



## REQUEST FOR QUOTATION (RFQ) (Services)

NAME & ADDRESS OF FIRM	DATE: August 7, 2019
	REFERENCE: RFQ-015-TLS-2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **the development of a web-based data portal**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before August 26, 2019 and via (choose appropriate box) ☒ *e-mail*, ☐ *courier mail* or ☐ *facsimile* to the address below:

**United Nations Development Programme**  
UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste  
Attn: Ms. Tuya Altangerel, Resident Representative  
***Submission by e-mail: bids.tp@undp.org***

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other N/A	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Timor-Leste, UN House Caicoli Street, Dili, Timor-Leste	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input type="checkbox"/> [indicate number] days from the issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time: [pls. indicate] Time Zone of Reference: [pls. indicate]	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER N/A
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: [pls. specify]	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<sup>3</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>4</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of <a href="#">Click to type</a> <input checked="" type="checkbox"/> Technical Support for minimum period of two years <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <a href="#">[pls. specify]</a>
Deadline for the Submission of Quotation	COB, <b>Monday, August 26, 2019</b> and Timor Leste
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <a href="#">[pls. specify, including dialects, if needed]</a>
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: _____ Max. no. of days of delay: _____ After which UNDP may terminate the contract.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>8</sup> <input checked="" type="checkbox"/> Meets technical and timeline requirements set out in Terms of Reference at Annex 3
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement <sup>9</sup> and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at

<sup>6</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>7</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>9</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	<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>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ <sup>10</sup>	<input checked="" type="checkbox"/> Specifications of the Service Required and TOR <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <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> <input type="checkbox"/> Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>11</sup>	Sebastian Abjorensen <i>Local Development Specialist</i> <i>Sebastian.abjorensen@undp.org</i> Copy to: <a href="mailto:procurement.staff.tp@undp.org">procurement.staff.tp@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

<sup>10</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>11</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Diana Lina Bernardo*  
Operations Manager  
August 7, 2019

**Technical Specifications**  
**(Please refer to attached TOR in Annex 3)**

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
<b>Detailed project Plan</b>	<b>1</b>	Report with a plan for development of open data platform and database and presentation to UNDP on a video conference.	<b>21 September 2019</b>
<b>Open data portal and database</b>	<b>1</b>	The open data platform and database is developed and online	<b>21 October 2019</b>
<b>Manuals and training</b>	<b>1</b>	Report with the provision of a standard operating procedures manual	<b>21 November</b>
	<b>1</b>	Provision of training (in-person or distance) to 20 users.	<b>21 November</b>
<b>Post-delivery maintenance and support</b>	<b>1</b>	Provision of two years of support for maintenance of the portal	<b>31 December 2021</b>
	<b>1</b>	Operation of all online services and databases	<b>31 December 2021</b>
	<b>1</b>	Uploading and updating data as requested	<b>31 December 2021</b>

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*Bernardino Da Costa Pereira*  
*National Project Manager*  
 August 2, 2019

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>12</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>13</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_:

**TABLE 1: Offer to Supply Services Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1.	Development of a Web Open Data Portal	1 Lump Sum	30 December 2019		
	<b>Total Prices of Services<sup>14</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

<sup>12</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>13</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>14</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ



**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>15</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

<sup>15</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

## TERMS OF REFERENCE

<b>POST TITLE:</b>	: Development of A Web Open Data Portal
<b>AGENCY/PROJECT NAME:</b>	: <b>UNDP Timor-Leste/ Decentralization project</b>
<b>PERIOD OF ASSIGNMENT/SERVICES:</b>	: 14 September 2019 – 31 December 2021
<b>COUNTRY OF ASSIGNMENT:</b>	: Dili, Timor-Leste
<b>STARTING DATE</b>	: 20 August 2019

### 1) BACKGROUND

The United Nations Development Programme (UNDP), as central in the United Nation's global development network, is mandated to take upon an advisory role in driving the Sustainable Development Agenda, based on Member State's priorities and each country context. Currently, the UNDP is present in 170 countries.

Anchored in the 2030 Agenda for the Sustainable Development Goals (SDGs) and committed to the principles of universality, equality and leaving no one behind, the UNDP has issued the UNDP Strategic Plan 2018-2021 as guideline to help countries achieve SDGs by focusing UNDP's competence and expertise on three sets of development settings:

1. Eradicate poverty in all its forms and dimensions;
2. Accelerate structural transformation for sustainable development (addressing inequalities & exclusions, transitioning to zero-carbon development & building a more inclusive accountable governance system);
3. Build resilience to shocks and crises.

Aligned with the Strategic Plan, UNDP supports the National Government of Timor-Leste at the policy and program implementation level, working overall to support country's national priorities to:

- Reduce inequalities, including by gender, to ensure inclusive development;
- Improve access to social protection;
- Improve natural resources management and address issues in climate change mitigation and adaptation for a greener and resilient development;
- Enhanced access to justice and more accountable public institutions.

To ensure a successful implementation of the country's roadmap for the implementation of the SDGs, the Project will support the development of a platform and an integrated framework that will enable the government and policymakers to identify inequalities and employ evidence-based decisions to ensure no one is left behind. This way, the proposed platform will be used as the key entry point to leverage public-private partnerships on the identified SDGs Accelerators.

The UNDP is working with to support the Government of Timor-Leste's decentralization agenda. Part of this support includes the development of a central Open Data Portal to collect and display development and investment indicators by suco and municipal across the country.

### 2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The Open Data Portal will serve as a national portal to track and monitor the development status of the municipalities and their sub-districts based on a set of development and investment indicators.

The Open Data Portal will display all targets and indicators at municipal level, while providing information about the progress and trends over time for each of the municipalities in Timor-Leste.

### Scope of Work

UNDP Timor-Leste is procuring a qualified contractor or organization to develop the open data portal. The data portal will combine data from different Timor-Leste government agencies into one central database and viewing platform. This is to enable the government and policymakers to identify inequalities and employ evidence-based decisions to ensure no one is left behind.

The contracted party will be required to develop the database, data portal, incorporate data provided by the UNDP, and provide training and maintenance services.

While not exhaustive, **key deliverables will include:**

1. Provide a plan for development of open data platform and database. Including:

- Portal platform: The firm will advise on a suitable technology and platform for the open data portal.
- Portal devise responsiveness: The open data portal should be developed following principles of responsive web design to ensure optimal viewing across a wide range of desktop and mobile devices and across all major browsers.
- Portal scalability: The portal should have scalable features for the that will allow extension of functionality and, in particular to allow the incorporation of new sections to upload information form users in the future.
- Portal design: The portal design should be interactive, appealing, easy-to-use and responsive. The firm is expected to propose portal design options to UNDP for selection.
- Portal content: The portal should be able to store and publish data on various categories with the titles, icons, tags/key words, and metadata descriptions. Categories might include health, education, employment, census, and development data, etc. The open data portal should be able to store all kinds of data and information (i.e. open data in Excel, CSV formats, PDF reports, videos etc.). The portal should be able to export Excel, PDF and charts.

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The portal should develop appealing and easy-to-understand visualization of contents by using maps, charts, tables, others to be proposed by the company.

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- Portal user registration - The portal should allow users to complete an appropriate user registration process. User registration data and qualifications are to be persisted by an appropriate form with email verifications in the user registration process. There is no limit on the number of users that can register. Users should be able to view and update user generated information on self, for example personal details, password and account details, posts, preferences and interests. The registered members should be able to configure how much of their profile information is shared with different users/user groups.
  - Portal administration - The portal should allow authorized project staff to edit and update the website including the ability to create, remove, edit, and publish content. These administrators should be able to review user registration/profile details, change user roles/access rights, terminate / close user accounts. Users who have been granted relevant access rights should be allowed to flag and moderate other members' datasets.
  - Portal analytics - The portal should provide relevant analytics reports, for example user registration, site usage, number of visitors, most downloaded tables/charts and other relevant statistical data to track numbers of visitors, visitor characteristics, and visitor preferences, etc.
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- Portal security: The company will explain security measures to be taken to protect the data
  - Portal sustainably: The company will ensure hosting and cloud data base for 3 years.
  - Portal accessibility: The portal should offer English and Tetum language version.
2. Portal website design and setup. Develop the open data platform and database, including:
    - Develop a user-friendly portal capable of generating customizable high-quality visualizations of data. The visualizations will include tables, charts, interactive maps, etc.
    - Incorporate ability to export custom reports as charts, tables, maps and CSV files
    - Develop an SQL database (or similar), datalake or suitable alternative to facilitate the management of data from multiple sources
    - Set up user friendly data entry system
  3. Provide connectivity options with mainstream business intelligence software
  4. Program is based on open source/public license software which will not require ongoing license or subscription fees
  5. Procure and ensure website hosting of the portal for 2019, 2020 and 2021.
  6. Provision of a standard operating procedures manual. This must include:
    - Data is entered
    - To clean the data
    - To transfer data
    - To visualise the data
    - To generate reports from the data
    - To export the data to major business intelligence platforms
    - to aggregate data from different time periods
    - to aggregate data across different sucos and municipalities
    - to store and freeze data
    - to protect data
  7. Provision of support, training services, including
    - Training sessions for 30 people to learn how to use the platform
    - Three years of technical support and management of the database server from the date of the platform's delivery.
  8. Provide maintenance support for 1 year after setting up.

UNDP will provide to the selected vendor the following information:

- Data base with information on health, education, economic situation, etc. For the visualization.
- List of focal people to be trained and organize the logistics for the training session.

- List of first users to be created.
- Translation of all information to Tetum language.

**Proposed pages of the portal:**

- Home
- Data visualization
- Reports per municipality
- Municipalities (where municipalities can upload documents)
- Contact Us
- About the Open Data Portal

### 3) EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required	Payment
Delivery 1: Report with a plan for development of open data platform and database and presentation to UNDP on a video conference.	21 September 2019	Project manager	10%
Delivery 2: The open data platform and database is developed and online	21 October 2019	Project manager	70%
Delivery 3: Report with the provision of a standard operating procedures manual Report of the training (in-person or distance) to users.	21 November	Project manager	10%
Delivery 4: Report including provision of support for maintenance of the portal	31 December 2021	Project manager	10%

### 4) INSTITUTIONAL ARRANGEMENTS

The Contractor will work under the direction and supervision of the respective UNDP Decentralization Project Manager.

### 5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** The assignment will start on **14 September 2019** and end on **30<sup>th</sup> of December 2021**.

**Expected Places of Travel:** The project will be based in Dili however aspects of the work may be completed remotely. .

### 6) QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, 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 UNDP, indicating description of contract scope, contract duration, contract value, contract 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.*

**Company Expertise:**

- Demonstrated expertise in website design, software development, database development and management and related IT services.
- 1 experience developing online platforms for data visualization;
- 6 years or more of experience developing database, websites and visualization projects;

**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.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**Key Staff Qualification:**

**Team leader:**

**Education:**

- Bachelor's degree on software engineering, design, communication or related area.

**Work Experience**

- 6 years or more of progressing experience developing database, websites and visualization projects

- Strong interpersonal, oral and written communication skills in English are imperative;

#### **Portal developer**

##### **Education:**

- Bachelor's degree on software engineering, design, communication or related area.

##### **Work Experience**

- 3 years or more of experience developing database, websites and visualization projects;
- Strong interpersonal, oral and written communication skills in English are imperative;

#### **Language of Work**

- English.

### **7) Technical Proposal**

- Company Profile/expertise**, indicating all past experience from similar projects;
- Proposed project methodology proposed**
- Key personnel (Attached CV)**

**8) Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, per deliverables.

### **9) CRITERIA FOR SELECTION OF THE BEST OFFER**

- Technical responsiveness/Full compliance to requirements and lowest price
- Comprehensiveness of after-sales services
- Full acceptance of the PO/Contract General Terms and Conditions
- Earliest Delivery / Shortest Lead Time
- Meets technical and timeline requirements set out in Terms of Reference at Annex 3

### **10) APPROVAL**

**This TOR is approved by:**

Signature \_\_\_\_\_

Name and Designation

Date of Signing