system
3. Reporting sub-system
4. System management
  - a. User management module
  - b. Dictionary management module

## **3. Functional specifications**

The system shall provide a user-friendly interface for collecting the asset-related information and data entry. There are two general types of assets which will be managed by the system and detailed in this document:

1. Non-expendable assets
2. Expendable assets

Non-expendable assets shall be tracked in the System by item. This means that the system shall assign a unique identifier for each non-expendable asset. Each non-expendable asset must be identifiable.

Expendable assets will not have a part number, and for them, the quantity is mandatory for any operation. Expendable assets are also having a threshold upon which the system will not allow to track the item as expendable. The system shall have a setting which describes an amount, above of which the assets cannot be set as expendable.

The System shall be able to differentiate the expendable assets logically from the non-expendable assets. This means that in the system, there should be two separate links to work with these two categories.

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<sup>2</sup> System dictionaries are the special tables of asset database which contain the lists describing assets and other items of the system. The example of dictionaries are the asset categories, user roles, list of field offices, asset types, asset statuses, etc. System dictionaries play an important role for the reporting as well as for standardized data entry. Thus, the dictionaries shall be managed in a centralized way by the system administrator.

The next chapters define the characteristics/actions/functions for managing the data entry and the movement of assets.

### 3.1. Asset attributes

This chapter describes the data entry fields, which are mandatory for the assets. Mandatory fields for the non-expendable assets include:

N	Attribute (field) name	Description
1	Asset tag / barcode	This field describes the part number of the asset. This field is not mandatory for expendable assets.
2	Serial number	The serial number is the number given by the HNEC after the acquisition of the asset. The serial number can be combined with the barcode put on the asset
3	Model	This field describes the model of the asset. The system shall allow the selection of this field from the available values in the system dictionaries.
4	Status	This field describes the latest status of the asset. Asset Status management is described below.
5	Category	This field describes the category of the asset.
6	Sub-category	This field describes the sub-category of the asset in the category. This is another way of grouping the asset for further reporting purposes.
7	Name	This is an optional field which allows assigning a name to the asset.
8	Supplier	This field describes the supplier of the asset.
9	Purchase date	This field describes the date when the asset was acquired.
10	Purchase cost	The cost of the asset defined by the purchase date.
11	Duration of warranty	This field will describe the coverage and warranty period of the asset, as specified by the supplier.
12	Depreciation duration	This field describes the duration of the depreciation by years.
13	Location	This field shall mention the location of the first storage. This field shall allow mentioning multiple elements of the information, including location, building and room.
14	Asset Owner	The system shall allow selecting the owner of the assets, which describe the responsible agent (office/person) of the asset. In case a field office has several people potentially eligible for the owner role, then the system shall filter these people after selecting the Locating field.
15	Quantity	This field is only for expendable assets. For the non-expendable assets, it always has a value 1.
16	Notes	This is the text field that allows for providing additional information or notes on the asset.
17	Created by	The user who created the record. Filled by the system.
18	Create date	Date of the creation of the record. Filled by the system.

19	Last updated by	The user who last updated the record. Filled by the system.
20	Last update date	Date of the last update made on the record. Filled by the system.

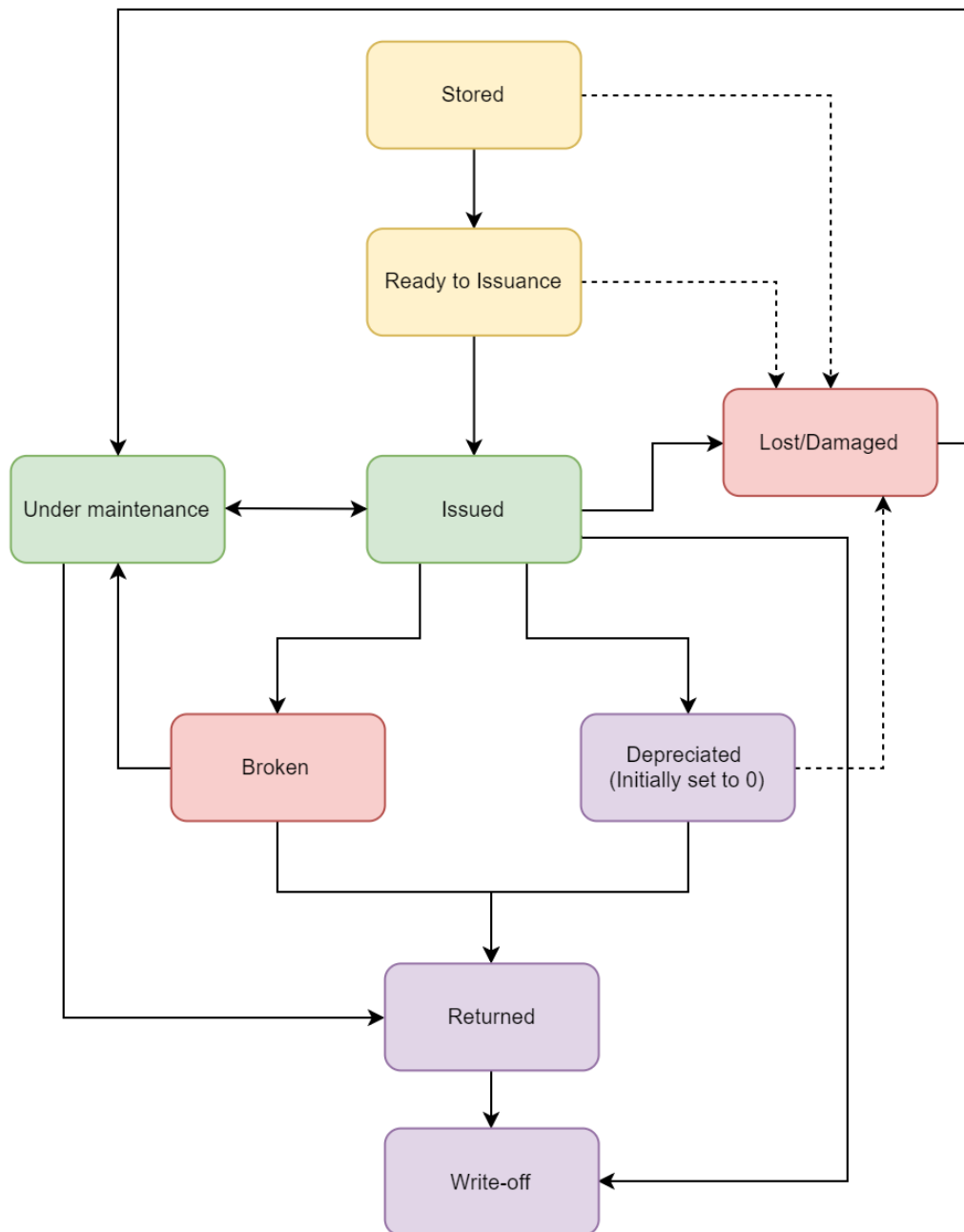
The values for the fields including Model, Status, Category, Sub-category, Supplier, Location and Asset owner will be populated earlier during the initialisation of the system by the system administrator, and additional values can be added, or existing values amended.

### 3.2. Asset status

An asset can be in different statuses. The following picture and table describe the various status that the assets may belong to. The status of the assets may change during data entry and subsequent management operations, which are described in the next chapter.

N	Status	Description
1	Stored	This status describes the assets, which were added to the warehouse but not deployed yet.
2	Ready for Issuance	This status describes the assets, which were added to the warehouse and ready to be deployed
3	Issued	An asset is given this status after moving from the warehouse to the user/location.
4	Lost/damaged	The asset is in a lost or damaged state.
5	Under maintenance	Asset get this status when sent to maintenance
6	Depreciated	The system automatically assigns this status when the depreciation period for the asset expires with a nominal value.
7	Broken	The asset in the disrepair state.
8	Returned	This is when the asset is returned to the warehouse after some time of the usage
9.	Written-off	This is when an asset is given zero value. After this operation, the asset shall not be counted against the inventory.

The figure below describes the flow of the assets based on their statuses.



The depreciation status shall be initially set to 0. This means that the system shall not calculate the depreciation value by default. The system shall have a special setting, which is possible to configure to change the default value of depreciation.

### 3.3. Staff management module

The system shall implement a staff management module identifying to whom the assets are assigned. The module shall allow the system administrator to add, update or delete the information about the staff, including his/her name, department, contract start and expiry date, field office, etc. This information shall allow the system to track the current working staff at HNEC and prevent assigning the assets to non-working staff.

Supplier shall also consider the options to select the platform which implement HR management features and consider data interoperability with external platforms. Using this separate HR management module can speed up the process of managing the staff and link the HR data with the asset management features. However, the vendor is only required to develop appropriate features to capture staff data. The vendor is not required to develop a full-fledged HR module as this is not part of the scope of this RFP.



### **3.4. Data entry sub-system and asset operations**

Data entry sub-system shall support the following actions against the assets. Throughout these operations, the System shall track the history of the operations and changes made against the assets.

#### **3.4.1. New acquisition**

The system shall allow the registration of the asset in the warehouse. New acquisition is taken up once an asset is added to the central warehouse. This is when the main asset record is created. The user who has permission to add an asset to the warehouse shall be able to invoke this function. After invoking the operation, the new record about the asset is created in the database and marked with the status "Stored". Stored assets cannot be issued the destination (for use) until the status is changed to "Ready for Issuance" by the warehouse administrator of the system. The new acquisition can be invoked by the users who has "system administrator" or "warehouse administrator" roles. User shall be able to select from the status of the asset - either "Stored" or "Ready for Issuance".

1. For the expendable assets, the user shall also provide the unit cost during the registration process.
2. For the non-expendable asset, the user shall provide all the necessary information (serial, tag, etc.) identifying the asset.
3. The user shall be able to register the non-expendable asset by using the bar-code reader, which has a function to read the individual code on the asset if it exists.

Further described functions are maintenance functions which create status records for the existing asset records. The system shall implement all the necessary interfaces and functions for performing all the described operations.

#### **3.4.2. New issuance**

The System shall allow issuance of the asset from the warehouse to the destination. The user who has permission shall be able to select the asset from the existing list in the warehouse and perform "New issuance" of the asset. "New issuance" function changes the status of the asset from "Ready for Issuance" to "Issued". During this operation, the user shall be able to provide the issuance date, the user/department who will receive the asset. New issuance can be invoked by a user who has "system administrator" or "warehouse administrator" roles.

#### **3.4.3. Transfer**

The System shall allow the transfer of the asset from one destination to another. For this operation, the user shall be able to select only the assets in the "Issued" status and select the destination to where/whom the asset shall be transferred. During this operation, the date of the transfer shall be provided. During the transfer operation, the status of the asset is not changed and remains "Issued". Transfer can be invoked by a user who has a "system administrator", "warehouse administrator" or "field asset officer" roles.

#### **3.4.4. Bulk issuance**

The System shall allow the bulk issuance of the assets. The user who has relevant permission shall be able to create bulk issuance operation to issue more than one asset to the destination. Bulk issuance operation sets the status of the assets to "Issued" state. Bulk issuance can be invoked by a user who has "system administrator" or "warehouse administrator" roles.

All types of issue functions (including the options for transferring the asset) should have the mandatory option to either capture signature using a sign pad (not preferred due to large number offices) or an option to upload a signed handover form

#### **3.4.5. Loss or damage**

The System shall allow the report of loss or damage operation<sup>3</sup>. In this case, the user who has relevant permission to record loss or damage to the asset shall create a record, which describes the lost or damaged asset. Also, the cause of the damage or loss shall be provided, and the additional information box shall be available for providing relevant information. The loss and damage process must be accompanied by an option to upload a scanned copy of the paper report approved by the HNEC management/person responsible for approving such a report. Summary of the report could be provided in the prior mentioned additional information box. After this operation, the asset receives the status "Lost" or "Damaged" as the case may be. The assets with these statuses cannot be transferred to another location. Loss or damage operation can be implemented against assets belonging to any status.

Final Loss or Damage Report shall be approved by HQ - only after this approval can the process be considered as valid. Field asset officer has user permission over assets assigned to his Field Office only.

#### **3.4.6. Write-off**

The System shall allow the write-off of assets that are fully depreciated or broken. Returned or unused assets will be taken up in accounting records while write-off shall remove the asset from accounting records. In this case, the user who has permission to perform this operation shall be able to select the asset from the list and perform a write-off operation with mention of relevant dates. When required, the system shall also allow the write-off of partially depreciated assets, broken or whose depreciation period have not yet expired.

The Write-off feature should have a mandatory option to upload a scanned copy of approval from the HNEC management. The assets should not be written off without evidence of this physical approval. Also, preferably the write-off function should have multi-user approval.

Write off assets should be kept in the system for the audit processes. In order to keep track of active assets separated from the write off assets, it is preferable to keep the write off assets in a different table of the database.

#### **3.4.7. Asset maintenance**

For assets that need repair and/or maintenance. The System shall allow the creation of the temporary status "Maintenance". In this case, the user shall select the asset and create a maintenance record which describes the problem, type of repairs and/or maintenance required, cost, start and end dates of the service and the service provider and its address/location. This operation can be done either by the users who has the "system administrator" or "field asset officer" roles. After the repairs and/or maintenance, the system shall allow changing of the status to "Issued" or "Stored" as the case may be. If the asset is not fixed during repairs and/or maintenance, the system shall also allow the change of asset status to "Broken". The system shall also support a status change of the assets from broken to written-off by following the write-off procedures described in 3.4.6

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<sup>3</sup> The loss damage functionality shall allow also to generate a Loss and damage report and assess and assign the responsibility for the loss/damage and include an option for cost recovery.

### 3.4.8. General operations

Beside the specific functions describing the movement of the asset, the System shall support the following operations:

1. User search of the assets using all possible asset attributes. Search functions shall be available in all pages that contain the list of assets. Edit the asset fields. This operation allows users to adjust or correct asset fields, e.g., in case of any misspelling, or wrong data were provided.
2. Delete the asset. This operation shall be available only for the system administrator. If this operation is required, the system shall warn the user about the consequences of losing the history of the asset once the relevant record is deleted. It is preferable to keep the deleted assets in the separate table. Deletion of the asset requires the approval of 2 users - the HNEC central WH manager and system administrator
3. The system should have the ability to issue a staff asset status and clearance form. The clearance form shall be issued once staff has handed over all assets under his/her name and shall be mandatory for final payment release and clearance for separation from the organisation.

### 3.5. Reporting sub-system

The system shall implement a reporting module. The reporting module shall be accessed through a special link in the web interface of the system. All reports shall be available for extracting into Excel or PDF files. The system shall implement the following standard reports:

N	Report type	Description
1	Accessory Report	This report provides information about the inventory items available in the warehouse
2	Custom Asset Report	This report shall have all the asset fields available to serve as a filter criterion. The user shall select the fields which are to be displayed in the report
3	Asset distribution per staff	This report shall allow the aggregation of the distributed assets per staff.
4	Depreciation Report	This special depreciation reports shall cover assets that are subject to depreciation and current status of the depreciation/current value.
5	Asset Maintenance Report	This report shall provide users with timely information on assets undergoing repairs and /or maintenance
6	Asset Write-off Report	This report shall provide users with information regarding assets that were written-off
7	Asset Loss/Damage Report	This report shall provide users with information regarding lost or damaged assets
8	Deleted asset report	This report shall provide users with information regarding the deleted records of assets

Report generation module shall have a rich search and filtering module, which allows filtering of the records before the generation of the report. Filtering options shall include all available fields of the assets and assigned staff.

Report generation module shall allow the user to select the aggregation options. For each report, the user shall be able to select the aggregation category (per staff, per field office, per asset category, per status and, etc.)

### 3.6. User management sub-system

The System shall implement user and permissions management module, which allows creating, editing, deleting users of the system and managing their permissions.

The system shall have the ability to create a group of users. The system shall have the following pre-defined group of users available in the system.

1. **System administrator.** This group of users have all the necessary permissions to perform any operation in the system.
2. **Warehouse administrator.** This group of users can perform warehouse operations like new acquisition, distribution, bulk issuance, etc.
3. **Field (including HQ) asset officer.** Field asset officer shall be able to accept assets issued to his field office. He shall be able to report the maintenance, transfer and loss and/or damage, as well. Evaluation of accountability for loss or damage shall be the responsibility of HQ. Field asset officer has user permission over assets assigned to his Field Office only. Final Loss or Damage Report shall be approved by HQ – and supported by documentary evidence for HQ approval, and only after this approval can the process be considered as valid.
4. **Reporting user.** This user has no rights to perform data entry operations and can only search for asset information and/or prepare reports.

When creating the user, The System shall collect the following information:

N	Field name	Description
1	Username	Full name of the user (First Name / Last Name)
2	Position	This field should be a selected item. The System shall allow for a dictionary of the positions to be maintained for system users
3	Phone	Landline and mobile phone numbers
4	E-mail	This field shall serve as a unique identifier for the user. User must enter the system via e-mail and the password (only hnec.ly email account)
5	Employment place	This field should be a selected item. The system shall allow for a dictionary of the field offices (and the places where the system is available) to be maintained for system users (Start and expiry date of the contract)

When the administrator first creates a user in the system, the confirmation email shall be sent to the user. The email shall contain the activation link and the temporary password for the user. User must activate the account via the link and change password after the first login. The function of confirmation email shall be optional and configurable through the system management interface.

The user management module shall allow the performance of the following actions:

N	Function	Description
1	User login	The System shall have a front page for the user login. Front page shall contain the email and password fields, as well as the links for the, forgot password action described below.

2	User forgot password	Through this action, the user can request a password change. The system shall provide a separate window where the user shall enter his email address. If the email exists in the system, the user will receive an email with the password reset link.
3	User Reset password	With the password reset link described above, the user shall enter the web page where he/she can provide and confirm a new password. The password shall have minimum length and complexity requirements.
4	List and search users	The System shall provide an interface for the administrator to list all the users of the system, to search the user(s) by name, contact details, employment place, and position.
5	Register user	Any user of the system with administrative privileges can register a user from the system. This administrator shall enter the user-related information as described in the table for the user attributes. After filling in all the required fields, the system shall create a user and send the activation email to the user with the email entered by the administrator.
6	Assign permission	The administrator of the system shall be able to grant and revoke permission to the user of the system. The permission assignment and revoke details should be stored in the database for audit purposes
7	Block/suspend user	The administrator shall have the possibility to block/suspend the users of the system temporarily. In which case, the user will not be able to enter into the system. On the other hand, the user record will not be deleted from the system.
8	Unblock/reinstate user	With this function, the administrator shall be able to unblock the user, which was blocked/suspended before. After unblocking the user, this user will regain the ability to enter the system and perform the actions authorised by the administrator. The user must reset the password once reinstated by the administrator.
9	Deactivate user	Administrator shall be able to deactivate a user from the system. By this action, all access and operational rights of the user will be withdrawn. The user should not be able to login or request a password reset. The system should prevent deletion of the user if the user has an active asset custody record.
10	Audit user actions	The System shall provide an interface for the administrator to view the user activity log. This means that the system shall record all the actions performed by the user and store these in a special table.

### 3.7. System management sub-system

System management shall allow the performance of the following functions:

1. **Backup of the system database:** The System shall provide a user-friendly interface for the system administrators to be able to back up the system database manually. The System shall provide the special link in the administrative menu of the system to access the system backup web page. The System administrator shall be able to activate the backup operation and select the location where the database backup will be stored. The system shall be designed in a way that it shall continue to run and serve the requests from the users of the system during the backup operation of the system. The system shall support the creation of automatic backups at defined intervals.

2. **Management of data dictionaries**<sup>4</sup>: System dictionaries are the classifiers for the attributes of the system objects. The dictionaries shall allow the classification of objects into various groups to facilitate further reporting needs. The system shall implement the following catalogues:
- Asset categories. This catalogue shall include the following basic records<sup>5</sup>:
    - Communication (mobile phones, smartphone, etc.)
    - Transport (sedans, minibuses, etc.)
    - IT equipment (laptops, desktops, etc.)
    - Visual Aids (cameras, projector, etc.)
    - Electrical (Generators, UPS, etc.)
    - Furniture (desks, chairs, cabinets, fixtures, etc.)
    - Security (Handheld metal detectors, CCTV cameras, etc.)
    - Electoral materials (ballot boxes, polling kits, etc.)
  - Asset sub-categories
    - Items will be defined later during the preparatory stage
  - Companies
    - Items will be defined later during the preparatory stage
  - Suppliers
    - Items will be defined later during the preparatory stage
  - Locations / Field offices
    - Items will be defined later during the preparatory stage
  - Asset statuses
    - Stored
    - Ready for issuance
    - Issued
    - Lost/damaged
    - Under repair and/or maintenance
    - Depreciated
    - Broken
    - Returned (Unused)
    - Written-off

Dictionary management shall be available only for the system administrators. The system shall provide a special link in the administrative menu of the system to access the catalogue management

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<sup>4</sup>All dictionaries shall have an option to edit the name field and add additional categories when required.

<sup>5</sup>The available dictionary values shall be populated during the initialization of the system and the systems administration should be able to add and amend dictionary content

module. The system administrator shall be able to select a dictionary for the further standard operations to apply against the concrete dictionary<sup>6</sup>. Data entry personnel shall not have access to the catalogue management module. Dictionary management module shall allow the standard data entry functions including:

- List the dictionary items. (if the dictionary has more than 20 items in the list, the system shall implement paging functionality for viewing the dictionary records)
- Search the dictionary item by name. Each dictionary shall have a possibility to search item(s) by name
- Add new dictionary item. The system shall prevent the double entry in case the item with the same name already exists in the database
- Edit the dictionary item. The system shall prevent the double entry in case the item with the same name already exists in the database.
- Delete dictionary item. The system shall prevent the deletion of the record if the record has already been used by any of the other related records in the database<sup>7</sup>

#### 4. Technical specifications

The technical characteristics of the system include:

##### 4.1.1. General requirements

1. The system shall have a bi-lingual user interface - English and Arabic.
2. The system shall support the UNICODE standard.
3. The system shall support the right to left text writing options for the Arabic texts.
4. The system shall be accessible for the users only through the HTTPS protocol.
5. The system shall use the open-source code, preferably Python.
6. The system shall preferable based on the existing off the shelf platform, which has a modular structure.
7. The system shall use open-source database platforms like MySQL, PostgreSQL, MariaDB or MongoDB.
8. The system shall be accessible through modern browsers, particularly Google Chrome or Chromium-based browsers.
9. The system shall be user-friendly with access through desktop computers, tablet devices and smartphones (responsive UI).
10. The system shall allow the use of barcode readers to scan the 2D and 3D barcodes on the assets.

##### 4.1.2. Documentation Requirements

The Supplier shall develop the following documents and submit to HNEC/UNDP as a component of the scope of this assignment:

1. **User's manual:** the content of the user's manual should be explicit and understandable in the presentation of all the processes available to the users. In particular, the logic of data entry and

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<sup>6</sup>Standard operations include create, edit, delete, search and show the lists. The sentence describes that system operator shall have option to select the concrete dictionary from the menu after which the system shall open the web page for the user to perform any of the operation mentioned above.



report generation should be explained in a perceivable and step-by-step basis for each of the modules. The manual shall contain screenshots of important steps/operations.

2. **Administrator's manual:** this document will offer all the guidelines and instructions necessary for the management of the system. The content shall include system and data storage; restoration of the system and database; launch and disconnection of the system; security management of the users and data; minutes of data communication and applicable procedures; and maintenance of the log table.
3. **Technical design documents and source codes:** this document should present the System in an extensive manner so that the programmer/analyst possessing the relevant knowledge shall be able to use it and the software codes to recreate the system from scratch. It incorporates user operation diagrams; program process logics; table description; all data components; description of data; and interface specifications (input and output). The source code shall be available in one of the public source code repositories like GitHub, Bitbucket, Azure DevOps, etc. with detailed code documentation/description.
4. **Guidelines** on system installation and system maintenance (backup, restore) management.

All user's manuals should be presented in Arabic and English versions. Technical guidelines should be compiled in English. The manuals must be submitted as a deliverable in both printed and electronic versions. Electronic versions should be open to modification in cases when there is a need to revise system environment, functional properties, and operational properties.

#### **4.1.3. Training requirements**

The supplier shall organise training courses for the system administrators and end-user of the system. The training will be done at HNEC. The supplier shall prepare the presentation materials and other documents for the training. There is a need for two types of trainings.

1. **Administrator training.** During this training, the Supplier shall perform a two-day training course for the HNEC IT Department to transfer the ownership of the system administration. The topics of this training shall include the installation, operation, and maintenance of the system. This training shall be counted for up to 3 users. As part of the training, a copy of the source code with code explanation should be provided to the HNEC IT department.
2. **User training.** During this training, the supplier shall train the end-users for the use of the system (3 days). The user manual shall be used as a primary source for the training. The training shall be done at HNEC premises and count for the up to 8 participants (2 from HQ, and 2 per regional offices)

UNDP/HNEC shall endorse the organisation and the delivery schedule of the trainings in advance.

Training venue will be arranged and provided by UNEST/HNEC, the company should provide i) training material and ii) trainers to conduct above mentioned trainings.

#### **4.1.4. Testing Requirements**

During the preparation stage, the Supplier shall develop a **system testing and acceptance plan** and submit the same for UNDP/HNEC approval. Testing and acceptance plan shall include testing scenarios and testing environment.

Supplier shall install the testing environment for the UNDP/HNEC. The testing environment shall be available during the design, development, testing and post-implementation stages. The testing environment shall use a separate database and separate endpoint. Supplier shall provide all the necessary credentials for the UNDP/HNEC to perform all the operations on the testing environment.

User Acceptance Testing (UAT) of the system shall be conducted at the UNDP/HNEC Headquarters and a minimum of 2 Field offices. This shall be organised by the UNDP/HNEC with the Supplier's support. During the UAT, all the final functional requirements shall be tested with feed-back to the Supplier. To conduct the UAT, the Supplier shall develop functional requirement checklists for UAT in agreement with the UNDP/HNEC. The UNDP/HNEC staff shall be trained on the use of these checklists to fill them during the testing. UAT shall be conducted in cycles. After each testing cycle, the filled checklists from the Client staff shall be collected and analysed by the Supplier. In the case of revealed discrepancy between functional requirements specifications and UAT testing, the Supplier shall identify the revealed bugs and appropriately fix them. In the following cycle, the revealed bugs need to be re-tested by the UNDP/HNEC, and the next cycle checklist will be provided to the Supplier. This process shall go on until all the requirements in the checklists are tested and identified as correct by the UNDP/HNEC and approved in compliance with the final functional requirements.

#### **4.1.5. Hardware requirements**

The contractor shall develop and discuss the hardware requirements for the system. During the preparatory stage (described later) detailed hardware specifications of the hardware components (server, barcode readers, printers, etc.) shall be developed and provided to UNDP/HNEC for approval. Based on these specifications, UNDP will conduct a separate procurement process to gather all the required hardware components for the system. The contractor jointly with HNEC, shall install and configure the hardware in HNEC datacentre (server equipment) and train the HNEC how to use the peripheral hardware components such as barcode readers and printers.

#### **4.1.6. Technical Support**

After the official handover of the software, the supplier shall provide 06 months technical support for the system. Within this support period, the software updates and software releases should be provided to correct the errors and bugs of the system.

Support ticket submission system shall be available for the System users. This system allows users to submit tickets to report problems or get support on special issues. Users can set the status, priority, and category of each ticket.

In addition to the use of support tickets, HNEC can report all the revealed error cases and bugs to the Supplier in written form (email), thoroughly describing the nature and timing of the encountered inconsistency.

Technical support terms need to be considered during the servicing periods including but not limited to:

1. The technical support for the software is valid only when the System is installed and implemented in the hardware with required technical specifications of the system in agreement both with the HNEC and the Supplier.
2. Errors are software defects which cause incorrect functions of the software package. The types of errors described including but not limited to:
  - Not all entered data is saved in the database.
  - Database calculation fields do not provide the precise value due errors in calculation formula.
  - Not all operations are processed in a single transaction
  - Reports do not expose the expected results
  - Software package generates messages of unsolvable problems and exits without user commands
  - The response of the request is delayed, and this delay is not connected with the database operations.

3. Bugs are those system operation conditions which do not cause data completeness defects or reports calculation errors
4. Technical support service conditions consist of the following provisions:
  - If the revealed errors and bugs impact the main functions of the software (it is impossible to enter data, or data entry is done with errors, reports are not generated correctly or received within the reporting period), then the problem should be solved within 48hours after the HNEC's notification is received.
  - All the errors and bugs which are categorised as non-critical by the HNEC should be collected in a new software release and submitted to the HNEC within 5 working days.

## 5. Schedule and deliverables

### 5.1. Implementation Schedule

The total duration of the implemented works should not exceed 8 months. The development and implementation work should be implemented in 3 phases.

- Preparatory stage
- Design and development
- Testing and implementation

The schedule of the main phases is presented in the table below:

Phases	Months							
	1	2	3	4	5	6	7	8
The first phase (preparatory works)								
The second phase (system development)								
The third phase (system introduction and final operation)								

The preparatory work should last one month during which all the functional requirements should be thoroughly studied, and a detailed work plan is implemented and agreed with UNDP/HNEC. The proposed platform shall be selected and agreed with UNDP/HNEC. The testing and training plans shall be developed and shared with the UNDP/HNEC for approval.

The design, programming and interface development works shall be completed during the design and development phase of The System. During the final third phase, testing should be implemented, development of the necessary documents, as well as the pilot and final introduction of the system.

### 5.2. Deliverables

During the bidding stage, the Supplier shall submit an initial plan of the Project Implementation within its proposal outlining the requirements. After signing the contract, the supplier, within the first phase (1 month) of the implementation, shall develop an action plan based upon the initial plan outlining all the phases of the implementation. The Plan shall include the following documents to be approved by the UNDP/HNEC:

- Detailed implementation schedule and activity plan
- Testing and acceptance plan
- Installation and implementation plan
- Training plan
- Support and warranty plan.

During the project, the Supplier shall submit the documents and performance acts listed in the table below:

	<b>Deliverables</b>	<b>Dates</b>
1	<ul style="list-style-type: none"> <li>Detailed implementation schedule and activity plan</li> <li>Testing and acceptance plan</li> <li>Installation and implementation plan</li> <li>Training plan</li> <li>Support plan</li> <li>Hardware requirements<sup>8</sup></li> </ul>	1st month
3	<ul style="list-style-type: none"> <li>Complete system software package (version ready for testing) including all source codes</li> </ul>	4 <sup>th</sup> month
6	<ul style="list-style-type: none"> <li>User's manual, administrator manual and other documentation as described in the documentation requirements</li> <li>Relevant training of users and administrators</li> </ul>	6 <sup>th</sup> month
7	<ul style="list-style-type: none"> <li>The final version of the System software package (including all source codes), all sub-systems, installer packages, configuration files and all those components which are necessary for the system installation and operation (final tested and corrected version).</li> </ul>	8 <sup>th</sup> month
9	<ul style="list-style-type: none"> <li>Maintenance of the system (warranty, which lasts 6 months)</li> </ul>	14 <sup>th</sup> month

### 5.3. Reporting

- The supervision of the contract will be provided by the technical experts from UNDP PEPOL project and HNEC.
- The contractor is expected to liaise/interact/collaborate with the technical staff of the UNDP PEPOL project and HNEC for the enquiry of any required information and everyday communication.
- The contractor shall provide weekly progress reports during the development stage (six months from the beginning of the contract).
- The Contractor shall provide the means for the IT Expert and HNEC IT staff to be able to access and evaluate the results of the work progress (nightly builds, source codes, testing environment).
- For the remaining period, the contractor shall provide the progress reports on a monthly basis.

### 5.4. Facilities to be provided by UNDP or HNEC

The Contractor manages the organisation of the required environment and service to implement the services required by this RFP. The UNDP will not provide any facility, support personnel, service or logistics except the supervision, recommendations and acceptance/approval of the work done by the Contractor.

All development will be conducted in full collaboration with the data management section of the HNEC. The development shall be spread over time; however, it must be responsive to meet the needs of the forthcoming electoral process.

HNEC will make available to the contractor two HNEC staff to help support on system requirements, testing and any other support as feasible. The HNEC also works with UN technical advisors, who will assist HNEC in their responses to the Contractor.

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<sup>8</sup>The bidder is obliged to provide the recommended specification of the hardware. This procurement does not include the procurement of the hardware. Hardware for the system will be procured separately by UNDP based on the specifications provided by the contractor in the first stage of the contract.

### **5.5. Duty Station**

The development activities shall be provided from the premises of the Contractor. These activities include the development code walkthrough, testing, implementation and support.

The training, workshops and on-site requires supports shall be provided in Tripoli at the premises of HNEC or UNEST.

### **5.6. Project team requirements**

The contractors shall provide the organisation chart proposed for the implementation of the services of the RFP. In addition to the key personal requirement, the proposal should include the below-listed positions in their proposal:

1. Project Manager
2. Development Team Leader
3. Senior Developer
4. Junior Developer
5. Database Specialist
6. Training Specialist

### **5.7. Professional Qualifications of the Successful Consultancy and its key personnel**

- The organisation should have a minimum of 5 years corporate experience in the design, development and execution of software projects, related to ERP or enterprise systems such as procurement, logistics, asset management, finance and HR applications.
- Experience with designing, building, deploying and managing end-to-end solutions, preferably for public sector clients
- Good track record in Agile Design Processes and working in bilingual (Arabic/English) environments.
- At-least one similar contract of equal magnitude implemented during the past 5 years.

### **Qualifications and experience of the team proposed for the assignment:**

#### **Project Manager**

- Qualification requirements
  - Master's level in a relevant field (computer science, information technology, software engineering). Minimum of 5 years' experience related to IT project management.
- Specific Experience relevant to the assignment
  - 3+ years of professional experience in managing the IT projects related to the development, implementation and support of web-based software solutions
  - 3+ years of experience working with client organisations or programs in the development of ERP or other enterprise management systems
- Regional/International experience
  - 2+ years' experience in implementation and maintenance of software solutions in countries with bilingual systems preferably Arabic and English
- Language Qualifications
  - Proficiency in Arabic language is essential
- Proficiency in English language would be an advantage.

#### **Development Team Leader**

- Qualification requirements

- Master's level in a relevant field (computer science, information technology, software engineering). Minimum 3years' experience leading the software development teams
- Specific Experience relevant to the assignment
  - 3 years of professional experience in planning the software design, development, implementation and maintenance activities
  - 2+ years of experience working with client organisations in software development projects
- Regional/International experience
  - 1+ year experience in implementation and maintenance of software solutions and experience of working with local IT staff of client organisations
- Language Qualifications
  - Proficiency in Arabic language is essential
- Proficiency in English language would be an advantage.

### **Senior Developer**

- Qualification requirements
  - Bachelor's level in a relevant field (computer science, information technology, software engineering). Minimum 3 years' experience as a senior software developer in projects for the development of web-based applications
- Specific Experience relevant to the assignment
  - 3 years of professional experience in design, development and testing of web-based software solutions
  - 2+ years' experience in web applications, specifically ERP applications, PostgreSQL/MongoDB database management, deployment of web applications
- Language Qualifications
  - Proficiency in Arabic language is essential
  - Proficiency in English language would be an advantage.

### **Junior Developer**

- Qualification requirements
  - Bachelor's level in a relevant field (computer science, information technology, software engineering). Minimum 01 year of experience as a software developer in projects for the development of web-based applications
- Specific Experience relevant to the assignment
  - Experience in writing unit tests.

### **Database Specialist**

- Qualification requirements
  - Bachelor's level in a relevant field (computer science, information technology, software engineering). Minimum 2-year experience as a database developer and administration
- Specific Experience relevant to the assignment
  - 1+ years' experience in PostgreSQL/MongoDB database development, management, and maintenance. Knowledge on optimisation of databases and writing SQL scripts

### **Training Specialist**

- Qualification requirements

- *Bachelor's level in a relevant field (computer science, information technology, software engineering).*
- Specific Experience relevant to the assignment
  - Minimum 1-year experience as a trainer of IT systems, administration of systems, use of source code management systems, UI/UX design principles and PostgreSQL/MongoDB database management

### 5.8. Price and schedule of payments

The schedule of the payment is described in the table below:

Deliverables	Payment date	Payment percentage
The following documents are submitted and approved <sup>9</sup> <ul style="list-style-type: none"> <li>▪ Detailed implementation schedule and activity plan</li> <li>▪ Testing and acceptance plan</li> <li>▪ Installation and implementation plan</li> <li>▪ Training plan</li> <li>▪ Support plan</li> <li>▪ Hardware requirements</li> </ul>	1-st month	05%
Submission of a detailed report and client certification for the development of software and system is ready for initial testing	04 <sup>th</sup> month	25%
Users and System Administration Training and the manuals developed, submitted and approved by client	06 <sup>th</sup> month	20%
Report on User acceptance testing and final implementation of the system.	08 <sup>th</sup> month	40%
Completion of technical Support (6 month)	14 <sup>th</sup> month	10%

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<sup>9</sup> The payment of the first stage will be performed only after provision of all the items mentioned in the price schedule.

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Past contracts indicating client name, duration of contract, value of contract, and brief description of outputs, delivered by the bidder in the past three years;	<input type="checkbox"/>
▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 (two) years (2016-2018) or Bank Statements for the past 2 years.	<input type="checkbox"/>
▪ Resumes of the technical staff as per the TOR	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>



**Form A: Technical Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

We, the undersigned, offer to provide the services for Development of Asset Management System for HNEC in Libya in accordance with your Request for Proposal No. RFP/LBY/PEPOL/2019/106 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> <li>▪ Form A: Technical Proposal Submission Form</li> <li>▪ Form B: Bidder Information Form</li> <li>▪ Form C: Joint Venture/Consortium/ Association Information Form</li> </ul>

- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Past contracts indicating client name, duration of contract, value of contract, and brief description of outputs, delivered by the bidder in the past three years;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 (two) years (2016-2018) or Bank Statements for the past 2 years.
- Resumes of the technical staff as per the TOR

**Form C: Joint Venture/Consortium/Association Information Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form D: Qualification Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Litigation History** (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.



## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

We, the undersigned, offer to provide the services for Development of Asset Management System for HNEC in Libyain accordance with your Request for Proposal No. RFP/LBY/PEPOL/2019/106 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form G: Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/LBY/PEPOL/2019/106		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal: USD**

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
Project Manager				
Development Team Leader				
Senior Developer				
Junior Developer				
Database Specialist				
Training Specialist				
Others – Please specify				
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Training 1 - Administrator training (02 days training in Tripoli, Libya)				
Training 2 - User training (03 days training in Tripoli, Libya)				
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>% of Payment</b>	<b>Payment Timeline</b>	<b>Total price in USD</b>
The following documents are submitted and approved <sup>10</sup> <ul style="list-style-type: none"> <li>Detailed implementation schedule and activity plan</li> <li>Testing and acceptance plan</li> <li>Installation and implementation plan</li> <li>Training plan</li> <li>Support plan</li> <li>Hardware requirements</li> </ul>	05%	1-st month	
Submission of a detailed report and client certification for the development of software and system is ready for initial testing	25%	04 <sup>th</sup> month	
Users and System Administration Training and the manuals developed, submitted and approved by client	20%	06 <sup>th</sup> month	
Report on User acceptance testing and final implementation of the system.	40%	08 <sup>th</sup> month	
Completion of technical Support (6 month)	10%	14 <sup>th</sup> month	
<b>Grand Total</b>	<b>100%</b>		

<sup>10</sup> The payment of the first stage will be performed only after provision of all the items mentioned in the price schedule.