



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

Solutions Provider for the Data Warehouse & Management Information System for Renewable Energy Management Bureau, Philippines

RFP No.: RFP-151 -PHL-2020

Project: Development for Renewable Energy Applications

Mainstreaming and Market Sustainability

Country: Philippines

Issued on: 1 December 2020

Contents

Section 1. Letter of Invitation.....	4
Section 2. Instruction to Bidders.....	5
A. GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF PROPOSALS	6
5. General Considerations	6
6. Cost of Preparation of Proposal.....	6
7. Language.....	7
8. Documents Comprising the Proposal.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	7
10. Technical Proposal Format and Content	7
11. Financial Proposals	7
12. Proposal Security.....	7
13. Currencies	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Proposal	9
16. Proposal Validity Period	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal	10
19. Amendment of Proposals	10
20. Alternative Proposals.....	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF PROPOSALS.....	11
22. Submission.....	11
23. Deadline for Submission of Proposals and Late Proposals.....	12
24. Withdrawal, Substitution, and Modification of Proposals	12
25. Proposal Opening	13
D. EVALUATION OF PROPOSALS	13
26. Confidentiality	13
27. Evaluation of Proposals	13
28. Preliminary Examination.....	13
29. Evaluation of Eligibility and Qualification.....	13
30. Evaluation of Technical and Financial Proposals	14
31. Due Diligence	14
32. Clarification of Proposals	15

33.	Responsiveness of Proposal	15
34.	Nonconformities, Reparable Errors and Omissions.....	15
E.	AWARD OF CONTRACT	16
35.	Right to Accept, Reject, Any or All Proposals	16
36.	Award Criteria.....	16
37.	Debriefing	16
38.	Right to Vary Requirements at the Time of Award.....	16
39.	Contract Signature.....	16
40.	Contract Type and General Terms and Conditions	16
41.	Performance Security	16
42.	Bank Guarantee for Advanced Payment.....	17
43.	Liquidated Damages.....	17
44.	Payment Provisions	17
45.	Vendor Protest	17
46.	Other Provisions	17
	Section 3. Bid Data Sheet	18
	Section 4. Evaluation Criteria	21
	Section 5. Terms of Reference	27
	Section 6: Returnable Bidding Forms / Checklist	35
	Form A: Technical Proposal Submission Form.....	36
	Form B: Bidder Information Form.....	38
	Form C: Joint Venture/Consortium/Association Information Form	39
	Form D: Qualification Form	40
	Form E: Format of Technical Proposal.....	42
	Form F: Financial Proposal Submission Form.....	45
	Form G: Financial Proposal Form	1

SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ph@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name : Trisha Mendoza
Title: Procurement Associate
Date: 30 November 2020

Name: Alka Aneja
Title: Procurement Team Leader
Date: 30 November 2020

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. <i>Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. <i>Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. <i>Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. <i>Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. <i>Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall

	<p>include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<i>14. Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>

	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<i>15. Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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 influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	<p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><i>18. Clarification of Proposal</i></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><i>19. Amendment of Proposals</i></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<p><i>20. Alternative Proposals</i></p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<p><i>21. Pre-Bid Conference</i></p>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	
eTendering submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from

	<p>bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p><i>23. Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><i>24. Withdrawal, Substitution, and Modification of Proposals</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the</p>

	Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
<i>25. Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>28. Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract;

	<ul style="list-style-type: none"> i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<i>34. Nonconformities, Repairable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in

	<p>the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
<i>35. Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<i>36. Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37. Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38. Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<i>39. Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40. Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
<i>41. Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guara

	<p>ntee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. <i>Bank Guarantee for Advanced Payment</i>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. <i>Liquidated Damages</i>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. <i>Payment Provisions</i>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. <i>Vendor Protest</i>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor _____ protest _____ procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency or USD
11	31	Deadline for submitting requests for clarifications/ questions	04 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	UNDP Procurement Philippines Address: 15 th Floor, North Tower, Rockwell Business Centre, Sheridan Street cor United Street, Barangay Highwayhills, Mandaluyong City E-mail address: procurement.ph@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	10 December 2020, 5PM Manila (4AM EST) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	✓ e-Tendering
15	22	Proposal Submission Address	For eTendering method, keep link below and insert Event ID information : https://etendering.partneragencies.org <u>Insert BU Code: PHL10</u> <u>Event ID number: 8029</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: 15th Floor, North Tower, Rockwell Business Centre, Sheridan Street cor United Street, Barangay Highwayhills, Mandaluyong City, Philippines
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>January 1, 2021</i>
19		Maximum expected duration of contract	5 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years experience in providing software and hardware solutions to public or private institutions	Form D: Qualification Form
	Statements of Satisfactory Performance from the Top 3	Form D: Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	(three) Clients or more	Form
	<p>Completed at least three (3) similar projects in the region/Philippines within the last five (5) years. Bidders to provide sufficient details of the previous completed projects with dates, value and brief description.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 100,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	Audited Financial Statement – last 3 years	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Technical Proposal Evaluation Criteria		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Proof of Concept (Check Annex B for requirements and format of presentation)	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.2	Track Record: Bidder has minimum 5 years of accumulated experience in providing software and hardware solutions to public or private institutions <ul style="list-style-type: none"> □ Minimum 70 point for 5 years' experience, plus 10 points per additional year, maximum of 100 points 	100
1.3	Completed at least three (3) similar projects in the region/Philippines within the last five (5) years. <ul style="list-style-type: none"> □ Minimum 70 point for 3 completed projects, plus 10 points per additional completed project, maximum of 100 points 	100
1.4	Quality assurance procedures and risk mitigation measures	50
Total Section 1		300

Section 2. Proposed Proof of Concept		Points obtainable
2.1	Understanding of the requirement of the TOR as evidenced <ul style="list-style-type: none"> • Proof of Concept captured the intent of the TOR= 200 • Proof of Concept partially captured the intent of TOR = 140 	200
2.3	Assessment of the implementation plan or work plan: <ul style="list-style-type: none"> a) Work Activities are properly sequenced and realistic based on TOR <ul style="list-style-type: none"> • criteria fully satisfied = 200 • partially and requires minor modification during inception planning – 140 points; • plan is not satisfactory, may lead to delays or fail to deliver the outputs on time = 0 of the implementation plan: 	200

A detailed CV of all Team members using Annex C template shall be submitted and shall reflect and show evidence of the criteria set below

Section 3. Project Team Composition		Points obtainable
3.1	Project Manager	60
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's Degree; 10 points for Master's/Doctorate Degree</i>	10
	Must be a Certified Project Management Professional (PMP) <i>Please submit copy of certificate</i>	5
	At least five (5) years' experience as Project Manager in digital development product and MIS implementation <i>Minimum 21 points for 5 years' experience; plus 1 point for additional year of qualified experience; maximum of 30 points</i>	30
	At least three (3) years' experience as PM in CMS product implementation <i>Minimum 7 points for 3 years' experience; plus 1 point for additional year of qualified experience; maximum of 10 points</i>	10
	Minimum three (3) years' experience in managing and supervising a team(s) <i>Minimum 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i>	5
3.2	Backend Developer	80
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's Degree; 10 points for Master's/Doctorate Degree</i>	10
	At least five (5) years' experience as a Backend Developer with expertise on the Management Information System, Content Management System, Migration projects from software and/or databases, building ground-up application using Microservice and/or SOA architecture, and web services. <i>Minimum 28 points for 5 years' experience; plus 1 point for additional year of qualified experience; maximum of 40 points</i>	40
	Has been through at least five (5) full software development cycles <i>Minimum of 10.5 points for 5 full development cycles; plus .5 point for additional completed cycle; maximum of 15 points</i>	15

	<p>At least five (5) years' experience in managing multiple coding or application development work</p> <p><i>Minimum of 10.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 15 points</i></p>	15	
3.3	Web Frontend Developer		70
	<p>University degree in Computer Science, Information Technology, or any equivalent field/discipline</p> <p><i>7 points for Bachelor's Degree; 10 points for Master's/Doctorate Degree</i></p>	10	
	<p>At least five (5) years' experience as a Frontend Developer with expertise on the Management Information System, Content Management System, and building ground-up application</p> <p><i>Minimum 28 points for 5 years' experience; plus 2 points for additional year of qualified experience; maximum of 40 points</i></p>	40	
	<p>Has been through at least five (5) full software development cycles</p> <p><i>Minimum of 3.5 points for 5 full development cycles; plus .5 point for additional completed cycle; maximum of 5 points</i></p>	5	
	<p>At least three (3) years' experience with functional programming and JavaScript libraries</p> <p><i>Minimum of 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i></p>	5	
	<p>At least three (3) years' experience with responsive and adaptive design</p> <p><i>Minimum of 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i></p>	5	
	<p>At least three (3) years' experience in SEO principles</p> <p><i>Minimum of 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i></p>	5	
3.4	Senior Development and Operations (DevOps) Engineer		40
	<p>University degree in Computer Science, Information Technology, or any equivalent field/discipline</p> <p><i>3.5 points for Bachelor's Degree; 5 points for Master's/Doctorate Degree</i></p>	5	
	<p>At least three (3) years' experience as Sr. DevOps Engineer with expertise on developing engineering applications, system security measures, and code analysis</p> <p><i>Minimum 21 points for 3 years' experience; plus 1 point for additional year of qualified experience; maximum of 30 points</i></p>	30	

	Must be a Certified DevOps Engineer <i>Please submit copy of certificate</i>	5	
3.5	Test/Quality Engineer		50
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>3.5 points for Bachelor's Degree; 5 points for Master's/Doctorate Degree</i>	5	
	At least five (5) years' experience as a Test/QA Engineer with expertise on the Management Information System, Content Management System, Migration projects from software and/or databases, building ground-up application, and web services. <i>Minimum 17.5 points for 5 years' experience; plus .5 point for additional year of qualified experience; maximum of 25 points</i>	25	
	Familiarity with at least one (1) open-source automated testing tools (e.g. VSTS E2E Automation testing, Selenium, Load Testing, or other equivalent tools) <i>Minimum of 3.5 points for familiarity with 1 tool; plus .5 point for additional tools; maximum of 5 points</i>	5	
	Familiarity with at least one (1) tool for REST API testing such as Postman or other equivalent tools <i>Minimum of 3.5 points for familiarity with 1 tool; plus .5 point for additional tools; maximum of 5 points</i>	5	
	At least three (3) years' experience in use of version control systems (like Git, VSTS, or other equivalent systems) <i>Minimum of 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i>	5	
	At least three (3) years' experience in configuring testing environments (i.e. setting up Windows or Linux VMs, basic database administration, etc.) <i>Minimum of 3.5 points for 3 years' experience; plus .5 point for additional year of qualified experience; maximum of 5 points</i>	5	
Total Section 3			300
GRAND TOTAL SECTIONS 1, 2 AND 3			1000

SECTION 5. TERMS OF REFERENCE

Solutions Provider for the Data Warehouse & Management Information System for Renewable Energy Management Bureau, Philippines

A. BACKGROUND

The Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project is a five-year project being implemented by the Department of Energy (DOE) through its Renewable Energy Management Bureau (REMB) in partnership with the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP).

The objective of the DREAMS Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets and the removal of barriers to increase investments in RE-based power generation projects. This will be achieved through (1) enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level, (2) strengthened institutional capacity that leads to increased RE investment at the local level, (3) capitalized RE market to increased share of RE-based power capacity, and (4) RE commercialization to increase confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and emerging RE technologies.

The Solutions Provider is responsible for the supply of goods and formation of highly competent team that will install Renewable Energy Management Bureau (REMB) Data Warehouse and Management Information System (RIS) based on the specifications attached to this TOR.

B. STAKEHOLDERS OF THE PROJECT

The project will be implemented together with the Renewable Energy Management Bureau, Department of Energy Luzon, Visayas, and Mindanao Field offices. Other bureaus, divisions and offices of the DOE—such as the Energy and Power Industry Management Bureau, Information Technology and Management Services Division, Investment Promotions Office, and Records Information and Data Management Division may also be involved in the project.

C. OBJECTIVE

This activity relates to Component 2 of the DREAMS project. The objective is to strengthen the capacity of the REMB to monitor the status of RE projects and the implementation of the National Renewable Energy Program 2020-2040. The Warehouse will include the database of all RE projects from 2008 to current. A consolidated database across the 5 divisions and the DOE different offices will hasten coordination and decision making among REMB and the 3 DOE Local Offices that will eventually result to the completion of RE projects. The database will also have an interactive dashboard that will be open to developers and investors on opportunities for RE development across the Country. The Database will also be used by the Energy Virtual One Stop Shop (EVOSS) that has been developed by Investment Promotion Office of the DOE. The EVOSS is intended to facilitate the approval of energy projects.

D. SCOPE OF WORK AND METHODOLOGY OF THE REQUIRED SERVICES

The Solutions Provider shall also be responsible for the development, design, and implementation of a website that will host the integration and dissemination of the information from the RIS.

A solutions provider is needed to provide the software and hardware solutions for the RIS. The RIS should have at least the following key capabilities:

- ☐ Allow users to execute the data through the system using internal data sources
- ☐ Allow users to process data, including converting the storage data into the required information to take beneficial actions. The data processing activities include, but are not limited to:
 - Organization of data
 - Analysis of data
 - Application of statistical and/or mathematical operations
 - Predictive modeling of data
 - Research and Forecasting
- ☐ Allow users to store data as an organizational record and process for future use
- ☐ Allow users to categorize the information and disseminate to the management and/or external users as needed. This information could be periodic, through reports and data visualization.

Refer to Annex A (Supply Requirement and Specifications), Annex B (Architecture Review), and Annex D (List of Functional and Non-Functional Requirements) for the full scope of work and required services.

E. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

The table below summarizes the milestones, corresponding number of workdays required for the milestone, and the target dates of completion:

Deliverables/ Outputs	Estimated level of effort (in work days)	Target Due Dates
Approved Inception Plan	5 days	Within 10 calendar days from contract signing
Environment Set-up: <ul style="list-style-type: none"><input type="checkbox"/> Hardware Delivery and Network Configuration Setup<input type="checkbox"/> Setup Development Environment	10 days	Before January 31, 2021
Development (Phase 1): <ul style="list-style-type: none"><input type="checkbox"/> Development<input type="checkbox"/> Integration<input type="checkbox"/> Database Build-up	45 days	30th March 2021

Deliverables/ Outputs	Estimated level of effort (in work days)	Target Due Dates
Testing <ul style="list-style-type: none"> <input type="checkbox"/> Test Planning <input type="checkbox"/> Test Cases and Test Scripts <input type="checkbox"/> Functional Testing <input type="checkbox"/> Bugs Fixing <input type="checkbox"/> Validation of Fixes and Re-testing <input type="checkbox"/> Load Testing <input type="checkbox"/> Vulnerability Testing and Penetration Testing <input type="checkbox"/> Bugs Fixing <input type="checkbox"/> Validation of Fixes & Retesting 	11 days	
User Acceptance Testing at REMB and Luzon Visayas and Mindanao Field offices	10 days	
Migration of Data <ul style="list-style-type: none"> <input type="checkbox"/> Migration Solar and Wind <input type="checkbox"/> Migration Hydropower and Ocean <input type="checkbox"/> Migration Geothermal <input type="checkbox"/> Migration Biomass RE 	14 days	On or before 30 April 2021
Knowledge Transfer <ul style="list-style-type: none"> <input type="checkbox"/> Technical Specifications (TS) Document <input type="checkbox"/> Operations Manual <input type="checkbox"/> CMS Administration Training <input type="checkbox"/> CMS End-User Training <input type="checkbox"/> MIS End-User Training 	8 days	
Deployment <ul style="list-style-type: none"> <input type="checkbox"/> Deployment to Pre-production <input type="checkbox"/> Deployment to Production <input type="checkbox"/> Go-live 	10 days	On or before 31 May 2021
Stabilization and Turn-over	10 days	
Total	140 days	

All outputs / deliverables will be reviewed and approved by UNDP project manager, National Project Director and UNDP Programme Analyst.

F. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

Key services required	Frequency	Minimum standard/requirement
Regular Project Meeting of Local Project Team	weekly	Minutes of meeting signed by the Systems Analyst
Status report based on Inception plan or work breakdown structure	every after 15 working days	Based on agreed upon format during the inception planning Copy furnished Systems Analyst
Project Management Report	every end of the month	Approved by the Systems Analyst Signed Minutes of Meeting (if any) that happened during the period being covered by the report
Completion Report	end of the project	Clearance from Systems analyst that the Solutions Provider has no further commitment or pending issues with the REMB

For purposes of documentation, soft copies of the reports are acceptable but duly signed hard copies of the reports must be submitted as part of the final requirement for final payment.

G. INSTITUTIONAL ARRANGEMENT/GOVERNANCE AND ACCOUNTABILITY

The Firm and the Technical Management Team that will be formed for this activity will be supervised by the DREAMS Project Manager under the general supervision of the National Project Director.

A Technical Management Team (TMT) will be led by the Division Chief of the REMB Technical Services Management Division to ensure that the Firm will have access to data and other information needed for the MIS. The REMB, upon review of the TMT, will endorse the acceptance of the MIS solution to the DREAMS PMU. A REMB MIS Technical Coordinator (an individual consultant of the DREAMS project) will monitor the outputs of the Firm to ensure compliance with the requirements specified in the TOR.²

² The REMB MIS Technical Coordinator serves as the conduit between the product owner (REMB) and the dev / QA teams. The TC helps the team understand what the product owner is asking for. Conversely, the TC can help the product owner understand limitations, such as why certain requirements will cost too much to do versus an alternative.

H. DURATION OF THE WORK

- ☐ The contract period is will be from 01 January 2021 to 31st May 2021 with a total level of effort of about 140 days.

The contractor may propose alternate working days provided it would not exceed the 5 months duration of the contract. The proposed working days should be properly explained in relation to the execution of the Technical Proposal.

I. FACILITIES TO BE PROVIDED BY THE PROJECT

The Firm's Team Leader/Coordinator and other staff will be working with the REMB based on the service level agreement in Section F. In light of the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Solutions Provider or its staff shall be done within the guidelines and protocols set by the local government or offices it will work with.

J. LOCATION OF WORK

The location of work is in National Capital Region. No travels are expected outside of the location.

K. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL FIRM CONTRACTOR AND ITS KEY PERSONNEL

The Contractor should meet the following minimum requirements

- ☐ must have at least 5 years of accumulated experience in developing data warehousing and management information systems.
- ☐ Completed at least three (3) similar projects in the region/Philippines within the last five (5) years.
- ☐ The Solutions Provider establishes the development processes for the entire team, from development tools to peer code review to how and when code can be checked in.
- ☐ The developer needs to coordinate with the systems analyst to ensure the team is on the right track.

At the minimum, the Firm shall assign, on a full-time basis, the following experts for the REMB MIS:

1. Project Manager

- ☐ Qualifications
 - University degree in Computer Science, Information Technology, or any equivalent field/discipline
 - Certified Project Management Professional (PMP)
 - At least five (5) years' experience as Project Manager in digital product development and MIS implementation;
 - At least three (3) years' experience as PM in Content Management System product implementation

- Minimum three (3) years' experience in managing and supervising a team(s)
- Proficient in English
- Responsibilities:
 - Monitor and ensure projects are hitting agreed upon milestones
 - Update and maintain structure with the project management software
 - Maintain open communication with Systems Analyst delivering thorough reports
 - Perform risk management to minimize project risks

2. Back end Developer

- Qualifications
 - University degree in Computer Science, Information Technology, or any equivalent field/discipline
 - At least five (5) years' experience as a Backend Developer with expertise on the Management Information System, Content Management System, Migration projects from software and/or databases, building ground-up application using Microservice and/or SOA architecture, and web services.
 - Has been through at least five (5) full software development cycles
 - Has five (5) years' experience in managing multiple coding or application development work
 - Proficient in English
- Responsibilities:
 - Develop, implement, and support technical solutions to meet the business needs
 - Participate in meetings and workshops to communicate information system capabilities
 - Build and manage project assets repository (codes and reusable library)
 - Responsible for the end to end execution of the defined and agreed solution
 - Setup and manage DEV and performance tools

3. Web front End Developer

- Qualifications
 - University degree in Computer Science, Information Technology, or any equivalent field/discipline
 - At least five (5) years' experience as a Frontend Developer with expertise on the Management Information System, Content Management System, and building ground-up application
 - Has been through at least five (5) full software development cycles
 - Has sufficient experience with functional programming and JavaScript libraries
 - Experience with responsive and adaptive design
 - Understanding of SEO principles
 - Proficient in English
- Responsibilities
 - Propose, develop, and implement an interactive, appealing, highly usable, and responsive web design with all elements of the front-end user interface/user experience able to render appropriately on a wide variety of browsers and platforms
 - Develop corresponding user interface components (web templates, style sheets, scripts, images, etc.) as needed

4. Senior Development and Operations (DevOps) Engineer

□ Qualifications

- University degree in Computer Science, Information Technology, or any equivalent field/discipline
- At least three (3) years' experience as Sr. DevOps Engineer with expertise on developing engineering applications, system security measures, and code analysis
- Must be a certified DevOps Engineer
- Proficient in English

□ Responsibilities

- Build and set up new development tools and infrastructure
- Working on ways to automate and improve development and release processes
- Test and examine code written by developers and analyze results
- Ensure that the MIS and REMB Website are safe and secured against cybersecurity threats

5. Test Quality Engineer

□ Qualifications

- University degree in Computer Science, Information Technology, or any equivalent field/discipline
- At least five (5) years' experience as a Test/QA Engineer with expertise on the Management Information System, Content Management System, Migration projects from software and/or databases, building ground-up application, and web services.
- Familiarity with one or more open-source automated testing tools (e.g. VSTS E2E Automation testing, Selenium, Load Testing)
- Familiarity with REST API testing using tools such as Postman
- Knowledge of version control systems (like Git, VSTS)
- Ability to configure testing environments (i.e. setting up Windows or Linux VMs, basic database administration, etc.)
- Proficient in English

□ Responsibilities

- Review quality specifications and technical design documents
- Create detailed, comprehensive, and well-structured test plans and test cases
- Design and implement tests, debugging, and define corrective actions
- Review system requirements and track quality assurance metrics (i.e. defect densities and open defect counts)

L. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

This is a lump-sum approach. The lump sum amount must be “all inclusive” of expenses, e.g. supplies, reproduction, meals, lodging, and other local travel fares.³ The contract price is fixed regardless of changes in cost components.

³The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Deliverables/ Outputs	Payment Tranche	Target Due Dates
Approved Inception Plan	10%	Within 10 calendar days from contract signing
Delivery of Hardware(for details, see Annex D: Hardware Requirements)	40%	December 30, 2020
UAT Sign-off and Complete Migration Plan	20%	April 30, 2021
System Go Live, Operations Manual and Final Training for REMB	30%	May 31, 2021
TOTAL	100%	

M. ANNEXES TO THE TOR

Annex A: Supply Requirements and Specifications

Annex B: Architecture Review Board Template

Annex C: REMB Data Warehouse Functionalities/List of Functional and Non-Functional Requirements

Annex D: List of Hardware Requirements

For further information, please refer to www.doe.gov.ph for documents related to renewable energy projects and other relevant Department Circulars, available data base and information related to the Renewable Energy Management Bureau and the energy industry in general . See also the RE Decade Report in the same website for samples of graphics that may be included from the REMB MIS

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

We, the undersigned, offer to provide the services for **Solutions Provider for the Data Warehouse & Management Information System for Renewable Energy Management Bureau, Philippines** in accordance with your Request for Proposal No. **RFP-151-PHL-2020** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact*.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 At least four (4) years in operation with general organizational capability and relevance of specialized competence and experience on data collection, validation, cleaning, processing, monitoring, analysis (both diagnostic and predictive), and management in response to governance concerns during times of crisis.
- 1.3 At least four (4) years of demonstrable experience in implementation of socioeconomic diagnostics and projection projects with Philippine government or an international development or multilateral organization.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Understanding of data collection, validation, cleaning, processing, monitoring, and analysis as specified in the scope of work: Demonstrable appreciation of data science, including use of advanced and nontraditional methodologies (i.e. social listening), in producing diagnostic and predictive statistics regarding the socioeconomic status of the
- 2.2 Description of the approach, methodology, and implementation proposals based on the scope of work presented.
- 2.3 Demonstration of ability to plan, contextualize, integrate and effectively implement the project within the given timelines and overall boundaries of the project
- 2.4 Offer of unique, creative, and/or innovative ideas in implementing the requirements of the project.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] [Insert]
Professional certifications	[Provide details of professional certifications relevant to the scope of services] Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert]
References	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

We, the undersigned, offer to provide the services for **Solutions Provider for the Data Warehouse & Management Information System for Renewable Energy Management Bureau, Philippines** in accordance with your Request for Proposal No. **RFP-151-PHL-2020** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-151-PHL-2020		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices (Tax Exclusive)

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				