REQUEST FOR QUOTATION ON CONCEPT AND SPECIFICATION DEVELOPMENT FOR "DESK CONTROL" SOFTWARE ON BUDGETARY FUNDS TARGETED USE

DATE: 08/04/2020

TITLE: Request for quotation

LINK: **RFQ/022/20 DEVELOPMENT OF CONCEPT AND SPECIFICATION FOR "DESKTOP CONTROL" SOFTWARE ON BUDGETARY FUNDS TARGETED USE**

DEADLINE: **29 April, 2020, till 6pm Tashkent time.**

Dear Sir/ Madam

We kindly request you to submit quotation for described below service.

TECHINCAL REQUIREMENTS ON CONCEPT AND SPECIFICATION DEVELOPMENT FOR "DESK CONTROL" SOFTWARE ON BUDGETARY FUNDS TARGETED USE

Project "Preventing corruption through effective, accountable and transparent governance institutions in Uzbekistan" is a joint initiative of Ministry of justice, Prosecutor general's office and UNDP Uzbekistan. The project rests on global experience and best practices within UNDP Global Project "Anti-Corruption for Peaceful and Inclusive Societies", based in Singapore's Global Center for Civil Servants Advanced Training and will also draw on the UNDP Istanbul Regional Hub that has over two decades of relevant anti-corruption experience and governance support knowledge in transitional economy in European and Central Asian countries.

Traditional preventive measures taken include the development of public finance control system as well as internal control and internal audit systems. However, relying on various countries' anti-corruption policy experience corruption prevention as a whole is based on innovation and use high technologies in state finance control.

There is high demand in electronic control software development due to prevent financial violations, targeted and efficient use of budget funds, complying with budget discipline by financial control entities, aimed at reducing corruption risks.

It is foreseen to develop concept and ToR for "Desk control" software on budgetary funds targeted use. Prepared documents will contribute for coherence and understanding of "Desk Control" information system and its mechanisms for implementing remote control using modern information technologies in state budget treasury execution system.

PURPOSE

The purpose of "Desk control" software development is to create information system electronic software on preventing financial improprieties in public sector, ensure targeted and effective use of public funds, abiding fiscal discipline by state-financed organizations and other financial control entities.

Main objective of "Desk control" software development is to create information system for remote monitoring of state budget funds use due to prevent cash theft as well as material resources identified in state-financed organizations and prevent budget legislation possible violations.

VOLUME OF SERVICES

1. Preparation of concept and Terms of Reference (ToR) for "Desk control" software system should encompass the following:

The CONCEPT encompasses national interest definition in financial sector, identification the factors threatening these interests, system building on countering negative factors and threats in this area, diagnosis complex of measures that would impact for qualitatively increasing on financial security level as well as purpose of structure and Desktop Control software system purpose.

The purpose of "Desk control" software system development:

- Analysis, identification, elimination and prevention of violations in budget legislation through obtaining high-quality and reliable data on integrated systems e-participation, studying the causes and circumstances allowing state budget funds misuse.

– Budgetary organizations audits effectivization will be implemented via remote control widespread use, identifying objects and targets for audits.

The aim of "Desk control" software system:

- increasing budgetary organizations control measures effectivization upon simultaneous enhancement of audits effectiveness and through remote control widespread use, identifying potential objects and targets for control measures using modern information technologies and data base;

- Steady monitoring of state-financed budgetary organizations' financial activities by the help of special automatic software system "Desk control" for targeted and efficient use of budgetary funds, as well as accounting in state-financed organizations;

- remote control on financial improprieties prevention, targeted use of state budget funds, abidance for budget finance control by enterprises;

- Computer-aided analysis and analysis of misappropriation and embezzlement and valuable properties frauds, as well as illegal disbursements in state-financed organizations, contravention of preparation, endorsement and execution procedures on cost estimates and other violations in fiscal legislation.

Desktop control software system should interact with public finance management system, Ministry of finance's key information systems and automated directory and documentation system in state-financed organizations as well as databases' of State tax committee, State customs committee, Ministry of justice, national cadaster, educational institutions and health care centers.

ToR on automated system creation regulates system structure that encompasses hardware and software, staff working with these IT tools and automated processes. ToR is created in accordance with State standard of Uzbekistan (O'z DSt) 1987:2018.

ToR should include the following sections:

1. General information;

Full title of IS (Information System) and its identification code;

Name of beneficiary and IS developer (info will be submitted upon request);

List of documents on the basis of which IS is created;

Planned schedule of work start and end dates;

Procedure on registration and presentation of work results;

Purpose and objectives of IS development;

Purpose of IS;

Purpose of IS development;

Software characteristics;

2. Requirements for IS.

Requirements for IS as a whole;

Requirements for IS's structure and functioning;

Requirements for interaction with third-party information systems;

Requirements for numbers and users qualification;

Purpose indicators;

Reliability requirements;

Safety requirements;

Requirements for ergonomic aspects and **technical aesthetics**;

Requirements for mobile IS portability;

Requirements for operation, maintenance, repair and storage of IS components;

Requirements for patent and license compliance;

Requirements for standardization and unification;

3. Additional requirements:

Requirements for functions executed by IS;

Requirements for software types;

Requirements for mathematical software;

Requirements for information support;

Requirements for linguistic Support;

Requirements for software;

Requirements for technical support;

Requirements for metrological support;

Requirements for organizational support;

Requirements for methodological support;

4. Composition and content of IS development

5. Quality Assurance and Acceptance Procedures of IS

6. Requirements for composition and contest of work for IS commissioning preparation

7. Requirements for software documentation.

It is requested to follow state standard of Uzbekistan DSt 1987:2018 in ToR development for state project beneficiaries.

2. Concept and ToR should be prepared in Russian and Uzbek languages.

3. ToR and Concept should be complete and sufficient for further use, aimed to select IS Developer.

Requirements for executor

- Organization's stable financial state;

- absence of unexecuted court orders; there must be no liquidation, reorganization or bankruptcy proceedings towards the organization as well as seizure of its property;

- at least 5 years' experience of web development;

- following portfolio is mandatory for submitting:

    - not less than 3 relevant works, operating at least for 3 years should be submitted;
    - not less than 2 major projects (by organization's "importance" as well as planned number of users' daily visits);

- experience in software development with integrated IS (not less than 5 systems);

- knowledge of standards and requirements for development/design/maintenance of websites and state bodies software packages;

- experience in ToR development in similar software packages;

- customers' positive feedback on services provided;

REQUIREMENT FOR WORKING GROUP

– availability of specialists from permanent staff including design team, software developers, HTML layout designers, designer and program testers. Hence, the team assigned for this project execution must not be engaged in any other parallel projects. Specialists qualification should be on a par with project level. Certified (especially international programs and standards) specialists are welcomed;

– it is mandatory to assign qualified project manager to the project.

REQUIRED DOCUMENTATION

- list of previous completed activities/projects of similar complexity;

- Team leader and working group members CV;

- completed and signed application forms at the time of submitting;

- separate submission of both technical and financial proposals.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

SCOPE OF WORK

№	Service description	Time schedule
А	**Concept development for "Desk Control" software**	1 week
Б	**ToR development for "Desk Control" software**	
1.	**General information**	2 week
	Full name and software's identification code	
	Names of contractor organization and developer of "Desk control" software	
	List of supporting documents required for development "Desk control" software	
	Scheduled timeline for work start and end dates	
	Framework for financing and funding sources	
	Procedure of submission outcomes	
2.	Purpose and objectives of "Desk control" software development	1 week
3.	Objective of "Desk control" software development	
4.	Purpose of "Desk control" software development	
5.	**IT support performance data**	1 week
6.	**Requirements for "Desk control" software**	7 week
	General requirements for "Desk control" software	
	Requirements for structure and functioning of "Desk control" software	
	Requirements for interaction with external information systems	
	Requirements for number and users qualifications	
	Purpose indicators	
	Reliability requirements	
	Software safety requirements	
	Requirements for ergonomic aspects (usability) and technical aesthetics	
	Requirements for "Desk control" software portability	
	Requirements for operation, maintenance, repair and storage of "Desk control" software components	
	Requirements for patent and license compliance	
	Requirements for standardization and unification	
7.	**REQUIREMENTS FOR FUNCTIONS EXECUTED BY "DESK CONTROL" SOFTWARE**	
	Requirements for performance;	
	Requirements for software types	
	Requirements for mathematical software	
	Requirements for information support;	
	Requirements for linguistic Support;	
	Requirements for software;	
	Requirements for technical support	
	Requirements for metrological support	
	Requirements for organizational support	
	Requirements for methodological support	
8.	**Composition and content of "Desk control" software development**	1 week
9.	**Quality Assurance and Acceptance Procedures**	
10.	**Requirements for composition and contest of work for IS commissioning preparation**	1 week
11.	**Requirements for software documentation**	
12.	**Addressing and incorporation of Client's comments on non-conformities to TOR**	

TERMS AND PROCEDURES OF PAYMENTS

№	Outputs	Time frame	Cost breakdown	Amount [*currency*] (VAT not included)
1	Development of "Desk Control" software draft concept	5 weeks	35%	
2	Second output – ToR development for "Desk Control" software.	7 weeks	35%	
3	Final versions of concept of "Desk Control" software	2 weeks	30%	
	Total amount (VAT not included)			
	VAT (if applicable, for resident companies in Uzbekistan)			
	Total amount including taxes			

Please note:

1. Brochures and technical details of the prospective model (s) MUST be provided with the proposal (if applicable).

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.
http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements [to be filled out by Buyer]	Bidder's Response
Validity of Offer: ☑ 60 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.	☐ Yes ☐ No ☐ Please explain in case of "No": _____
Documents to be submitted: • Description of the project "Development of the concept and terms of the software package "cameral control"; • Copy of valid certificate of registration of organization; • Summary for the team leader, senior / key personnel and at least five to ten employees;	☐ Yes ☐ No ☐ Please explain in case of "No": _____
Evaluation criteria: • The overall reliability of the company / institution, experience and capacity in a specific field of assignment (including previous experience). • The technical capacity of the organization and proposed Work Plan to the Tasks. • The working group. • Financial proposal Completeness of proposals (including how the organization proposes to implement activities according to the Technical	☐ Accept ☐ Does not accept ☐ Please explain in case of "Does not accept": _____

Conditions). Incomplete proposals will be rejected.	
Payment Terms: • Payment will be made in Uzbek Soums (UZS) and is carried out in stages upon delivery of works: • The first stage is - Development of the draft Concept of the software package "Cameral control". **- 35% of the total contract amount** • The second stage is - Development of Terms of the software package "Cameral control" **- 35% of the total contract amount** • The third stage is the final one. Final versions of the Concept and Terms of software package "Cameral control". **- 30% of the total contract amount**	☐ Yes ☐ No ☐ Please explain in case of "No": _____
Deadlines and schedule: • Contract is for 14 weeks and is to be completed by 30 July 2020 • Deadlines: - The first stage - preliminary: 5 weeks - The second stage is the main: 7 weeks - Third stage - final: 2 weeks **Payment to Foreign Suppliers (registered outside Uzbekistan):** ☑ Will be made in USD	☐ Accept ☐ Does not accept ☐ Please explain in case of "Does not accept": _____
All documentations shall be in: RUSSIAN and UZBEK LANGUAGES	☐ Yes ☐ No ☐ Please explain in case of "No": _____
Value added tax (VAT) ☒ should be included in the commercial proposal for registered companies in the Republic of Uzbekistan and disclosed separately (if the company is registered as a VAT payer) ☒ Commercial proposal should not include VAT for foreign suppliers registered outside of Uzbekistan;	☐ Yes ☐ No ☐ Please explain in case of "No": _____
Outcome: • **Concept and terms of the software package "cameral control"**	☐ Accept ☐ Does not accept ☐ Please explain in case of "Does not accept": _____
Liquidated Damages: ☑ Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2% of the amount of the contract.	☐ Accept ☐ Does not accept ☐ Please explain in case of "Does not accept":

Max. no. of days of delay: 20 calendar days. After which UNDP may terminate the contract.	_____
Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;	☐ Not listed ☐ Listed ☐ Please explain in case of "Listed": _____
Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct	☐ Accept ☐ Does not accept ☐ Please explain in case of "Does not accept": _____

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **18:00 at Tashkent time zone** on or before **29 April, 2020.**

You may deliver physically in a sealed envelope to the United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan.

Alternatively, you may submit it electronically in **.pdf** format to bids.uz@undp.org[1]. Quotation submitted by e-mail must be limited to a maximum size of 10 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

RFQ/022/20 DEVELOPMENT OF THE CONCEPT AND TERMS OF THE "CAMERAL CONTROL" SOFTWARE FOR THE PURPOSE USE OF BUDGETARY FUNDS[2]

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,
Procurement Unit

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[1] *Quotations submitted to other e-mail addresses will not be accepted and will be rejected.*

[2] *Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected..*