Dear Sir / Madam:

We kindly request you to submit your Proposal for **Installation and Training in SAGE LINE 50**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00 pm Malawi Time, Wednesday, June 10, 2020** and via email: **procurement.mw@undp.org**.

For any clarification, please contact the focal person Ms. Ei Cho Nyunt, Procurement Analyst, E-mail: **ei.cho.nyunt@undp.org**.

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days after the deadline for submission**.

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 UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. When you are submitting your Proposal by e-tendering, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The file names should be max. 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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 UNDP, 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 UNDP’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 UNDP after it has received the Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP 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.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Rugare Mukanganise
Operations Manager
5/26/2020
# Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Installation and Training in SAGE Line 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Public Affairs Committee</td>
</tr>
<tr>
<td>Brief Description of the Required Services(^1)</td>
<td>To install SAGE software at PAC and train its staff.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please find in the attached TOR</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>UNDP’s Programme Analyst for Social Cohesion project and the PAC Executive Director</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>One pager weekly update (2 reports for the entire assignment)</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Final training report</td>
</tr>
<tr>
<td>Location of work</td>
<td>☒ Exact Address/es Lilongwe, Malawi</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>10 days (a minimum of 4 hours per day)</td>
</tr>
<tr>
<td>Target start date</td>
<td>15 June 2020</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>14 July 2020</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>No travel is required in the assignment. If the bidder is not based in Lilongwe (location of the work), the bidder needs to consider travel cost to join to the work location in the financial proposal.</td>
</tr>
<tr>
<td>☐ Security Clearance from UN prior to travelling</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.
| Special Security Requirements | ☐ Completion of UN’s Basic and Advanced Security Training  
☑ Comprehensive Travel Insurance (for the bidder who are outside of Lilongwe).  
☐ Others [*pls. specify*] |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | ☑ Office space and facilities  
□ Land Transportation  
☑ Others Please find in the TOR (Clause#8) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
☐ Not Required |
|---|---|
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
☐ Not Required |
| Currency of Proposal | ☒ United States Dollars  
☐ Euro  
☒ Local Currency (MWK) |
| Value Added Tax on Price Proposal | ☒ must be inclusive of VAT and other applicable indirect taxes  
☐ must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☐ 60 days  
☒ 90 days  
☐ 120 days |
|  | In exceptional circumstances, UNDP 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 | ☒ Not permitted  
☐ 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 |  |
| Outputs | Percentage | Timing | Condition for Payment Release |
| Installation and Training outline (inception report) | 20% | 1 week after signing the contract | Within thirty (30) days from the date of meeting the following conditions: |

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2 VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

3 UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
<table>
<thead>
<tr>
<th>Draft training report</th>
<th>40%</th>
<th>1 week after completion installation and of training</th>
<th>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final training report and recommendations</td>
<td>40%</td>
<td>1 week after receiving final comments from UNDP and PAC</td>
<td></td>
</tr>
</tbody>
</table>

Person(s) to review/inspect/approve outputs/complete d services and authorize the disbursement of payment

- UNDP Responsible Institutions and Manager
- Citizens Engagement (RICE) Portfolio Manager

Type of Contract to be Signed

- ☐ Purchase Order
- ☐ Institutional Contract
- ☒ Contract for Professional Services
- ☐ Long-Term Agreement\(^4\) *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
- ☐ Other Type of Contract *[pls. specify]*

Criteria for Contract Award

- ☐ Lowest Price Quote among technically responsive offers
- ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
- ☐ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Criteria for the Assessment of Proposal

**Technical Proposal (70%)**

- ☒ Expertise of the Firm 40%
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20%
- ☒ Management Structure and Qualification of Key Personnel 40%

*Only Vendor who receive 70% of the technical evaluation are considered as technical qualified and proceed for financial evaluation.*

Please find the detailed technical evaluation criteria in Annex-2

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\(^4\) Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. *This RFP may be used for LTAs if the annual purchases will not exceed $150,000.00.*
**Financial Proposal (30%)**
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

**UNDP will award the contract to:**
- [X] One and only one Service Provider
- [ ] One or more Service Providers, depending on the following factors: [Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]

**Contract General Terms and Conditions**
- [X] General Terms and Conditions for contracts (goods and/or services)
- [ ] General Terms and Conditions for de minimis contracts (services only, less than $50,000)


**Annexes to this RFP**
- [X] Form for Submission of Proposal (Annex 3)
- [X] Detailed TOR (Annex 4)
- [X] Others
  - Detailed technical evaluation criteria (Annex 2)

**Contact Person for Inquiries (Written inquiries only)**
*Ei Cho Nyunt*
**Procurement Analyst**
ei.cho.nyunt@undp.org
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.

**Other Information [pls. specify]**
- Technical and Financial Proposal should be in separate file and the financial proposal needs to be protected by password.
- The password for financial proposal must not be provided to UNDP until requested by UNDP

**Pre-Proposal Conference**
NA

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5 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.

6 Where the information is available in the web, a URL for the information may simply be provided.

7 A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

8 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.
## Technical Evaluation Criteria

### Summary of Technical Proposal Evaluation Forms

<table>
<thead>
<tr>
<th>Points Obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder’s qualification, capacity and experience</td>
<td>400</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
<td>200</td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

### Section 1. Bidder’s qualification, capacity and experience

<table>
<thead>
<tr>
<th>Points obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 A reputable Malawian accredited SAGE firm that has been in operation for the last 5 years.</td>
<td>150</td>
</tr>
<tr>
<td>1.2 Firm is legally registered and possesses a valid business registration certificate</td>
<td>100</td>
</tr>
<tr>
<td>1.3 Demonstratable experience in carrying out similar installation and training for at least 3 NGOs or other Institutions in Malawi.</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Section 1</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

### Section 2. Proposed Methodology, Approach and Implementation Plan

<table>
<thead>
<tr>
<th>Points obtainable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</td>
<td>70</td>
</tr>
<tr>
<td>2.2 Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference</td>
<td>60</td>
</tr>
<tr>
<td>2.6 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</td>
<td>70</td>
</tr>
<tr>
<td><strong>Total Section 2</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

### Section 3. Management Structure and Key Personnel
<table>
<thead>
<tr>
<th>3.1</th>
<th>Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</th>
<th>70</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Qualifications of key personnel proposed</td>
<td></td>
</tr>
<tr>
<td>3.2a</td>
<td><strong>Team Leader</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>At lease a Bachelor’s Degree in ICT or a Finance related discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum 5 years of experience working on SAGE software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fluent in English and Chichewa Languages</td>
<td></td>
</tr>
<tr>
<td>3.2b</td>
<td><strong>Team member</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>At least an advanced diploma in ICT or a Finance related discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum 2 years of experience working on SAGE software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fluent in English and Chichewa Languages</td>
<td></td>
</tr>
</tbody>
</table>

**Total Section 3** 400
Annex 3 (a)

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

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; experience of firms in presenting quantitative and qualitative data and multiple layers of information; ability to map geo-spatial data;

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 of being able to design context-specific visually appealing icons and visual presentation of complex data – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

e) The proposed activities timeline for the whole process of developing the dashboard;

f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

g) 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.

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9 This serves as a guide to the Service Provider in preparing the Proposal.
10 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
C. **Qualifications of Key Personnel (one team leader and three team members)**

*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 team members, 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.*

[Name and Signature of the Service Provider’s Authorized Person]  
[Designation]  
[Date]
Annex 3 (b)

FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL

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

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive) MWK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>3 Deliverable 3</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time (MWK)</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate (MWK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Services from Field Offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Services from Overseas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11 This serves as a guide to the Service Provider in preparing the Proposal.
12 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes
b. Expertise 2

## II. Out of Pocket Expenses

1. Travel Costs
2. Daily Allowance
3. Communications
4. Reproduction
5. Equipment Lease
6. Others

## III. Other Related Costs

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
TERMS OF REFERENCE
PROCUREMENT AND TRAINING IN SAGE LINE 50

Country: Malawi
Place of assignment: Lilongwe

Description of the assignment: Solicitation of a Malawian SAGE accredited firm to install software and train staff of Public Affairs Committee (PAC)

Project name: Social Cohesion Project

Period of assignment/services: 10 days (a minimum of 4 hours per day)

1. Background

Formed in 1992 during the Malawi’s political transition from one party to multiparty system of government, PAC remains a key civil society organization in the field of democratic governance as well as peace and security, and is a member of African Union ECOSOCC, COMESA CSO Steering Committee of Peace and Security Programme, and Religions for Peace. PAC commands respect and remains the voice of the voiceless. PAC’s vision and mission statements respectively read as follows: “A Malawian society with internalised democratic values and practices” and “An organisation that promotes human dignity in the Malawian society through advocacy, civic education and conflict transformation. By Grace of God We Shall Succeed”. Since its establishment, PAC has facilitated dialogue between government and civil society, mediated between feuding political parties and advocated for peace, as well as on issues of wider national interest.

UNDP has been providing systematic support to PAC to play the roles of (a) a trusted intermediary between senior leaders, an “Insider mediator” and (b) an advocate for peace and development through women and youth networks. Furthermore, UNDP supports the capacity enhancement of PAC’s secretariat to ensure that it can deliver its mandate.

In this regard, under the Social Cohesion project, UNDP would like to procure the services of an accredited SAGE provider to install SAGE software at PAC and train staff. This consultancy is envisaged to improve financial management processes and internal controls at PAC to be in line
with international best practices, donor requirements, and institutional financial management framework.

2. Objectives:

- To install and license the latest version of SAGE line 50
- To provide onsite training and impart technical skills and knowledge to PAC staff in SAGE line 50
- Recommend any improvements in PAC’s internal control framework to be in sync with functions in SAGE line 50.

3. Mode of delivery:

The proposed training will be a hands-on training to PAC staff and the assignment is expected to take (10) working days with a minimum of four hours per day. The successful bidder is expected to carryout Sage Line 50 training of 5 PAC Management and Finance staff. The methodology of the training should be practical and able to demystify financial jargon and concepts for non-finance Managers. Non-finance Managers should be able to interpret financial statements but also understand performance metrics, read and use generated reports, and grasp other Managerial accounting issues. The training to be conducted at PAC premises in Lilongwe and it should involve practical examples to enhance hands-on learning. The training team to have a lead master trainer for SAGE line 50.

The training methodology to emphasize a balanced approach between the technical elements of the ERP and the “soft” human aspects. While the technical side focuses on its implementation and maintenance, the human side is often neglected leading to the failure of projects. The methodology should strike a balance that allows for the successful implementation of technology that is embraced by the staff within PAC for sustainability and enhanced financial management.

4. Deliverables and payment schedules

- Installation and Training outline (inception report)- 20% of contract fee
• Draft training report- 40% of the contract fee
• Final training report and recommendations – 40% of the contract fee

5. Competencies, and Qualifications

The successful firm must be:

(a) A reputable Malawian accredited SAGE firm that has been in operation for the last 5 years.
(b) Demonstratable evidence of carrying out a similar installation and training for at least 3 NGOs or other Institutions in Malawi.

Team composition and qualification of key personnel

Team Leader
Should have at least a Bachelor’s Degree in ICT or a Finance related discipline with 5 years of experience working on SAGE software

Team Member (1)
Should have at least an advanced diploma in ICT or a Finance related discipline with 2 years of experience working on SAGE software

6. Institutional Arrangements

The successful bidder shall report directly to the UNDP’s Programme Analyst for Social Cohesion project and the PAC Executive Director.

7. Method of Application

Service provider has to prepare the technical and financial proposals as per the form attached to the RFP document, and submit the proposals in separate files. The financial proposal needs to be protected by password. The password for financial proposal must not be provided to UNDP until requested by UNDP.

8. Criteria for Selection of the Best Offer
Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

The technical evaluation criteria to be used for rating the firm expertise, methodology and qualification of proposed team members as follows:

- Expertise of the Firm 40%
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20%
- Management Structure and Qualification of Key Personnel 40%

Please see the detailed criteria in the RFP.

Only firms/consortium obtaining a minimum of 70% in the Technical Evaluation will be considered for the Financial Evaluation.

**Financial evaluation (total 30 points):**

All technically qualified proposals will be scored out at 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

\[ p = y \left( \frac{\mu}{z} \right) \]

where:

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated.