



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 27, 2019
	REFERENCE: FPSN/RFP/018/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Firm/Company - Development of Migration Tools for Online National Data Profile (ONDP)**

Please be guided by the form attached hereto as Annexes I to VI in preparing your Proposal.

The detailed Terms of Reference (ToR) of the consulting services is attached as Annex 2

Proposals may be submitted on or before **4:00PM Monday, October 14, 2019**, by hand delivery/courier mail to the address below:

**To
The Administrative and Finance Associate;
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC,
Central Bureau of Statistic (CBS) Building, Thapathali, Kathmandu Nepal
Tel: 4100565 and 4259305**

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by FPSN after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Only hard copies of sealed proposal either hand delivery or delivery by courier are accepted.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by FPSN Project, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on FPSN Project's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by FPSN Project after it has received the Proposal. At the time of Award of Contract or Purchase Order, FPSN Project reserves the right to vary (increase or decrease) 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.

Please be advised that FPSN Project is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

FPSN Project encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to FPSN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Dr. Madhusudan Bhattarai
National Project Manager, FPSN Project
9/27/2019

ANNEX

Six set of documents to be submitted in the application package as part of technical and financial proposals

ANNEX I	Description of Requirements of the Consulting Services
ANNEX IIA	Terms of References (ToR)
ANNEX IIB	List of Data and Indicators To Be Migrated to the ONDP Software Platform
ANNEX III	General Terms and conditions of FPSN/UNDP contract for the services
Annex IV	A format for CV of 8 pages (maximum) per expert (minimum 3 experts)
Annex V	Form for Submitting Service Provider's Proposal
ANNEX VI	Financial Proposal Submission format

Description of Requirements of the Consulting Services

Context of the Requirement	<p>Central Bureau of Statistics (CBS) was established in 1959 under Statistics Act, 2015 BS as the central agency for the collection, consolidation, processing, analysis, publication and dissemination of statistics. It is under the National Planning Commission Secretariat (NPCS) of Nepal and serves as a national statistical organization of Government of Nepal. It generates timely and reliable socio-economic statistics mainly through the operation of censuses and surveys. The main objective of setting up CBS is to avail data to NPC and other Government agencies for the formulation of national plans, policies and also produces national account estimates to measure the economic growth of the country. It carries out different household surveys and censuses regularly to assess the socio- economic condition of the country. The major tasks, which CBS has been performing, are decennial population census, agriculture census and quinquennial manufacturing establishment census. In addition, several household surveys like living standard surveys, labor force surveys and multiple indicator surveillance have been done by CBS at regular intervals. CBS also promotes collaborative research efforts among members of academic community, data producers, and users. Thus, CBS role is always decisive for effective functioning of the national statistical system as a whole.</p> <p>CBS has its own dedicated website to disseminate its data and statistics through the website. Now, CBS has its own data ware house systems and on-line data storage and online data access facility at ease to mass population. As a national institution of statistics of the country, it has developed online data portal and data warehouse which is called 'National Data Profile' to readily capture data and statistics across different government organizations and disseminate with common format and at single platform.</p>
Implementing Partner	Central Bureau of Statistics (CBS), Nepal
Brief Description of the Required Services	Development of Migration Tools for Online National Data Profile (ONDP)
List and Description of Expected Outputs to be Delivered	<p>CBS aims to develop a migration tool for national data profile system that will help to migrate and upload data and information related to geography, natural resources, environment, demographics, social, economic, and governance etc. The tool should enable users to import data from excel to the central database of National Data Profile System.</p> <p>The objectives of this assignment are:</p> <ol style="list-style-type: none"> Development of Migration Tool for migrating large-sets of data

	<p>points across the administrative units (years) from CBS data sets (for the data/indicators items provided in Annex 1)</p> <p>b) Migrate these data to National Data Profile, using software and</p> <p>c) Training (2-days) to the CBS Staffs</p>
Person to Supervise the Work/Performance of the Service Provider	The consultant will report to NPM of FPSN project for management of the contract, and will submit the draft and final reports to CBS through administrative set up of the FPSN project. Then, for technical supervision and contact point for obtaining data and other support from CBS, the consultant will contact to Program Director of CBS, who will be acting as focal point from CBS for providing information and data inputs to the party (consultant) for completion of the consulting assignment by the party.
Frequency of Reporting	As per the ToR
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	60 working days spreading from 20 October 2019 to 20 December 2019
Target start date	20 October 2019
Latest completion date	20 December 2019
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by FPSN Project (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of the Lead and other two experts including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, FPSN project may request the proposer to extend the validity of the proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	<p>a) The project will pay 20 % of the consultancy contract to the consultant upon acceptance of inception report, with detailed plan of work, by focal point person from CBS, and from FPSN project.</p> <p>b) The consultant will be paid 40 % of the consultancy contract after submission of Draft version of Migration Tool with Test Report to the CBS, along with submission of UAT, and approval of the reports/documents by the technical focal point person from CBS.</p> <p>c) The remaining 40% of the consultancy service contract will be paid upon after satisfactory completion of final product (software), completion of Training on using tools, submission of final report, along with its programming codes and formula and the software system to the FPSN project; and their approval by the focal point in CBS and officials of the FPSN project.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>The consulting firm will submit the draft and final reports to CBS through administrative set up of the FPSN project. Then, for technical supervision and contact point for obtaining data and other supports from CBS, the consultant will contact to the assigned Program Director of NDP unit of CBS, who will be acting as focal point from CBS for providing information and data inputs.</p>
Criteria for the Assessment of Proposal	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the FPSN Project Contract General Terms and Conditions (GTC).</p> <p><u>Technical Proposal – 1000 points</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 300 points</p> <p><input checked="" type="checkbox"/> Quality of methodology, its Appropriateness for timely completion of the project outputs 300 points</p> <p><input checked="" type="checkbox"/> Personnel and qualification of consultants- 400 points</p> <p><u>Technically Qualified Lowest Bidder gets the Award of Contract</u></p> <p>Financial Proposal – 300 points</p>

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by FPSN.
FPSN will award the contract to:	<input checked="" type="checkbox"/> One and only one Consulting Firm/Company
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR – Annex 4
Contact Person for Inquiries (Written inquiries only) ²	<p>For any query, a written inquiry must be submitted to the email: anil.ray@fpsnepal.org mentioning Procurement Notice Ref: FPSN/RFP/018/2019 (for Development of Migration Tools for Online National Data Profile (ONDP), on or before 4:00 PM, 10 October 2019.</p> <p>UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's (or FPSN Project) response shall be not used as a reason for extending the deadline for submission, unless FPSN determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by FPSN Project. If inquiries are sent to other person/s or address/es, even if they are FPSN Project staff, FPSN shall have no obligation to respond nor can FPSN Project confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p><u>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate.</u></p> <p>Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p> <p>The outer envelope shall be submitted at</p> <p>Addressed to:</p> <p>The Administrative and Finance Associate; Facilitating the Pursuit of SDGs in Nepal (FPSN) project Office, NPC Central Bureau of Statistic (CBS), Thapathali, Kathmandu Nepal Tel: 4100565 and 4259305</p> <p>Marked clearly with: FPSN/RFP/018/2019 – Consulting Firm/Company - Development of Migration Tools for Online National Data Profile (ONDP)</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Company/Organization submitting proposal	30%	300
2	Proposed Work Plan and Approach	30%	300
3	Personnel	40%	400
			1000

I. Expertise of firm /Company/organisation submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organisation and Staff (Competency / Reliability)	50
a) Establishment/existence, number of years of work	20
b) No. and kind of reputed organizations that the offeror has served with previously	30
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm /company/ organisation)	30
- Annual turnover	20
- Full time staffs available	10
1.4 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 specialised skills.	20
1.5 Quality assurance procedure, warranty	30
Subtotal (1.1 to 1.5)	140
1.6 Relevance	
a) Specialised Knowledge	70
b) Experience on Similar programmes/projects	70
c) Work experience with Government of Nepal/UNDP/ major multilateral/bilateral programmes	20
Subtotal for 1.6	160
Total for Expertise of firm / organisation (A)	300
II. Proposed Work Plan and Approach (Points obtainable 300 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	20
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	50

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
Total for Proposed Work Plan and Approach (B)	300
III. Personnel (Points obtainable 400 Points)	
3.1 Lead Consultant/Expert	
a) Should have Master's Degree in Computer Engineering or equivalent	50
b) Should have at least 5 years of proven experience on the similar kind of work activities, or expert in online data management	50
c) Overall competency of the Team Leader to lead a team and complete this type of assignment, with proven by the past assignment, etc.	50
d) Team Leader should have previous experience in development of web-based software and data migration tool and data migration software in the last 2 years	50
Sub Total for Lead Consultant/Expert	200
3.2 Supporting Consultants/Experts	100
- Should have at least 3 years of proven experience after his/her Bachelor's Degree in Computer Engineering or equivalent in the subjects	100
3.3 Web Developer/Expert	
- Should have at least 3 years of proven experience with minimum of Bachelor's Degree in Computer Engineering or equivalent	100
Sub Total for Supporting Experts	200
Total for Personnel (C)	400
Grand Total (A+B+C)	1,000

Terms of Reference (TOR)
for
Consultancy services of a Firm for the development of Migration Tools for Online National Data Profile (ONDP)

Title: Consultancy services (firm) for the development of Migration Tools for Online National Data Profile (ONDP)

Duration: 15 October 2019 to 20 December 2019

Duty Station: Kathmandu, Nepal

Administrative Reporting: National Project Manager (NPM) of FPSN project

Technical reporting: Program Director, National Data Profile Unit, CBS

Administrative Facilitation: Facilitating the Pursuit of SDGs in Nepal (FPSN) Project Office, a joint project of NPC and UNDP, Nepal

1. Introduction

This consultancy is for hiring Consultancy services for Migration Tool Development for National Data Profile (NDP), managed and coordinated by Central Bureau of Statistics (CBS), Government of Nepal. This consultancy is supported by Facilitating pursuit of SDGs in Nepal project, supported by UNDP Nepal.

Central Bureau of Statistics (CBS) was established in 1959 under Statistics Act, 2015 BS as the central agency for the collection, consolidation, processing, analysis, publication and dissemination of statistics. It is under the National Planning Commission Secretariat (NPCS) of Nepal and serves as a national statistical organization of Government of Nepal. It generates timely and reliable socio-economic statistics mainly through the operation of censuses and surveys. The main objective of setting up CBS is to avail data to NPC and other Government agencies for the formulation of national plans, policies and also produces national account estimates to measure the economic growth of the country. It carries out different household surveys and censuses regularly to assess the socio- economic condition of the country. The major tasks, which CBS has been performing, are decennial population census, agriculture census and quinquennial manufacturing establishment census. In addition, many household surveys like living standard surveys, labor force surveys and multiple indicator surveillance are indispensable tasks, which CBS has been accomplishing. The role of the CBS is always decisive for the effective functioning of the national statistical system as a whole. It promotes collaborative research efforts among members of academic community, data producers and users.

CBS has its website to disseminate its data and statistics through the website. Now, CBS has its own **data ware house systems** and **on-line data storage and online data access facility** at ease to mass population. As a national institution of statistics of the country, it has developed

online data portal and data warehouse which is called 'National Data Profile' to readily capture data and statistics across different government organizations and disseminate with common format and at single platform.

2. Background of Rational of the Project

Data Migration tool helps to move data from source to destination. This will reduce the time and effort by user to add individual data one by one. We can collect data in various sources in csv format. After collecting data we can upload it into System. Those users who are not able to use internet or have less knowledge in system they can collect data into csv file and that file can be upload in System.

Data migration tool helps to update the old data into new system. When we have lots of data which are already verified, we can use Migration Tool to upload data in less time.

In case of NDP, different government agencies need to upload their data into NDP. The dataset of 753 local units or 77 districts for different variables need to upload into NDP which would almost impossible by making individual data entry. For example, the data on production and area of paddy crop for 753 local units by the Ministry of Agriculture need to be uploaded at one click. For this, purpose, a data migration tool for this data item is to be developed. In the same way, the data migration tools for around 60 data items have to be developed for uploading data into NDP.

Hence, this consultancy service is expected to design and develop migration tool for National Data Portal (NDP).

3. Objectives

The main objective of this program is to design and develop migration tool for National Data Portal (NDP). CBS aims to develop an migration tool for national data profile system that will help to migrate and upload data and information related to geography, natural resources, environment, demographics, social, economic, and governance etc. The tool should enable users to import data from excel to the central database of National Data Profile System.

The objectives are

- a. Development of Migration Tool (as many as data items given in Annex 1)
- b. Migrate some data to National Data Profile
- c. Training to the CBS Staffs

4. Scope of the assignment

The assignment is to design and develop migration tool for National Data Portal (NDP) where data can be migrated and stored to National Data Profile by users and different government bodies. The assignment also includes two days of training required for CBS staffs to operate the tool and migration process.

5. Deliverable

The deliverable for the assignment includes the following.

SN	Deliverable	Delivery time
1	A detailed inception report of the project with System Design and Database Schema	Within 5 days after signing of the contract.
2	Draft Migration Tool (frontend, backend) for demo and testing CBS (draft 1)	Within 30 days after submission of the inception report.
3	Submission of Data Migration Tool with Test Report and Submission for UAT to CBS.	Within 15 days after 2 nd Delivery.
4	Training and orientation on developing and using data migration tools for data publishers and administrators	Within 15 days after submission of 3 rd delivery, as noted earlier.
5	Final Data Migration Tool handover to CBS, including users' manual	Within 21 days of submission of the 3 rd Delivery, along with the all programming codes.

The consultancy service needs to be completed within 60 days after signing the contract with the FPSN project.

6. Technical Requirements

The proposed system shall contain the following technical requirements/ functionalities but not limited to:

- Database Architecture capable of capturing all the data.
- Flexible and Reliable Architectural design of Database.
- Scalable Database Design.
- Scalable and upgradeable as and when the number of users and content increases.
- Dataset upload function

7. Actors/Stakeholders

7.1 Publisher

A publisher who is responsible for publishing and updating data. Usually, publisher is government agencies. i.e. local level, provincial, federal offices and CBS data maker users.

7.2 Administrator

An administrator who manages the technical and configuration options of the portal, i.e., Central Bureau of Statistics

8. Qualification and Competences of Consulting Firm

- Already have a proven experience in Web Based Software Development and Data Migration Tool Development and Data Migration in the last two years.

- b) The consulting firm should include CVs of at least 3 professionals for completion of this assignment. The professionals should be
- c) Team leader with relevant experience of project management with 5 Years of Experience having Master Degree in Computer Engineering or Equivalent.
- d) Data base expert with relevant experience of project management with 5 Years of Experience having Bachelor's Degree in Computer Engineering or Equivalent.
- e) Web developers (2 Nos) with relevant experience of project management with 5 Years of Experience having Bachelor's Degree in Computer Engineering or Equivalent.
- f) Good Knowledge in database implementation, configuration and troubleshooting of database instances.
- g) Previous work experience on working with database and web developing, data management, and with such kind of data migration and tool development related work of a governmental system in Nepal.
- h) The Consulting firm should have already registered in VAT.

9. Payment Schedule

Payments will be made as per the following schedule:

- A. 20% of the consulting services will be paid upon receipt of the inception report with detailed plan of work, upon its approval by the technical focal point person from CBS.
- B. 30% of the consulting services upon receipt of the satisfactory submission and presentation of draft version and its approval by technical focal point of CBS.
- B. 50% of the consulting services upon satisfactory completion of the software tool, training to CBS staffs, and submission of final report, along with final software system. , programming codes and formula, and the software system is approval by technical focal point of CBS.

Note: VAT/PAN registration should be submitted upon the time of contract of the assignment, and Tax will be deducted at source as per rules and regulations of the Government of Nepal.

10. Contact point for technical and management issues in CBS

The consultant will report to NPM of FPSN project for management of the contract, and would submit the draft and final reports to CBS through administrative set up of the FPSN project. Then, for technical supervision and contact point for obtaining data and other support from CBS, the consultant will contact Program Director, National Data Profile Unit, CBS who will be acting as focal point from CBS for providing information and data inputs to the party (consultant) for completion of the consulting assignment by the party.

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General Condition of the Contract and Services

(This is posted on the website separately as a pdf file)

**Format of the CV of personnel proposed by the firms/company
(Maximum of 8 Pages of CV of each Lead and Supporting Consultant/Expert in the given
format below)**

- 1) Full Name of Consultant (Individual applicant):
- 2) Date of Birth:
- 3) Gender:
- 4) Key Areas of Expertise and Competency of the personal proposed (in brief):
- 5) A brief summary of the person, and major relevant to the assignment (max 0.3 pages).
- 6) Education (Academic qualification)
- 7) **List of Employment Record.** The information in this section to be clearly separated into two sub-sections, and provided evidence of work assignments, as given below.
(7a). General Experience: The general experiences of the applicant should be mentioned here (Detailed information, starting with your present positions, list in reverse order of every relevant employment you have had).
(7b). Specific experience relevant to the Assignment (TOR): The specific experiences and activities done by the Lead or Supporting Consultant closely related to the consulting services mentioned in the TOR should be clearly mentioned in this section, by employing agencies, number of workdays (year), nature of work activities done (responsibilities, major achievements obtained, etc.)(Note: It is applicant responsibility to clearly illustrate relevant experiences of the experts (applicants) in the CV attached.
- 8) List of Major Completed works or publications on related areas (maximum 5), with most recent ones and that are relevant to the consulting services.
- 9) Any other professional information relevant to the proposed assignment.
- 10) Special Recognition/Award you have received:
- 11) List membership or Affiliation of Professional Societies and activities in civil, public or international affairs:
- 12) Detail Contact Address of the expert:
Permanent Address:
Temporary Address:
Email:
Telephone (Landline):
Mobile No:
- 13) Signature of the assignment on the last pages of the document.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].
[insert: Date]

To: (insert: Name and address of FPSN focal Person)

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to FPSN Project in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the FPSN Project/UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider/Consulting Firm/Company must describe and explain how and why they are the best entity that can deliver the requirements of FPSN Project by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by Government of Nepal or UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

Service Provider must provide:

- a) Names and qualifications of the Lead and supporting Consultant/Expert that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs of lead consultant/expert, 1 supporting consultant/expert and 1 Web Developer demonstrating qualifications must be submitted; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Submission of inception note with action plan and detailed methodology of the work approved by FPSN project	20%	
2	Payment upon the submission of first draft data migration tools and their training and adaption by the team in CBS.	30%	
3	Payment upon submission of the final product of Data sets and effectively working of the data migration tools.	50%	
	Total	100%	

**This shall be the basis of the payment tranches*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

(To be submitted in a separate envelop)

Annex VI

E. FINANCIAL PROPOSAL

(Format for breakdown of costs supporting all expenses)

Breakdown of Cost by Components: (use only the applicable cost headings)

SN	Activities	Unit	Unit Rate (NPR Per working day)	No. of Working Days	Total Cost Proposed (in NPR)
A	Key Human Resources		A	B	C = A x B
a)	Lead Consultant/Expert	Per day		25 days	
b)	Supporting Consultant/Expert	Per day		20 days	
c)	Web Developer	Per day		20 days	
	Sub Total A				
B	Administrative Costs	Lumpsum			
	Stationery				
	Local Travel				
	Sub Total B				
C	VAT 13%				
	Grand Total Cost (A+B)				

N. B. 1) Administrative and other associated costs, if any, should be built into the above headings proportionately.

Note:

- The Financial proposal should be submitted along with the technical proposal, **but in a separate enclosed envelop** (with clearly marked as “**Financial Proposal**”), and along with name of the service provider on the outside of envelop.
- The consultant should provide his/her per day rate and the total cost of the consultancy in the table format given above. Proposal may be disqualified if it does not follow the above price schedule format
- The effective date is from the date of signing of the contract.
- Cost for organizing any other major stakeholders’ consultation workshop by the consultant team in Kathmandu and outside of Kathmandu will be provided by the FPSN project separately, as per the project guideline.
- Financial proposal of only those applicants/firms will be opened which secures at least 70% of scores on the technical proposal (i.e., 700 score out of 1000 score on the technical proposal).