



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: All interested and potential companies	DATE: May 28, 2020
	REFERENCE: RFP/004/20 Tender for the development of the information system "Unified Electronic Registry Office" based on blockchain technology

Dear Sir / Madam:

We kindly request you to submit your Proposal for the development of the information system "Unified Electronic Registry Office" based on blockchain technology

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

Proposals may be submitted **on or before June 11, 2020, 6:00 pm local time (Tashkent)** via email, courier mail or fax to the address below:

United Nations Development Programme
Republic of Uzbekistan 4, Taras Shevchenko Street, Tashkent 100029
Tel: + 998 71 120-34-50, 120-61-67;
Fax: + 998 71 120-34-85
Procurement Unit, UNDP Uzbekistan

For email proposals: bids.uz@undp.org

Your Proposal must be expressed in the English or Russian language and valid for a minimum period of **90 calendar days after the date of Proposal 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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.

IF you intended to submit your proposal by courier mail, consequently your proposal should be in sealed envelope with the following marking on envelope:

"TO: UNDP Uzbekistan
ATTENTION: PROCUREMENT UNIT

SEALED QUATATION ref: RFP/004/20 Tender for the development of the information system "unified electronic archive of the registry office" based on the use of blockchain technology"

PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]"
DEADLINE: June 11, 2020, 6:00 pm local time (Tashkent)

“DO NOT OPEN”

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 2.

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

Sincerely yours,
Procurement Unit, UNDP Uzbekistan
5/28/2020

Description of Requirements

Context of the Requirement	In the frame of Technical Capacity Building component of the Programme on “Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan” the selection of the company for the development of the information system "unified electronic archive of the registry office" based on the use of blockchain technology"
Implementing Partner of UNDP	Ministry of Justice of Uzbekistan
Brief Description of the Required Services ¹	<p>This technical assignment provides for the development of an additional blockchain module to the functioning “Unified electronic registry office” information system.</p> <p>The blockchain module is an addition to the functioning “Unified electronic registry office” information system and provides the following upgrades and benefits:</p> <ul style="list-style-type: none"> - secure authorization in the "Unified electronic registry office" information system without using any additional special hardware and software, in particular, the CISCO equipment currently used. - transformation of the new input into the civil registry into a fixed-length string (hashing) using a hash function called blocks. A new block should be added to the blockchain only after confirmation by all participants. - transparency of all operations performed with the impossibility of changing them in past periods. Each block in this database contains information about the previous block. It is impossible to change the information in a separate block “retroactively”, as this affects all previous blocks up to the very first. - the process of hashing data should not affect the performance of the information system and violate the integrity of the information. <p>A blockchain is an immutable data structure consisting of a list of blocks, where each subsequent block contains a hash of the previous block. Hashing means entering information of any length and size in the source line and returning a result of a fixed length specified by the hash function algorithm. As a result of such hashing, the block chain becomes unchanged: you cannot change or remove a block from the middle of the chain without rebuilding all the blocks above, because the slightest change will require rebuilding (recalculating the hashes) of all blocks above the change. Due to this property of blockchain, projects can be publicly decentralized. That is, any participant can put a working blockchain node and generate new blocks. Thus, with complete decentralization and independence of individual nodes, the blockchain network works as a unified system.</p> <p>For the detailed information for development of the information system please refer to the Annex 4 of RFP</p>

¹ A detailed TOR is attached to the solicitation document.

List and Description of Expected Outputs to be Delivered	<p>The scope of work includes the study of a functioning information system, the definition of requirements for the blockchain module, design, implementation, integration with a distributed registry, testing and maintenance.</p> <ul style="list-style-type: none"> - Collection and full analysis of IS requirements. At this stage, a functioning information system is analyzed and the requirements for the blockchain module are determined, as well as the possibility of integrating the module with the information system. The tasks that the module should perform are determined and their priorities are set. - Design. At the design stage, a logical study of the functional and system architecture of the module is carried out. The input and output information forms, information management systems and layouts of screen forms, interactive dialogue steps, diagrams, module structure are all designed at this stage. - The implementation of the module is to encode algorithms in a given programming language. - Module testing - the process of module research in order to obtain information about the quality of the developed product. - Module support - monitoring, technical support during operation, user training. <p>Physically, the server part of the information system is located on six servers located at the data center of the Public Services Agency, the Ministry of Justice, the Ministry of Health, the Integrator "UZINFOCOM", the State Personalization Center and the State Tax Committee.</p>
Person to Supervise the Work/Performance of the Service Provider	ICT Associate
Frequency of Reporting	As per TOR
Progress Reporting Requirements	See section Results of the TOR
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At the offices of the Public Services Agency and the Contractor
Expected Business trips	Tashkent, Uzbekistan
Expected duration of work	90 calendar days from signing the contract. Additionally, 1 (one) year technical support upon signing act of acceptance by both parties
Target start date	During 5 calendar days upon signing of contract by both parties
Latest completion date	90 calendar days (from the date of signing a contract by both parties). Additionally, 1 (one) year technical support upon signing act of acceptance by both parties
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for foreign companies with a legal address and bank account outside Uzbekistan. <input checked="" type="checkbox"/> Local Currency UZS for local companies registered in Uzbekistan.
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan. <input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer).
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 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	<input checked="" type="checkbox"/> Not permitted

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

Payment Terms	For foreign companies with a legal address and bank account outside Uzbekistan. And as well as for local companies registered in Uzbekistan.			
	Outputs	Percentage	Condition for Payment Release	Timing
	The payments shall be made to the banking account in the following order:			
	Studying the existing information system, analyzing requirements, and designing a blockchain module	15%	Upon acceptance of Result 1	15 days from the date of signing the contract
	Blockchain module implementation	20%	Upon acceptance of Result 2	60 days from the date of signing the contract
	Launching and testing the module on decentralization servers	60%	Upon acceptance of Result 3	90 days from the date of signing the contract
	IS Maintenance, Monitoring and Technical Support	5%	Upon acceptance of Result 4	For 1 year
	100% payment will be made from the date the following terms are completed: a) A written document of acceptance by UNDP of Outputs 1, 2; 3 and 4. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP.			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	ICT Specialist			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face sheet			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers			

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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	<div><u>Technical Proposal</u></div> <table><tr><td>#</td><td>Technical evaluation of proposal</td><td>%</td><td>Score</td></tr><tr><td>1</td><td>Expertise of the Firm</td><td>30%</td><td>30 points</td></tr><tr><td>2</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td><td>34 %</td><td>34 points</td></tr><tr><td>3</td><td>Management Structure and Qualification of Key Personnel.</td><td>36 %</td><td>36 points</td></tr></table> <p>Contract will be awarded to the technical responsive offer proposed the lowest price. Offers are not received the minimum pass score of 70% of technical proposal scores will be recognized as the proposal does not meet the technical requirements of the tender.</p>				#	Technical evaluation of proposal	%	Score	1	Expertise of the Firm	30%	30 points	2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	34 %	34 points	3	Management Structure and Qualification of Key Personnel.	36 %	36 points
#	Technical evaluation of proposal	%	Score																	
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3	Management Structure and Qualification of Key Personnel.	36 %	36 points																	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider Sub-contracting is not allowed. Service Provider must perform the entire scope of work on their own, without the involving sub-contractors or experts.																			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for submitting Service Provider’s Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions ³ Applied conditions is available at the following address: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																			

³ 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.

Documents to be submitted	<p><input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area;</p> <p><input checked="" type="checkbox"/> Company's profile with detailed information (name of the company, address, contact details etc.) using form provided in Table 1 of Annex 2;</p> <p><input checked="" type="checkbox"/> Declaration of owners' interest in other companies issued on company's letterhead duly signed and stamped (Part 1, Annex2);</p> <p><input checked="" type="checkbox"/> At least 2 contracts successfully performed in the last 5 years for supply of similar services;</p> <p><input checked="" type="checkbox"/> Verified copy of Latest Business Registration Certificate and License;</p> <p><input checked="" type="checkbox"/> Verified copy of the page from company's Charter where the information on company founders is provided;</p> <p><input checked="" type="checkbox"/> List of projects of similar to present tender nature the Company fulfilled during the last 3 years with description of scope of task, purpose and duration of such contracts, as well as contact details of customers;</p> <p><input checked="" type="checkbox"/> Financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable;</p> <p><input checked="" type="checkbox"/> Self-declaration confirming that the Company is not in the UN sanctions list 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Any information regarding any past and current litigation during the last five (5) years</p> <p><input checked="" type="checkbox"/> Signed by owners resumes and declaration of availability of involved specialists during contract implementation period;</p> <p><input checked="" type="checkbox"/> Recommendations and list of corporate orderers/clients to whom such services were provided;</p> <p><input checked="" type="checkbox"/> The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.) for detailed information please see Annex 2, A. Proposed Methodology for the Completion of Services.</p>
Eligibility Criteria	<p><input checked="" type="checkbox"/> At least 2 contracts for supply of similar services successfully performed for the last 5 years;</p> <p><input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons;</p> <p><input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank regarding strong financial.</p>

<p>Contact Person for Inquiries</p> <p>(Written inquiries only)⁴</p>	<p><i>Procurement Unit</i></p> <p>+998 71 1203485/ pu.uz@undp.org</p> <p>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.</p>
<p>Other Information (other requirements)</p>	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFQ; d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or e) influence on the Offer of, another Offerer regarding this RFQ process; f) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.

⁴ 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.

EVALUATION OF PROPOSALS

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

Evaluation forms for technical proposals are given below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity				
Form 1			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organization and Staff (Competence / Reliability): The contractor must have at least 2 years of experience in developing blockchain-based information systems. <ul style="list-style-type: none">• More than 4 years – 10 points;• From 3 to 4 years – 8 points;• 2 years – 6 points;• Less than 2 years is not acceptable	10					
1.2	Recommendations at least 2 to whom such services were provided <ul style="list-style-type: none">• More than 3 recommendations – 10 points;• From 2 to 3 recommendations – 8 points;• 2 recommendations – 6 points;• Less than 2 recommendations are not acceptable	10					
1.3	At least 2 similar works carried out by the Applicant for the last 5 years <ul style="list-style-type: none">• More than 3 similar works – 10 points;• From 2 to 3 similar works – 8 points;• 2 similar works – 6 points;	10					

	<ul style="list-style-type: none"> Less than 2 similar works is not acceptable 						
Total Part 1		30					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR? <ul style="list-style-type: none">• Perfect – 10 points;• Good – 8 points;• Satisfactory – 6 points;• Not acceptable – 0.	10					
2.2	To what degree does the Proposer understand the task and effective method of its provision? <ul style="list-style-type: none">• Perfect – 12 points;• Good – 10 points;• Satisfactory – 8 points;• Not acceptable – 0.	12					
2.3	Does the provided methodology meet the requirements specified in the terms of reference? <ul style="list-style-type: none">• Perfect – 12 points;• Good – 10 points;• Satisfactory – 8 points;• Not acceptable – 0.	12					
Total Part 2		34					

Technical Proposal Evaluation Form 3		Points Obtain able	Company / Other Entity				
			A	B	C	D	E
Management Structure and Key Personnel							
3.1	The team leader (PM) is an experienced specialist who solves all issues related to the implementation of the project.						
3.1.1	Minimum of 3 years experience as a project manager.	5					
3.1.2	Language skills: English and Russian	3					
	Subtotal	8					
3.2	Frontend developer - develops the client side of the user interface of the module.						

3.2.1	At least 3 years of experience as a Frontend developer. Must know the following programming languages HTML, CSS and the jQuery, Angular.JS, React.JS, Backbone libraries. Js.	5					
3.2.2	Language skills: English and Russian	2					
	Subtotal	7					
3.3	Backend developer - develops the hardware and software of the module (module logic).						
3.3.1	At least 3 years of experience as a Backend developer Must be fluent in developing the hardware and software part of the information system (website logic). He must own PHP, Ruby, Python, Java, and also DBMS (MySQL, PostgreSQL, SQLite, Oracle, MongoDB.	5					
3.3.2	Language skills: English and Russian	2					
	Subtotal	7					
3.4	Blockchain developer - develops the architecture of the blockchain module.						
3.4.1	At least 3 years of experience as a Blockchain developer Must understand cryptography, encryption, hashing, open and closed electronic digital signatures, know the EOS, Ethereum platforms and programming languages including C, C ++, Java and Solidity.	5					
3.4.2	Language skills: English and Russian	2					
	Subtotal	7					
3.5	System analyst - collects information from all participants in the production process, processes it and thoroughly describes the functional and system architecture of the module.						
3.5.1	At least 3 years of experience as a System analyst Collection of information from all participants in the production process, processes it and thoroughly describes the functional and system architecture of the module, designs the paperwork, is responsible for the technical formulation of the module development task.	5					
3.5.2	Language skills: English and Russian	2					
	Subtotal	7					
	Total Part 3	36					
	Total Parts 1,2,3	100					

The overall evaluation score will be based on a combination of the technical score and the lowest price quote. The evaluation method that applies for this RFP shall be as indicated in the **RFP**.

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: *Location*].

[insert: *Date*]

To: Procurement unit

We, the undersigned, hereby offer UNDP the following services in accordance with the requirements specified in RFP/004/20 and all its annexes, as well as the General Terms and Provisions of UNDP contracts. We confirm that we have read, understood and accept the requirements and terms of the terms of reference describing our duties and responsibilities under this RFP, as well as the general UNDP terms and conditions under the contract.

We agree to abide by the terms of this commercial offer within **90 calendar** days from the deadline specified in the request for the submission of the offer; it remains binding and can be accepted at any time before the expiration of this period. We hereby declare that:

(a) All information and statements presented in this tender offer are true, and we agree that any incorrect information contained in it may lead to our disqualification;

(b) At present, we are not included in the UN register which includes companies that are not entitled to supply, and other similar lists of other UN agencies, and we are in no way connected with any companies or persons included in the UN Security Council Committee Consolidated List 1267/1989.

(c) We are not at the stage of unfinished bankruptcy and we have no lawsuits or claims that could adversely affect our work as an operating enterprise;

(d) We do not employ people who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

We are aware that your organization reserves the right to accept or reject any of the proposals received, is not responsible for such actions and does not undertake to inform the supplier of their reasons without a request from us:

A. Qualifications of the Service Provider

<i>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:</i>
<i>a) Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area.</i>
<i>b) The company’s charter should include the right and other permits to provide the service, Registration Papers, Tax Payment Certification, etc.</i>
<i>c) Recommendations at least 2 to whom such services were provided</i>
<i>d) A copy of Latest Business Registration Certificate and License verified by signature of authorized person and stamp.</i>

B. Proposed Methodology for the Completion of Services

<i>The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.), describe how it will meet the RFP requirements with a detailed description of the main performance characteristics of the work, reporting mechanisms and quality assurance, and rationale for the proposed methods in the context of local conditions and the type of work.</i>

C. Qualifications of Key Personnel

<i>The Service Provider must provide:</i>
<i>a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;</i>
<i>b) CVs demonstrating qualifications must be submitted if required by the RFP; and</i>
<i>c) Written confirmation from each personnel that they are available for the entire duration of the contract.</i>
<i>d) Copy of diplomas, certificates, as required by UNDP.</i>

D. Cost Breakdown per Deliverable*

Out puts	Activity/Output	Payment Structure	Price ____ (indicate currency) (The total amount)
For foreign companies with a legal address and bank account outside Uzbekistan and as well as for local companies registered in Uzbekistan. The payments shall be made to the banking account in the following order:			
1.	Studying the existing information system, analyzing requirements, and designing a blockchain module	15%	
2.	Blockchain module implementation	20%	

3.	Launching and testing the module on decentralization servers ⁷	60%	
4.	IS Maintenance, Monitoring and Technical Support	5%	
	TOTAL	100%	
	Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer)		
100% payment will be made from the date the following terms are completed: <ul style="list-style-type: none"> a) A written document of acceptance by UNDP of Outputs 1, 2; 3 and 4. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. 			

**This shall be the basis of the payment tranches, whether there are discrepancies between the total amount specified in tables D and E, in that case the price rate indicated in table (D) will be prevalent.*

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services of attracted Expertise				
a. Expertise Services 1				
b. Expertise Services 2				
2. Services from Overseas (if required)				
a. Expertise Services 1				
b. Expertise Services 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				
III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				
VAT for local companies registered in Uzbekistan (if registered as VAT payer)				

Name and signature of authorized person]

[Position]

⁷ A price of training must be included into the cost of current Output 3

[Date]

[Stamp of the company]

Part 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

(a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;

(c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

Part 3: COMPANY PROFILE

Part 3: COMPANY PROFILE 1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of 3 (three) Biggest Contracts for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

PART 4: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

*Requires at least two similar contracts during last 5 years

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TERMS OF REFERENCE (TOR)

SUBJECT: FOR THE DEVELOPMENT OF THE INFORMATION SYSTEM "UNIFIED ELECTRONIC REGISTRY OFFICE" BASED ON BLOCKCHAIN TECHNOLOGY "

UNDP and the Public Services Agency launched a joint project “Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan” with financial support from the European Union.

The project aims to help expand the provision of services provided by public institutions by expanding the scope of public services, integrating systems, improving the organizational structure and decentralized delivery of services, while also strengthening strategic management tools and the necessary mechanisms to support these changes.

The project also aims to increase citizen engagement by supporting various accountability mechanisms that will enhance the participation of all parties in the decision-making process and provide them with access to information, as well as increase the transparency of the local government system in the country.

By improving the mechanisms for providing public services, the Project will contribute to improving the quality of life of vulnerable segments of the population in rural areas, such as women, youth and children, the elderly and people with disabilities, by expanding their access to services and improving the quality of service delivery.

The objectives of the project correspond to the priorities of the Government in the development and implementation of initiatives that contribute to increasing institutional efficiency, transparency, and wide participation of citizens in the implementation of large-scale reforms. Thus, the project is intricately linked with the priority development and reform goals in the Republic of Uzbekistan.

One of the key areas of the Joint project is the development of the “Unified electronic registry office” information system using blockchain technology.

The prerequisite for this project is the Decree of the President of the Republic of Uzbekistan No. PP-4193 “On Measures for the Further Integrated Development of the National System of Public Services” from June 12, 2018, and the decree No. PP-3785 “On Measures for the Further Improvement of the Civil Status Registration System” dated February 15, 2019.

The registry office in the Republic of Uzbekistan is a state legal institution that provides registration of a person’s civil status from the moment of his birth until his death. The civil registry office is designed to protect human rights by not disclosing the citizen’s personal data, as well as organize timely legal support for the population, preserving documents in archives for 75 years.

Currently, the "Unified electronic registry office" information system has been developed and all records of acts of civil status are entered into an electronic database. The creation of an information system reduced the time for obtaining various types of certificates by citizens and interested parties, and also made it possible to obtain the necessary archival documents of registry offices on the basis of extraterritoriality regardless of location and

residence, which helps to reduce timelines, as well as increase the efficiency and quality of public services of registry offices.

The functioning information system will be supplemented by a blockchain module for the purpose of further modernization. This module provides secure authorization in the information system without the use of any additional special hardware, as well as the transparency of all operations performed with the impossibility of changing them in past periods. Thus, a new form of remote monitoring is being introduced to ensure that employees comply with the rules of professional ethics and functional responsibilities, and the quality and speed of civil registration. It is worth noting that decentralized data storage increases the reliability of the information system and reduces infrastructure costs.

1. Background information

This technical assignment provides for the development of an additional blockchain module to the functioning “Unified electronic registry office” information system.

The blockchain module is an addition to the functioning “Unified electronic registry office” information system and provides the following upgrades and benefits:

- secure authorization in the "Unified electronic registry office" information system without using any additional special hardware and software, in particular, the CISCO equipment currently used.
- transformation of the new input into the civil registry into a fixed-length string (hashing) using a hash function called blocks. A new block should be added to the blockchain only after confirmation by all participants.
- transparency of all operations performed with the impossibility of changing them in past periods. Each block in this database contains information about the previous block. It is impossible to change the information in a separate block “retroactively”, as this affects all previous blocks up to the very first.
- the process of hashing data should not affect the performance of the information system and violate the integrity of the information.

In order to automate the activities of the civil registry offices, a "Unified electronic registry office" information system has been created. This information system records civil status acts, such as:

- birth;
- marriage;
- divorce;
- death.

To register a civil status, the following data is entered:

Birth: full name of the child, date of birth, place of birth, registration number, date of issue, place of registration, also full name, nationality and citizenship of the parents.

Marriage: full name, date of birth, place of birth, citizenship of husband and wife, registration number, place of registration, date of issue.

Divorce: full names of the husband and wife, last names after divorce, registration number, place of registration, date of issue.

Death: full name of the deceased, citizenship, date of death, place of death, registration number, place of registration, date of issue.

Registered acts of civil status are printed on the stamps of birth, marriage, divorce and death certificates.

The functioning "Unified electronic registry office" information system is implemented on the ASP.NET platform in C #, JavaScript, jQuery, Ajax programming languages.

The information system uses Oracle database management system for data storage and processing.

Currently, the total amount of information stored in the database is 180 GB, with a daily increasing amount of new information of 110 MB.

The "Unified electronic registry office" information system is integrated with other information systems of state bodies and, upon request, information is transmitted for statistics, generation of a personal identification number of an individual and assignment of a taxpayer identification number. The specified requirements do not limit the developers of the information system module in the search and implementation of the most effective, technical, economic, and other solutions.

A blockchain is an immutable data structure consisting of a list of blocks, where each subsequent block contains a hash of the previous block. Hashing means entering information of any length and size in the source line and returning a result of a fixed length specified by the hash function algorithm. As a result of such hashing, the block chain becomes unchanged: you cannot change or remove a block from the middle of the chain without rebuilding all the blocks above, because the slightest change will require rebuilding (recalculating the hashes) of all blocks above the change. Due to this property of the blockchain, any participant can deliver a working blockchain node and generate new blocks. Thus, with complete decentralization and independence of individual nodes, the blockchain network works as a whole.

2. Purpose

The purpose of the development of the blockchain module is to ensure complete information security and constant verification of data stored in distributed registries, which provide protection from outside interference, eliminates the human factor when making changes and additions to civil registry entries (birth, death, marriage and divorce), as well as saving time for recipients of services when receiving various certificates of registry offices.

The attractiveness of the blockchain lies in the interaction of the two main elements on which the principle of this technology is based. Firstly, identical records contained in a cell are stored on many servers in the country. Therefore, any attempt to modify an existing record is checked by all participants in the system. The entry is made based on the so-called consensus, that is, confirmation of the truth of the entry by the participants of the network. Each confirmed entry becomes available to all participants in the system at the same time.

3. Scope of work

The scope of work includes the study of a functioning information system, the definition of requirements for the blockchain module, design, implementation, integration with a distributed registry, testing and maintenance.

- Collection and full analysis of IS requirements. At this stage, a functioning information system is analyzed and the requirements for the blockchain module are determined, as well as the possibility of integrating the

module with the information system. The tasks that the module should perform are determined and their priorities are set.

- Design. At the design stage, a logical study of the functional and system architecture of the module is carried out. The input and output information forms, information management systems and layouts of screen forms, interactive dialogue steps, diagrams, module structure are all designed at this stage.
- The implementation of the module is to encode algorithms in a given programming language.
- Module testing - the process of module research in order to obtain information about the quality of the developed product.
- Module support - monitoring, technical support during operation, user training.

Physically, the server part of the information system is located on six servers located at the data center of the Public Services Agency, the Ministry of Justice, the Ministry of Health, the Integrator “UZINFOCOM”, the State Personalization Center and the State Tax Committee.

4. Contractor

The contractor will undergo additional verification in accordance with the legislation of the Republic of Uzbekistan in the field of information security.

The contractor will consist of a team of experts, and will have access, among other things, to the following areas of specialization and specialists who will be mobilized as one team.:

- 1) The team leader (PM) is an experienced specialist who solves all issues related to the implementation of the project related to the blockchain using modern technical achievements.
- 2) Frontend developer - develops the client side of the user interface of the module. He must know the following programming languages HTML, CSS and the jQuery, Angular.JS, React.JS, Backbone libraries. Js.
- 3) Backend developer - develops the hardware and software of the module (module logic). Must know ASP.NET technology and be fluent in programming languages including C#, JavaScript, jQuery, C ++, Java, Python, Simplicity, Solidity, also Oracle DBMS.
- 4) Blockchain developer - develops the architecture of the blockchain module. He must understand cryptography, encryption, hashing, open and closed electronic digital signatures, know the EOS, Ethereum platforms and programming languages including C, C ++, Java and Solidity.
- 5) System analyst - collects information from all participants in the production process, processes it and thoroughly describes the functional and system architecture of the module, designs the paperwork, is responsible for the technical formulation of the module development task.

5. Results and time frames

The Contractor shall provide the Customer with the following work results in Russian and English.

No	Activity / Result	Time frame/Deadline	Payment
1.	Studying the existing information system, analyzing requirements, and designing a blockchain module Submission of report on completion of output 1 In Russian	20 calendar days from the date of signing the contract	15%
2.	Blockchain module implementation Providing a source code	50 calendar days from the date of signing the contract	20%
3.	Launching and testing the module on decentralization servers	90 calendar days from the date of signing the contract	60%
4	IS Maintenance, Monitoring and Technical Support	For 1 year upon signing act of acceptance by both parties	5%

Note: As part of the project, the Contractor will be assisted in inviting training participants.

Contract start date: Upon the date of signing contract by both parties

Contract end date: 90 calendar days upon signing contract by both parties. Additionally, 1 (one) year technical support upon signing act of acceptance by both parties

6. Workplace

The task will be carried out at the offices of the Public Services Agency and the Contractor.

7. Services and facilities provided by UNDP

UNDP will provide the necessary information to fulfill its tasks, organize seminars scheduled for the duration of this task. The contractor should use his own work / office premises and personal computers in the implementation of this task.

8. Training

After the module is launched, the Contractor undertakes to conduct trainings for 2 days until the module is fully familiarized with for the employees of PSA and for interested departments (A price of training must to be included in the cost of Output 3). UNDP will assist in organizing meetings, training venues.

9. Payment

Payment under this contract will depend on the results of the work and will be carried out after the satisfactory completion of the tasks and subject to the acceptance of UNDP. UNDP does not cover the costs of consulting, travel, and subsistence expenses, which are necessary for the production of the above work results. The results of the work are indicated in Section 5 "Results and time frames".

10. Contractor technical qualifications

A successful applicant (company) must meet the following criteria:

- The contractor may be a company providing services in the field of information and communication technologies, in which the leading person will have at least a higher education (bachelor or equivalent) in the field of information technology or professional experience equivalent to a bachelor's degree.

- The contractor must have at least 2 years of experience in developing information systems based on blockchain technology.
- Recommendations at least 2 to whom such services were provided
- At least 2 similar works carried out by the applicant for the last 5 years
- Providing of Methodology – Proposed Work Plan and Approach. The contractor must have a deep understanding of the principles of decentralized systems, as well as cryptography.
- Formation of a team with excellent communication, good analytical and technical, as well as specific professional skills, specified in Section 4, which are sufficient to conduct an assessment of potential and needs, is the sole responsibility of the Contractor.

- Team leader;
- Frontend developer;
- Backend developer;
- Blockchain developer;
- Systems Analyst.

The company's developers must have at least 3 years of experience in the field of technology ASP.NET, C #, JavaScript, jQuery, C ++, Java, Python, Simplicity, Solidity. The contractor must provide a document confirming the experience of their employees (CV).

Professional experience of staff in their fields of specialization and relevant experience in similar activities is required. The team must submit documents and communicate in Russian and English.

11. Maintenance, Monitoring and Technical Support

Warranty obligations include the provision of technical support provided by the Contractor within 12 (twelve) calendar months from the date of completion of the creation and commissioning of the System.

The transfer of the System to warranty service occurs after the signing of the certificate of completion for the current TK.

During the warranty period of service, the Contractor is obliged to answer questions of the Customer's employees who have been trained, if the answers to these questions are not available in the accompanying documentation.

Monitoring and technical support includes:

- Correction of errors that occurred during the operation of the System, within the framework of the developed functionality, approved by this TOR;
- Consultations of the Customer's technical specialists on the System setup, on issues not covered in the technical documentation provided for the current project;
- Consulting users on issues of work in the System, if the answers to these questions are not available in the developed and provided documentation on the current issue.

Warranty service does not include:

Technical support of the equipment on which the System is installed and operates.

The speed of response to customer requests for technical support of the System should not exceed 48 business hours from the moment of receipt of the application by e-mail of the Contractor and confirmation of its receipt by phone.

The speed of response to customer requests in the event of an emergency with the System should not exceed 8 business hours from the date of the telephone call of the Customer and provided that the Customer provides all the necessary conditions to solve the problem. Moreover, within 1 working hour, the Contractor must accept the Application for execution. The deadlines for resolving the issue on the Application are determined based on the complexity of the problem and are agreed jointly by the Customer and the Contractor.

Consulting support of the Customer's responsible specialist for working with the System is carried out by e-mail and telephone.

12. Documentation requirements

When submitting work on the development of the System, the contractor develops and submits a user manual for administering the System, indicating the functionality for content management.

When developing design, working and operational documentation, the contractor should be guided by O'zDSt 1985: 2018 Information Technology. Types, completeness and designation of documents when creating information systems.

The content of the documents is common to all types of automated systems and, if necessary, can be supplemented by the Developer, depending on the features of the module. It is allowed to include additional sections and information in documents, to combine and exclude sections. As part of the technical project, documentation is being developed on system-wide solutions, organizational, technical, informational and software. The composition of the operational documentation includes documentation for information, software.

All working documentation developed in relation to this particular project should be in Russian. The standard technical documentation of foreign firms should be presented in both English and Russian.