United Nations Development Programme

REQUEST FOR PROPOSAL

Open Data Information Management System for Aid Management

RFP No.: RFP/FJI10-001-2021

Country: Fiji

Issued on: 05 January 2021

Contents

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.fj@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system by registering at **https://etendering.partneragencies.org**. This will enable you to receive amendments or updates to the RFP. The Bidder's Guide has been uploaded on the e-tender site for registration purposes. Once registered, login and find the following event:
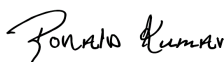
BU Code: FJI10
Event ID: 0000008241

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: Ronald Kumar   Name: Nasantuya Chuluun
Title: Procurement Analyst   Title: Operations and Implementation
Date: **January 05, 2021**   Support Advisor
                                                            Date: **January 05, 2021**

Section 2. **Instruction to Bidders**

A. GENERAL PROVISIONS	
1. Introduction	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
	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.
	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.
2. Fraud & Corruption, Gifts and Hospitality	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
	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.
	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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	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.
	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.

4. Conflict of Interests	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: 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.
	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.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: 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. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	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.
B. PREPARATION OF PROPOSALS		
5. General Considerations	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.
	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
6. Cost of Preparation of Proposal	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.
7. Language	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. Documents	8.1	The Proposal shall comprise of the following documents:

Comprising the Proposal	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. Documents Establishing the Eligibility and Qualifications of the Bidder	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. Technical Proposal Format and Content	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. Financial Proposals	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. Proposal Security	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 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. 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: 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:

		i. to sign the Contract after UNDP has issued an award; or
	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.
13. Currencies	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:
		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.
14. Joint Venture, Consortium or Association	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.
	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.
	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.
	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.
	14.5	A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
		a) Those that were undertaken together by the JV, Consortium or Association; and
		b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
	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.
	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.

15. Only One Proposal	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.
	15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) 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 f) 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.
16. Proposal Validity Period	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.
	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.
17. Extension of Proposal Validity Period	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.
	17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	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.
18. Clarification of Proposal	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.
	18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.
	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.
19. Amendment of Proposals	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.

	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.
20. Alternative Proposals	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.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	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.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	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.
	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.
	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.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
		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:
		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 "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. 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.
Email Submission	22.5	Email submission, if allowed or specified in the BDS, shall be governed as follows: 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 bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6	Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 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-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	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
	23.2	UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	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.
	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"
	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.
	24.4	Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	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		
26. Confidentiality	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.
	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.
27. Evaluation of Proposals	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.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	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.
29. Evaluation of Eligibility and Qualification	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) 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; b) They have a good financial standing and have access to adequate financial

	resources to perform the contract and all existing commercial commitments, c) 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; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	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. 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. 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. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence	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

	following:
	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.
32. Clarification of Proposals	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.
	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.
	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.
33. Responsiveness of Proposal	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.
	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.
34. Nonconformities, Reparable Errors and Omissions	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.
	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.
	34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
	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 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;
	b) if there is an error in a total corresponding to the addition or subtraction

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		of subtotals, the subtotals shall prevail and the total shall be corrected; and
		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.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Debriefing	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.
38. Right to Vary Requirements at the Time of Award	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.
39. Contract Signature	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.
40. Contract Type and General Terms and Conditions	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
41. Performance Security	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%20Guarantee%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.
42. Bank Guarantee for Advanced Payment	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
43. Liquidated Damages	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.
44. Payment Provisions	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.
45. Vendor Protest	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
46. Other Provisions	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.
	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.
	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

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 be Conducted on 6 January 2021 at 2 pm (Fiji Time). Interested bidders can liaise with Deepak Naicker on email procurement.fj@undp.org for the link to the Pre-proposal conference (Zoom).
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	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	05 days before the submission deadline (UNDP shall not be liable for any late responses hence bidders are encouraged to attend the pre-bid meeting as scheduled.)
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Deepak Naicker Address: UNDP, Level 8, Kadavu House, Suva Fiji E-mail address: procurement.fj@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted on etendering and Direct communication to prospective Proposers by email
14	23	Deadline for Submission	18th January 2021 as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. **Note:** **Date and time visible on the main screen of the event (on eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the eTendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure proposals are submitted before the deadline. UNDP will not accept any proposal that is not submitted directly in the system.** **Bidders must avoid submitting bid at the last minute or on the day of the deadline as UNDP may not be able to assist in a timely manner should there be any technical issues as it may take some time to resolve. Therefore UNDP wont be responsible for non-submission of bid by the bidders as sufficient time was provided to all bidders to submit before the deadline.**
15	22	Allowable Manner of Submitting Proposals	**e-Tendering Only**
16	22	Proposal Submission Address	https://etendering.partneragencies.org **BU Code:** FJI **Event ID:** 0000008241

17	22	Electronic submission (email or eTendering) requirements	- Format: PDF files only - All files must be free of viruses and not corrupted. - The technical and financial proposal must be uploaded as separate files. - Financial Proposal must be password protected. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP **While entering the financial proposal in the e-Tendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G).** **The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.**
18	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%.
19		Expected date for commencement of Contract	*February 4, 2021*
20		Maximum expected duration of contract	60 days
21	35	UNDP will award the contract to:	One Proposer Only
22	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
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts (Goods and Services) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the RFP	*n/a*

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
- Bid Security submitted as per RFP requirements with compliant validity period

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 ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB 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
Acceptance of UNDP General Conditions of Contract	Acceptance of UNDP GTC	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

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[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.

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 of relevant experience in designing Open Data Information Management systems (ODIMS) for aid management conducting similar assignments at country and/or regional level	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD150,000 for the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	330
2.	Proposed Methodology, Approach and Implementation Plan	220
3.	Management Structure and Key Personnel	450
	Total	**1000**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Having successfully conducted at least 2 similar assignments at country and/or regional level on open data management information systems using modern technologies; experience of implementing the assignments for aid coordination will be a plus	110
1.2	Evidence of high-quality programming and supporting documentation for end users	75
1.3	Experience and evidence of developing high quality data analytics using variety of techniques including geo-coding / GIS	75
1.4	Quality assurance procedures and risk mitigation measures	45
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	25
	Total Section 1	**330**

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Appropriateness of the proposed methodology to the conditions and timelines of the RFP • Understanding of the requirement • Description of the offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	220
	Total Section 2	**220**

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50

3.2	Qualifications of key personnel proposed		
3.2 a	Project Manager: The Project Manager shall have at least a Master's degree in IT engineering or a Bachelor's degree in IT Engineering with Master's in Management or equivalent, with at least five years of general experience in Information Technology. S/he shall preferably have post-master's general experience in information technology amounting to at least five years. S/he shall have specific experience as a Project Manager/Team Leader in at least two enterprise-level financial applications.		100
3.2 b	Other team expertise: Proposed team should include following expertise. All such team members should have hands on experience of at least two similar assignments with Bachelor in IT engineering (Master will be preferred) and necessary Microsoft and Sun Java certifications. These can be met collectively by the proposed team. Additional criteria for each expertise is provided below		300
	- User interface design: S/he shall have worked for at least five web-based enterprise-level application as a User Interface Designer and have a solid understanding of basic front-end languages: HTML, CSS and JavaScript. S/he shall preferably have hands-on specific experience of creating wireframes, prototypes, storyboards and user flows.	30	
	- System Architect: S/he shall have worked for at least two enterprise-level information management applications as a System Architect. S/he shall preferably have experience as a System Architect in a foreign country.	40	
	- Developer: S/he shall preferably be certified in Sun/Oracle, Certified Java Programmer/Developer or equivalent – depending on the solution being offered. S/he shall have experience of at least two similar application as a Developer/Programmer	35	
	- Quality Assurance: S/he shall have specific experience in design and implementation test scenarios, test cases, test plans, test scripts and assistance in the implementation of QA standards for at least two similar enterprise-level applications	30	
	Build Release Expert: S/he shall have knowledge of enterprise integration tools for at least two similar enterprise-level applications.	30	
	Technical Documentation Expert: S/he shall have experience as Technical Documentation Expert in the documentation of User Manual and Technical Manual for at least two similar enterprise-level applications.	30	
	GeoCoding Expert: S/he shall have a GIS certification from an accredited institution, ArcGIS I & II certifications from ESRI, or a minimum of two years of experience in GIS mapping and analysis	35	
	Business Intelligence Expert: S/he shall have knowledge of business intelligence tools and have worked in at least two similar enterprise-level applications.	35	
	Database administrator: S/he shall preferably have specialization/certification on database administration. S/he shall have experience on at least three similar enterprise-level application as a DBA with experience in performance monitoring and tuning, SQL optimization, database clustering, role and security management, database design, DC/DR replication and database backup.	35	
	Total Section 3		**450**

Section 5. Terms of Reference

MINIMUM CONTENTS

a. **Background Information and Rationale, Project Description**

The United Nations Development Programme (UNDP) Pacific Office Fiji is supporting the Government of Fiji in developing and implementing a new Open Data Information Management System (ODIMS). In this regard, UNDP's Pacific Office is seeking the services of a suitable vendor to develop and support the implementation of the new ODIMS.

Although the Republic of Fiji is not an aid-dependent country, it is a recipient of aid from international partners. Over the last year, the inflow of aid has seen a substantial increase following the COVID-19 pandemic, which has severely affected Fiji's economy. The impact has been compounded by the devastation caused by Tropical Cyclone Harold. TC Yasa has further caused damages to an already flagging socio economic situation in the country. In response to these crises, the inflow of new funding from Fiji's Development Partners (DPs) has increased, while the DPs have also repurposed some of the existing financing. Following TC Yasa, the aid inflows will further increase. This requires a boost in the government capacity to properly track, monitor and predict aid inflows based on the needs arising from various emergencies. Such boost is particularly warranted as currently aid inflows are monitored and tracked manually through Excel and Word files and the information is scattered across different relevant ministries and agencies.

With this increase in aid activity, the Government of Fiji has decided to enhance its capacity to track, monitor and predict aid flows by engaging in the development of an Open Data Information Management System (ODIMS). Following a government request, UNDP Pacific office has been helping the government to develop ODIMS, which addresses following three needs:

1. The system is envisioned to give the government tools to coordinate better and manage their aid and other types of development finance.
2. The system also presents an opportunity to improve the Public Financial Management apparatus further, to be able to hold Development Partners (DPs) to account on their international commitments to make aid more predictable, and also improve on the government's transparency and accountability to its citizens.
3. The system will enable the government to address current and future needs arising out of an emergency, be it a pandemic or natural hazard, that require urgent action in mobilizing the necessary resources and utilizing them effectively.

The ODIMS will replace the current manual practice of collecting aid data from different DPs and recording them in various formats. A preliminary review of the needs and processes in Fiji and experience from other countries shows that while core processes and stakeholders will remain the same, a web-based ODIMS would make the collection simpler and the accessibility to aid information easier, thereby improving transparency and accountability.

Involved stakeholders include:

- o Government of Fiji, with particular involvement from;
  - ⬩ MoFA - the Ministry of Foreign Affairs, (especially the different Bureaus that engage with the DPs; and the Policy, Research and Development Unit).
  - ⬩ MoE - the Ministry of Economy (especially the Aid Coordination Unit).
  - ⬩ MoHMS – the Ministry of Health and Medical Services (especially the team in charge of coordinating the Government's COVID-19 response).
  - ⬩ NDMO – National Disaster Management Office
  - ⬩ Other Line Ministries, as well as Decentralized Government Entities.
- o Multilateral and Bilateral DPs, Pooled Funds, Thematic/Technical Working Groups, as well as the implementing organizations.
- o Civil Society including NGOs/CSOs, researchers and academia, and the public.

b. Specific Objectives

Concerning the above background and context, the main objectives of this assignment are summarized as follows:

a) Design and establish a web-based ODIMS to support the Ministry of Foreign Affairs in its role of effectively planning, monitoring, coordinating, tracking, and reporting on international aid flows and activities;

b) Design and develop the ODIMS using open source technology in common enough use that the appropriate capacity is likely to create locally;

c) Design an ODIMS which can be incrementally adapted for potential future expansion, such as through integration with other data systems, including those related to other financial flows, and in reference to tracking progress on SDGs (such as through adding an SDG tagging/classification feature), and any other results indicators or thematic markers outlined in GoF policies.

d) Ensure that the ODIMS is designed to be compatible with other relevant GoF information management systems. Explore options for integration/compatibility/interoperability between the ODIMS and IATI;

e) To develop a well-thought transition strategy that will ensure full national ownership, after completion of the ODIMS production. This transition would allow GoF to implement and modify the system without the need for ongoing support from the Vendor.

c. Scope

An ODIMS is a web-based database and visualization tool used for recording, processing, and analyzing of information about development activities and related aid flows in a given country. It provides one interface through which different stakeholders can track and monitor information on activities funded by DPs and generates reports on these activities at crucial points in the budget cycle, but also as and when a need arises. This information is typically provided by the organization funding the project/activity (the DP). Without an ODIMS, this process of compiling information so that a full picture can be seen in one place is typically done by circulating and compiling MS Excel/MS Word templates. An ODIMS is, therefore, a comparatively simple system. A database holds data entered by users through a form and presents it on request or through a web portal. The main goals of an ODIMS are therefore to:

- i) Simplify data entry and data management.
- ii) Allow more complex data relationships (e.g. multi-year data, or multi-funder projects).
- iii) Allow flexibility in generating different types of reports and visualization.
- iv) Allow transparency by giving different stakeholders, including public, access to aid information.

To develop the ODIMS, it is essential to understand how it will be managed – the process around data collection, data processing, reporting, as well as IT management of the system. The ODIMS responds to the needs of a broad group of stakeholders, including multiple Ministries and departments of the Government of Fiji, the Decentralized Government Entities, DP organizations, implementing organizations, CSOs and the public. Of these, the DPs, GoF and implementing agencies involved in each project are expected to provide the data. The GoF will manage the ODIMS system. This diverse set of users is necessary to ensure maximum benefit, best data quality, and sustainability of the ODIMS.

Sustainable ODIMS are founded on well-defined functional and technical specifications that reflect the government's own aid data management processes. It is crucial, therefore, that the Vendor undertakes a detailed process-mapping of aid management in Fiji, detailing all the sources of aid data, how the data is processed and used, and the timetable around which this data is utilized. The capacities of the IT team have to match the technical demands of the system to administer and manage it effectively. All these factors need to be taken into consideration by the Vendor while designing the ODIMS, as well as the capacity building and transition plans that will ensure full government ownership and sustainability of the ODIMS.

d. Approach and Methodology

The scope of work for this assignment is premised on the expectation that, at minimum, the Vendor will design and establish an ODIMS that; (1) serves as the sole Government repository for aid data; (2) complements and interoperates seamlessly with other tools and processes/frameworks that may already exist as part of Fiji's development architecture; and (3) will be wholly owned and managed by the Government of Fiji.

While the specific details of the system being developed will be finalized during the scoping, the ODIMS is expected to have the following features/modules. As explained below under timelines, the assignment has to be delivered in an expedited manner by staggering the development of each module. This is aimed at deploying core modules first, as the current need is urgent, and thereafter subsequent modules. We will be open to Vendors' proposals as to how they will meet this unique requirement.

I. **Input: Data collection**
    a. <u>User-friendly data capturing interface</u>: The ODIMS should allow data capturing through a user-friendly interface with necessary data validation checks.
    b. <u>Recording off and on-budget activities for all stakeholders in the aid delivery spectrum</u>: The system should allow for the recording of on and off-budget assistance being provided by different DPs, with the ability to track different types of flows.
    c. <u>Sub-national geocoding activities</u>: The system should allow for the ability to spatially represent aid interventions (via an interactive map tool) to empower the GoF to conduct gap analyses and make informed resource allocations.
    d. <u>Budget integration</u>: A key feature of a sound PFM system is to help allocate finances based on identified national priorities. The ODIMS may be expected to allow for integration with existing budgeting applications.
    e. <u>Monitoring and Evaluation</u>: Monitoring and evaluation is a vital part of the planning and tracking the progress on national development priorities and SDGs. The ODIMS should allow the government to track and monitor the implementation accordingly.
    f. <u>Allow for the automatic import of new and modified activities in IATI-XML format[1] as well as OESCD/DAC CRS data and data from the forward-spending survey</u>: Several organizations (donors, international and National NGOs etc.) publish timely information on aid,

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development and humanitarian flows to the IATI Registry using the IATI standard[2] and this data is available in the IATI Datastore[3]. The ODIMS should include a module to help seamless import of data from IATI, through suitable mechanism (e.g. through API) to the government ODIMS.

g. Monitoring the Global Indicators and nationally defined developments: Global Partnership for Effective Development Cooperation provides current guidelines for international dialogues on development effectiveness. The Global Partnership is a framework for monitoring the implementation of a set of actions agreed at the Forum[4] and subsequent fora. The ODIMS should provide a mechanism to help ensure the monitoring of the Busan actions. Government of Fiji has also defined its own national development goals based on the Sustainable Development Goals. The system should also provide mechanisms for monitoring progress on these goals as also said above.

II. **Output: Data Accessibility and Formats**

a. Publicly Accessible via the Internet: The ODIMS should be publicly accessible over the Internet. Therefore, it should conform to the up-to-date industry standards on web accessibility, such as the W3C Web Accessibility. The system should be responsive to different devices (desktops, laptops, smartphones and tablets), browsers and various operating system.

b. Design, view and print reports in flexibility and modifiable formats: The system should provide an intuitive and user-friendly mechanism for generating and printing reports into different formats, including but not limited to MS Word, MS Excel, CSV, PDFs.

c. Web interface including the possibilities of decentralized data entry by remote users: The system should include a web interface that allows creation and operation of different types/levels of user levels and access to the database: read-only, read and write, and administrator will be minimum access levels.

d. Web portal: The Vendor will develop a web portal for the ODIMS. The web portal will provide a platform for Internet users to access, in one location, all the relevant content on aid/development effectiveness and query/search various reports from data stored in the system. Such a platform will provide the government with the ability to share the information in different formats with the public at large.

e. **Deliverables and Schedules/Expected Outputs**

While the respondents to this Request for Proposals are encouraged to develop a more detailed time-planning, the development and deployment of ODIMS has to be fast tracked and done in an iterative and progressive manner, the development and deployment of the core modules should not take more than 60-90 days from the signing of contract. Following key steps are foreseen in the development and deployment process and respondents should factor them into their planning and suggest fastest possible methods to help deliver all support by the stipulated timeline:

- Define and submit the functional specifications of the ODIMS based on consultations undertaken with relevant GoF, DPs, and CSOs. This will entail a general overview of the ODIMS' functionality (e.g. data

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[2] The IATI Standard is a framework for publishing information on development cooperation activities in a timely, comprehensive and forward look manner. For more see: https://iatistandard.org/en/

[3] https://iatistandard.org/en/iati-tools-and-resources/iati-datastore/

[4] The guidelines were agreed during the 2011 Fourth High Level Forum on Aid Effectiveness in Busan, Republic of Korea.

collection; data processing, like the generation of on-demand and pre-defined reports; maps; and graphs) and should be covered through an inception report.

- Define and submit the System Requirement Document of the ODIMS, informed from the functional specifications and aid data management process (as per consultations with GoF).
- Setup of an open-source software project, review of requirements, and consultation with stakeholders, gathering of open source components and data on, e.g. MoFA hosting setup;
- Submission of System Design Document;
- The Application Development and Testing phase. The development will take place through a series of sprints, each with testing and adjustment phases with the stakeholders;
- End-to-end project document, manuals creation, and a transition plan - At the end of the primary development phase, all features will be complete, and the Vendor will develop comprehensive User Manuals as well as a transition plan, and all necessary project documentation;
- Data migration - Entry of actual data from previous years, and further testing;
- Pilot implementation - The system is expected to go live for selected users.
- Training and Capacity Building. The Vendor will provide comprehensive developer and administrative training to MoFA IT Unit, and User training to other stakeholders (e.g. DPs, other GoF users, INGO, etc.);
- Successful live run;
- Implementation Completion certificate by GoF.

f. Key Performance Indicators and Service Level

Development Process

- The Vendor will be responsible for supplying their staging, testing, build servers and similar, during the initial development process.
- The GoF will be responsible for sourcing either a server or renting a cloud-based virtual server, a domain, and connectivity for the initial, all testing deployments, and the final deployment.
- The resulting ODIMS code will be licensed under the Affero General Public License (AGPL, see https://www.gnu.org/licenses/agpl-3.0.en.html).
- All tools, languages and components required to develop, deploy and run the resulting ODIMS must be available under similar copyleft licenses. The GoF, UNDP or any other interested party must be able to fork, adjust and run the code without further restriction.
- All code will be commented in English.
- Developer documentation should be provided for each portion of code.
- Complete, tested and fully functioning deployment instructions must be provided.
- The system should be created using industry-standard development tools and programming languages available without cost under similarly permissive licenses.
- All components needed to run the ODIMS must be 'cross-platform' (i.e. able to run under a minimum of both Windows and Linux server operating systems, either natively, or via a virtualization/containerization solution).

Deployment and Launch Process

- During the development process, the MoFA IT Unit should be trained to learn how to backup and redeploy the ODIMS and contribute code to the development process.

- Where possible, all user testing should be done on releases deployed to the MoFA server to ensure that MoFA IT Unit (with initial support) can sustainably deploy the ODIMS.
- The Vendor will support the ODIMS through the launch process.

Post Development Support and Testing Process

- After the end of development and the limited launch, the Vendor will need to collect written/verbal feedback from all the main user groups including the GoF, DPs, and a selection of other users and then implement a round of adjustments, testing and redeployment.
- After the public launch, the second round of feedback, adjustment, testing and redeployment will be required.
- Bug-fixing and the support of the MoFA IT Unit will be ongoing throughout the entire contract.

General Conditions

- Industry standards software development, coding, and quality assurance methodologies should be implemented, with full documentation of source code and internal functions of the system, which all be handed over to the staff of the government.
- End-user manuals developed and handed over to the relevant government staff at the end of the development cycle.
- At least one (1) year of warranty period after the product implementation and sign off by the GoF in which 'software bugs' will be fixed within an acceptable time period with no additional costs to GoF.
- The new ODIMS will be released under the Affero General Public License (AGPL, see https://www.gnu.org/licenses/agpl-3.0.en.html).
- The ODIMS code must be independent of server type and host operating system.
- All country-specific data provided in a single configuration file for upload on deployment (as other countries may use the same ODIMS code) to be imported after deployment or, upon the initial view of a new installation, a form requesting the initial user to enter all data needed for the configuration file (e.g. initial management user e-mail, country name, language choices, storage locations, e-mail service, etc.).
- Import of backed-up data from within the ODIMS – not via external SQL scripts, etc. Pulling from connected storage locations where available.
- Vendors provide training, instructions and installation scripts to MoFA IT Unit to download and deploy ODIMS code and all necessary components.
- It is important that the data in the ODIMS can be backed up for safekeeping off-site. A data backup system should also provide the ability to roll back the data to a previous point in time by importing a past backup. The backup system should facilitate easy redeployment and upgrading through the ability to easily backup the data and restore it.
- The system must take steps to implement multiple levels of security: network level, database level, application level, API level, a record level, and field level.
- The ODIMS should take recognized steps to prevent code-injection, cross-site-scripting, SQL injection and similar attacks, and should use established user authentication and authorization module and all passwords should be hashed. Inputs should be validated, and sessions managed using established components.
- The Government of Fiji wishes to host the ODIMS themselves. The options for hosting the ODIMS, therefore, need to be designed according to the skills and capacities already available. Therefore the ODIMS must run on technology/servers that is already available to the GoF.

- The ODIMS should manage Geodata (adding the locations of projects).
- The ODIMS should manage fiscal year issues between DPs and Fijian government.
- The ODIMS should have the capability to provide an automatic currency conversion mechanism.
- There should be a dynamic reports feature that can export data to MS Excel, MS Word, CSV, and Adobe PDF.
- The ODIMS will make use of IATI formats and data for importing data, accessing dynamically updated data, storing data, and publishing data.

g. Governance and Accountability
- The Vendor will work under the direct supervision of UNDP's Aid Management Focal Point/Programme Specialist of the UNDP Pacific Office in Fiji.
- The Vendor is expected to send brief updates to the UNDP's Aid Management Focal Point/Programme Specialist of the UNDP Pacific Office in Fiji on a weekly basis, identifying progress during the period, the status and an updated schedule for delivery, and determining where input is required from the stakeholders. Additional progress reporting may be required on need basis.
- The development process, meeting of specifications, and achievement of deliverables will be overseen by UNDP's Aid Management team led by the UNDP's Aid Management Focal Point/Programme Specialists.
- UNDP Fiji will give final acceptance once all features have been satisfactorily completed: 1) once the GoF have successfully deployed and set up a working ODIMS instance without outside assistance, and 2) Once all source code has been published to Github.

h. Facilities to be provided by UNDP
None – the contractor is required to provide their own resources for the assignment.

i. Expected duration of the contract/assignment
All the deliverables are to be completed by March 20, 2021.

i. Duty Station
    a) The assignment will be home based.
    b) UNDP will facilitate the vendor in setting up necessary meetings and consultations with relevant stakeholders.

j. Professional Qualifications of the Successful Contractor and its key personnel

The Vendor should have prior experience in designing, developing and supporting the implementation of a web-based project-based database system. Experience of implementing such systems in developing countries is an added advantage. Extensive knowledge and experience in the field of international relations, development cooperation/economics, aid effectiveness, and aid transparency are essential for effective implementation of the project. The Vendor's team must have considerable experience in the design and operationalization of purpose-built or customized Management Information Systems of similar projects.

The Vendor will provide a team of experts suitable and enough for the timely implementation of the agreed solution.

Potential Vendor Team Profiles

The potential applicant should provide the following expertise as part of the proposed team. It is not necessary to include these people as ten individuals. If a proposed team of fewer people can provide all the required skills that will be sufficient – even if one person specializes in more than one area. However, team profiles should be justified with examples that they cover all required skills. Evaluation cores will be adjusted for collective expertise of the team.

SN	Expertise	Skill Set
1	Project Manager	The Project Manager shall have at least a Master's degree in IT engineering or a Bachelor's degree in IT Engineering with Master's in Management or equivalent, with at least five years of general experience in Information Technology. S/he shall preferably have post-master's general experience in information technology amounting to at least five years. S/he shall have specific experience as a Project Manager/Team Leader in at least two enterprise-level financial applications.
2	User Interface Designer	The User Interface Designer shall have at least a Bachelor's degree in IT engineering or equivalent, preferably with a Master's degree in IT engineering or equivalent. S/he shall have worked for at least five web-based enterprise-level application as a User Interface Designer and have a solid understanding of basic front-end languages: HTML, CSS and JavaScript. S/he shall preferably have hands-on specific experience of creating wireframes, prototypes, storyboards and user flows.
3	System Architect	The System Architect shall be at least with a Bachelor's degree in IT engineering or equivalent, preferably having a Master's degree in IT engineering or equivalent. S/he shall preferably be certified on Microsoft Certified Architect, Sun Certified Enterprise Architect, Open Group IT Architect Certification, or equivalent. S/he shall have worked for at least two enterprise-level information management applications as a System Architect. S/he shall preferably have experience as a System Architect in a foreign country.
4	Developer	The Developer shall have at least a Bachelor's degree in IT or equivalent, preferably having a Master's degree in IT or equivalent. S/he shall preferably be certified in Sun/Oracle, Certified Java Programmer/Developer or equivalent – depending on the solution being offered. S/he shall have experience of at least two similar application as a Developer/Programmer.
5	Database Administrator	The Database Administrator shall have at least a Bachelor's degree in IT or equivalent, preferably having a Master's degree in IT or equivalent. S/he shall preferably have specialization/certification on database administration. S/he shall have experience on at least three similar enterprise-level application as a DBA with experience in performance monitoring and tuning, SQL optimization, database clustering, role and security management, database design, DC/DR replication and database backup.
6	Quality Assurance Engineer	The QA Engineer shall have at least a Bachelor's degree in IT engineering or equivalent, preferably with a Master's degree in IT engineering or equivalent. S/he shall have specific experience in design and implementation test scenarios, test cases, test plans, test

SN	Expertise	Skill Set
		scripts and assistance in the implementation of QA standards for at least two similar enterprise-level applications.
7	Build Release Expert	The Build Release Expert shall have at least a Bachelor's degree in IT engineering or equivalent, preferably having a Master's degree in IT engineering or equivalent. S/he shall have knowledge of enterprise integration tools for at least two similar enterprise-level applications.
8	Technical Documentation Expert	The Technical Documentation Expert shall be at least with a Bachelor's degree in IT engineering or equivalent preferably with a Master's degree in IT engineering or equivalent. S/he shall have experience as Technical Documentation Expert in the documentation of User Manual and Technical Manual for at least two similar enterprise-level applications.
9	GeoCoding Expert	The Geo Coding Expert shall be at least with a Bachelor's degree in IT engineering or equivalent preferably with a Master's degree in IT engineering or equivalent. S/he shall have a GIS certification from an accredited institution, ArcGIS I & II certifications from ESRI, or a minimum of two years of experience in GIS mapping and analysis.
10	Business Intelligence Expert	The Business Intelligence Expert shall be at least with a Bachelor's degree in IT engineering or equivalent preferably with a Master's degree in IT engineering or equivalent. S/he shall have knowledge of business intelligence tools and have worked in at least two similar enterprise-level applications.

k. Price and Schedule of Payments

a) The contract price is a fixed output-based price regardless of extension of the herein specific duration

Outputs	%	Timing	Conditions of Payment release
Inception report with assessment findings and proposed methodology with mockups	20%	15 February 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
First Test of the ODIMS	20%	28 February 2021	
Final ODIMS	20%	10 March 2021	
Training of Fiji Government Staff	10%	15 March 2021	
Documentation of ODIMS and Final deployment on Fiji Government server along with availability of full code made available as an open source	30%	30 March 2021	

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	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope
(Must be submitted in a separate document/password protected)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-001-2021		

We, the undersigned, offer to provide the Open Data Information Management System for Aid Management in accordance with your Request for Proposal No. RFP/FJI10-001-2021 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?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ 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:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including previous work undertaken and services/products provided. ▪ 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 ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-001-2021		

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: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-001-2021		

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years			
☐ 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)

☐ No litigation history for the last 3 years			
☐ 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 3 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
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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:

a)   Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
b)   Historic financial statements must be audited by a certified public accountant;
c)   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/FJI10-001-2021		

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   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 (if so, provide details).

1.3   Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.4   Quality assurance procedures and risk mitigation measures.

1.5   Organization's commitment to sustainability.

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   A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2.2   The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3   Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4   Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5   Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.6   Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.7   Any other comments or information regarding the project approach and methodology that will be adopted.

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.]* [Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) 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/FJI10-001-2021		

We, the undersigned, offer to provide the services for Open Data Information Management System for Aid Management in accordance with your Request for Proposal No. RFP/FJI10-001-2021 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/FJI10-001-2021		

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: Breakdown of Costs

Description	UOM	No of Personnel	No of days of engagement	Unit Price	Total Amount
Personnel					
Project Manager	Day				
User Interface Designer	Day				
System Architect	Day				
Developer	Day				
Database Administrator	Day				
Quality Assurance Engineer	Day				
Build Release Expert	Day				
Technical Documentation Expert	Day				
GeoCoding Expert	Day				
Business Intelligence Expert	Day				
Personnel (Please specify Title)	Day				
Other Costs: (please specify)					
			Subtotal Other Costs:		

Note: The bidder shall take into account measures that may affect the implementation of activities hence cost specially those related to Covid-19.

Table 2: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Percentage	Total
Inception report with assessment findings and proposed methodology with mockups	20%	
First Test of the ODIMS	20%	
Final ODIMS	20%	
Training of Fiji Government Staff	10%	
Documentation of ODIMS and Final deployment on Fiji Government server along with availability of full code made available as an open source	30%	