



YEVROPA ITTIFOQI



**Joint project of the Ministry of Justice of the Republic of Uzbekistan (MoJ), the European Union (EU) and the United Nations Development Program (UNDP)  
"Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan."**

**MINUTES**

of the Pre-bid online conference for the tender  
for development of the Electronic Apostille information system  
(hereinafter "E-App" IS)

Date: June 17, 2021  
Time: 15:00 (Tashkent time)  
Venue: ZOOM (Meeting ID: 899 7779 4900)  
Participants: UNDP CO Procurement Unit, IPSD Project and interested companies

**Conference Agenda**

<b>15.00 – 15.05</b>	Welcoming
<b>10 minutes</b>	Instructions for Bidders
<b>10 minutes</b>	Special conditions of the instruction to Bidders
<b>10 minutes</b>	Description of the technical task
<b>10 minutes</b>	Description of expected results
<b>10 minutes</b>	<b>Q&amp;A</b>

**THE BRIEFING BACKGROUND:**

UNDP Uzbekistan has announced the Request for Proposal (#RFP/011/21) to select a company for development of the Electronic Apostille information system. In this regard, potential bidders were invited to the pre-bid conference, held on June 17<sup>th</sup>, 2021 at 15:00 (GMT +5) via Zoom. The main purpose of the pre-bid conference was to brief interested companies on terms and conditions of the tender, explain scope of work and respond to the questions of bidders pertaining to the solicitation document

**THE KEY MEETING OUTCOMES:**

UNDP Project (IPSD) and Procurement Unit Representatives, gave meeting participants a brief information on purpose of the tender, terms, conditions and requirements to the bidders.

Specifically, companies were briefed on the following important requirements outlined in the bidding document:

- Expected duration of work with deadlines for each Output.

No.	Outputs	Deadline
1.	Development of the E-App information system and its adoption by the project	90 days from the date of signing the contract
2.	E-register development and project acceptance	90 days from the date of signing the contract
3.	Provision of reports on the work done and source codes, documentation and acceptance by the project	15 days from the date of acceptance of the E-register and E-App
4.	Conducting trainings for the customer's employees	15 days from the date of acceptance of the E-register and E-App
5.	Information system technical support	365 days from the date of adoption of the information system

- The language of the Proposal must be English or Russian.
- Offer should remain valid for 90 calendar days. Evaluation Method for the Award of Contract is the lowest technical responsive offer. Offers are not received the minimum pass score of 70% of technical proposal score will be recognized as the proposal does not meet the technical requirements of the tender (First evaluation will be a technical and if an offer obtains the minimum pass score than the offer will be evaluated financially) and will be rejected from further assessment.
- Advanced Payment is not applied. Payment will be proceeded by output basis by bank transfer to the account of a Contractor in accordance with the Breakdown of Costs, upon completion of the works and following terms: a) A written document of acceptance by UNDP of Outputs 1, 2, 3, 4 and 5. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP.
- Currency of Proposal for foreign suppliers is United States Dollars (USD) and Uzbekistan soum (UZS) for local suppliers. Please refer to Clause "Currency of Proposal" of "Description of Requirements" for more details on bid currency.
- Maximum expected duration of contract is 210 calendar days plus 1-year warranty from the date of launching the information system.
- Deadline for Submission is on or before June 30, 2021, 6:00 pm local time (Tashkent). Late bids are not accepted for the evaluation. Bids should be sent to [bids.uz@undp.org](mailto:bids.uz@undp.org) address.
- All questions and clarifications regarding tender document must be sent to [pu.uz@undp.org](mailto:pu.uz@undp.org)
- Bidders must demonstrate their financial standing by providing financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable OR Confirmation from bank regarding strong financial stand.
- Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years should be provided.
- The documents which listed in the tender document must be presented (Documents to be submitted, Page 8).

The bidders were requested to pay attention to the financial forms D. "Cost Breakdown per Deliverable" and E. "Cost Breakdown by Cost Component" during submission of tender.

The form D. "Cost Breakdown per Deliverable" is the basis of the payment tranches. It is for actual bid price structured in percentage per deliverables.

The form E. "Cost Breakdown by Cost Component" is an attachment of the form D, where the detailed expenses considered in the form D have to be deployed.

**Notes:** whether there are discrepancies between the total amount specified in tables D and E, in that case the price rate indicated in table (D) will be prevalent.

The ToR was briefly described by project while providing special conditions of the instruction to bidders. The planned IS will allow the introduction of a completely the new procedure for issuance of apostille of official documents in the country, and will also allow using the E-App software for submitting documents for obtaining an apostille and E-register for verifying the authenticity of the apostilled documents contained in the register via the Internet. The information system being created will make it possible to create tools for working with apostilles issued in the Republic of Uzbekistan using information and communication technologies.

#### QUESTIONS AND ANSWERS:

#	Questions	Answers
1.	At the provided RFP we found minimum technical requirement for the hardware. Could you please clarify whether the hardware delivery is also a part of this bidding process or this is requirement for already available hardware that we should use during the delivery of our software solutions to be developed?	According to the national standards in the detailed ToR we were needed to describe the technical specification for the hardware that is required to deploy at this information system. In this particular case, we specified hardware as a reference - for your information purposes. Thus, you don't buy or provide any hardware for the deployment of the software. The main output of the contract is development of the software.
2.	One of the "Eligibility criteria" of the RFP is a demonstration of at least 1 similar type of project "development of E-apostille" performed in the past. What is the criteria for similarity of this project?	<p>The bidder has to demonstrate the followings:</p> <ol style="list-style-type: none"> <li>At least three projects of a similar scale over the past five years <ul style="list-style-type: none"> <li>Over 5 projects of a similar scale - 20 points;</li> <li>From 3 to 4 projects of a similar scale - 15 points;</li> <li>Less than 3 is not acceptable</li> </ul> </li> <li>At least 1 similar type of work "development of E-apostille" performed by the Contractor within the last 5 (five) years- 10 points</li> </ol> <p>If the bidder did not create such kind of software "E-Apostle" then the bidder loose 10 point. If the revise version than will receive 10 ponts.</p>

3.	One of the requirements for the technical personnel to be attracted for the contract is knowledge of PHP, Ruby, Python, Java and other such kind of technologies. Should we provide a specialist with knowledge of all the specified programming languages, or is it enough demonstrate experience for certain technology which we propose to use for the development of the E-Apostil software?	It is not a mandatory to demonstrate skills in all these technologies. Skill/experience to work in only one or more of the mentioned programming languages that will be used during the software development can be indicted.
4.	How professional services corresponds with licensed software? Is it possible to have mixed agreement for non-exclusive rights transfer?	If the offer includes paid software, it should be registered to UNDP Uzbekistan and should include lifetime license and support
5.	One of the requirements of the ToR is that the Contractor have to transfer source code for the developed software to the Customer. Could you please clarify to whom the source code for the software should be transferred exactly? Is it UNDP or any third party?	The customer of this software product under the contract is UNDP within the framework of a joint IPSD project with the Public Services Agency, and therefore, during the implementation of the contract UNDP will be the only party to whom all source codes, as well as all rights for the product will be transferred by the Contractor. Then, after the successful completion of the Contract and accepting the software UNDP will separately transfer source code and ownership for the product to the end user and project's National partner - which is the Public Services Agency under the Ministry of Justice of the Republic of Uzbekistan.
6.	What kind of electronic signature for authentication should be used (i.e. "simple signature", "witness signature" or some code certification? Or some national or international standards should be achieved and used for these purposes?	The information on the Electronic Data Systems (EDS) can be found in the detailed ToR. As a requirement, we indicated that EDS of Unicon, which is a state owned enterprise.
7.	In case of using the Unicon standards for the integration purposes, we're gone to use the rest API and it will be provided from this government part or we have to create.	It was requested to send any such question related to integration of the software with other systems to the <a href="mailto:pu.uz@undp.org">pu.uz@undp.org</a> and they will be addressed to the National partner (Public Services Agency), as they have the full information about the existing and future plans on this issue and could provide exhaustive answer. So once we consult with them, we will be able to respond.
8.	Can alternative technologies, programming languages and software solutions be offered, how flexible are you in these aspects?	We have already addressed the question regarding the use of programming languages to the national partner and are now awaiting an answer from them. As soon as an appropriate answer to this and other questions is received,

		they will be published at the UNDP website and made available to all interested parties.
9.	Will there be an audio recording or minutes of today's meeting for the tenderers?	Yes, we are keeping the minutes of this meeting, which will be posted and available at the UNDP website.
10.	It was mentioned that the payment within the contract is divided in several parts, and it will be done after acceptance of each deliverable. In this regard, please clarify how you will accept the delivery of each part of software component?	Once it's deployed and ready to serve the applicants, we will accept the delivery of work and it will be the reason for to accept and make payment. The payment will be made only after successful deployment at Production environment. Payment will be deliverable basis.
11.	And who will deploy the part of the software - Contractor or Owner?	All the deployment and installation tasks should be carried out by the contractor.
12.	We have sent several questions to your mail, when we can get answers to them.	Yes, the project has received several questions. We are working on the answers and have consultations with our National Partner. As soon as we will receive the relevant information, we will answer you. All the questions and answers will be published and available at UNDP web-site.

#### Questions send by email

#	Questions	Answers
1	Is there any existing software preparing an Apostille on documents in material form?	There is no software used for Apostille. Currently it is run on paper
2	Is there any existing software from which the data should be migrated to the new system and if yes, does project duration time include migration process?	There is no software used for Apostille. Currently it is run on paper
3	What should be the deployment scheme of choice – Is it responsibility of the contractor or it should be done by owner?	The contractor should deploy the system. Besides the deployment the contractor should conduct a training for the employee of UNDP partner and provide technical support
4	The ToR includes also hardware specifications, but this is not mentioned in the Payment Terms section of RFP. Can hardware be supplied by contractor as well? If yes, will the cost be added to budget separately?	Mentioned hardware will be provided to the contractor to deploy the information system. No hardware procurement is required for this project.
5	As requested in the ToR Payments must be integrated in the IS. What kind of payment processing should be implemented, Wire Payment, Card payment or both? Does payment provider of	The system will be integrated with the Unified Billing IS. Therefore, only integration with the billing system is required. But there should be a

	choice have an integration API and documentation, or should it also be developed within project duration?	calculator module that will calculate the amount and provide it to the Unified Billing.
6	There are some technological requirements about application development including Font-end, Backend and Database. Is it strictly defined or is there any possibility to use an alternative one? For example, for Backend we prefer to use Microsoft .Net Core, which supports all of the OS mentioned in the ToR	The mentioned programming languages are strictly defined.
7	Expected duration of work – In RFP for the completion of the development phase of E-APP and E-Register there is indicated 90 days from the date of signing the contract for both of deliverables, while in the section of the Latest Completion Date section for the 4 deliverables of 5 is indicated 210 days. Does it mean that development of E-APP and E-Register should be performed in parallel in 90 days or it should be completed one after another in 180 days?	E-App and E-register should be developed in parallel in 90 days each. Only payment will be made separately after the successful acceptance of each deliverable.

#### NOTES:

1. Minutes of the conference will be posted at the following websites:

UNDP Procurement Notices: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=79489](https://procurement-notices.undp.org/view_notice.cfm?notice_id=79489)

UNGM: <https://www.ungm.org/Public/Notice/131638>

2. Questions on tender must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org) prior to bids submission deadline.

3. Share recording with viewers:

[https://undp.zoom.us/rec/share/j2PBDWZu7GlyHxttAlBPCzvrAYi0pawG7eONzuQimTNDDsj2u5s2edPFcj8uhQT.DD3Y1uw9euBIQE\\_m](https://undp.zoom.us/rec/share/j2PBDWZu7GlyHxttAlBPCzvrAYi0pawG7eONzuQimTNDDsj2u5s2edPFcj8uhQT.DD3Y1uw9euBIQE_m) Password: 0sc42n=?