# 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 |  |
| * Form H: Form for Performance Security | N/A at the stage of proposal submission |
| **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 sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * 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-21/02332 | | |

We, the undersigned, offer to provide the services for ***Development and Implementation of the Forensic Case Management System (FCMS)*** in accordance with your ***Request for Proposal No. RfP-21/02332*** 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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:** BidderInformation 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 not exceed fifteen (15) pages, covering the company experience, human resources, management and technical capacities, portfolio, demonstrating experience in implementation of projects with similar content and similar complexity; * For the requested proof of experience in implementation of projects with similar content and similar complexity the Bidder shall provide brief description of the ICT solutions implemented in the past five (5) years; * Certificate of Incorporation/ Business Registration (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any); * A copy of preliminary Agreement in case of Consortium or subcontracting; * Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country * Quality Certificates (e.g., ISO 9001, ISO 20000, ISO 27001, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any. * Statements of Satisfactory Performance/References from at least 3 (three) beneficiaries of the Bidder (in case of JV/Consortium/Association, the leader of the consortium and each partner shall present 3 (three) statements per entity) for successfully implemented projects (ICT Systems) with similar complexity during the last 5 (five) years; * Financial Statements (Income Statements and Balance Sheets) for the past 3 years (2020, 2019 and 2018) for the Bidder (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any); * 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 (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium, if any); * Technical Proposal which shall include at least:   + Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required as per the attached ToR (Section 5. Terms of Reference of this RfP document), with clear distribution of roles and responsibilities of the proposed key personnel;   + The detailed technical description of the proposed software solution, including the technological platforms, its performance parameters to be used and relevant constraints, needed hardware and operational restrictions if any;   Methodology/Approach for execution of the Project with clear distribution of roles and responsibilities of the proposed key personnel;   * + Proposed approach for organizing project implementation of FCMS, listing all implementation stages and corresponding deliverables;   + Proposed model for management of change and development requests and the methodology applied for estimating the effort and price to be charged;   + Project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk, management, deliverable quality management, progress monitoring and reporting, exception management, library management project;   + Approach for management of changes including management of changes at the applications’ level;   + Information on proposed licensing model for FCMS;   + Description of Service Quality Plan development and/or proposed draft Service Quality Plan;   + Information on the proposed approach for the cessation of support services and post-implementation * The Technical Proposal must include also the technical description of the proposed solution, Technical Responsiveness Checklist as it is required in the attached ToR (Section 5. Terms of Reference of this RfP document) – Item-by-Item commentary on Technical Requirements, demonstrating the responsiveness. For more information about the format and other aspects to be approached in the Technical Proposal, please refer to the attached ToR, section 16. * CVs of personnel to be involved in the project (mentioned under Section 4: Evaluation Criteria of this RfP document), signed by the envisaged person, together with attestation certificates e.g. diplomas, certifications as well as training certificates (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements; * All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded; * Other relevant documents; * **Dully filled in, signed and stamped Forms A-G. Forms F and G should be PASSWORD PROTECTED. Please, ensure that NO OTHER DOCUMENTS ARE DISCLOSING YOUR FINANCIAL PROPOSAL apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US$.** |

## **Form C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RfP-21/02332 | | |

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:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RfP-21/02332 | | |

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 7 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.

**Current contracts/commitments in progress**

Complete information about all projects in progress

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Client** | **Project name and location** | **Contract Value** | **Project Start Date** | **Scheduled Completion Date** | **Completion percentage** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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:

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

## **Form E:** Format ofTechnical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RfP-21/02332 | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal and the requirements stated in the attached ToR. 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. Brief description of the organization (including each member of the consortium if so applicable), including the year and country of incorporation, and types of activities undertaken.
  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).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach, Technical Compliance 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.

* 1. **Bidder’s Approach and Methodology.** A detailed description of the Approach and Methodology on 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.

The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms. The Bidder shall 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. **Subcontracting must not exceed 30% of the contract value**. The description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement shall be also included in this section.

* 1. **Technical Compliance**. The Bidder must provide detailed descriptions of the essential technical, performance, or other relevant characteristics of all key Information Technologies, Materials and Services offered in the proposal (e.g., version, release, and model numbers). Without providing sufficient clear detail, Bidders run the risk of their tenders being declared non-responsive.

To assist in the tender evaluation, the detailed descriptions shall be organized and cross referenced in the same manner as the Tenderer’s Item-by-Item commentary on the Technical Requirements from the ToR. All information provided by cross reference must, at a minimum, include clear titles and page numbers.

The Bidder must provide an *item-by-item* commentary on FCMS Technical Requirements, demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to fulfil the Requirements.

In demonstrating the responsiveness of its proposal, the Bidder is strongly urged to use the *Technical Responsiveness Checklist* provided below.

Failure to do so might result in a lower score for the corresponding technical evaluation criteria. Among other things, the checklist shall contain explicit cross references to the relevant pages in the Bidder’s Technical Proposal.

The following *Checklist* is provided to help the Bidder organize and consistently present its Technical Proposal. For each of the FCMS functional and non-functional technical requirements, the Bidder must describe how its Technical Proposal responds to each Requirement. In addition, the Bidder must provide cross references to the relevant supporting information, if any, included in the proposal. The cross reference shall identify the relevant document(s), page number(s), and paragraph(s). The *Technical Responsiveness Checklist* does not supersede the rest of the FCMS Technical Requirements (or any other part of the Tender Documents).

**IMPORTANT:** If a requirement is not mentioned in the aforementioned *Checklist*, that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Proposal. One- or two-word responses such as “*Yes*,” “*No*,” “*Will comply*,” or similar will be not considered as sufficient to confirm Bidder’s technical responsiveness with FCMS Technical Requirements.

Template for *Technical Responsiveness Checklist*:

|  |  |  |
| --- | --- | --- |
| Tech. Require. *FRQ00X or NFRQ00X* | Technical Requirement: | Mandatory |
| Bidder’s technical reasons supporting compliance: | | |
| Bidder’s cross references to supporting information in Technical Proposal: | | |

* 1. **Preliminary Implementation Plan.** The Preliminary Implementation plan shall include a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

The Bidder shall demonstrate how he/she plans to integrate sustainability measures in the execution of the contract.

Also the Bidder shall include any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 3: Management Structure and Key Personnel**

* 1. The Bidder shall 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. Additionally, the Bidder shall provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  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;
  3. Each CV shall provide brief description of project scope and outcome as well as proofs (*such as letter of satisfactory completion of work of the team he/she was part of or any other similar document attesting services provision*) of completion to support the claimed experience required in line with Section of the ToR.

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified.

Should any changes be necessary in this regard, a formal request for the agreement of the A2J Project team to allow substitutions, shall be submitted.

**UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel. Replacement will be at the Service Provider expense.**

**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-21/02332 | | |

We, the undersigned, offer to provide the services for ***Development and Implementation of the Forensic Case Management System (FCMS)”*** in accordance with your ***Request for Proposal No. RfP-21/02332*** 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 ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RfP-21/02332 | | |

**The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate file 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.**

**Your Financial Proposal file (comprising Forms F and G) must be password protected. The password shall not be disclosed unless required in written by UNDP.**

**DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING SYSTEM LINE ITEM. YOU MUST PUT PRICE AS 1$ AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.**

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

**Currency of the proposal:** US Dollars

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s), excl. VAT** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees\***

\*The table below shall provide separate information on professional fees for all team members, clearly presenting their engagement in the assignment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate, excl. VAT** | **No. of Days/months/ hours** | **Total Amount, excl. VAT** |
| *A* | *B* | *C=A\*B* |
| In-Country |  |  |  |  |
| Specialist 1 |  |  |  |  |
| Specialist 2 |  |  |  |  |
| Home Based |  |  |  |  |
| Specialist 1 |  |  |  |  |
| Specialist 2 |  |  |  |  |
| **Subtotal Professional Fees** | | | |  |

**Table 3: Breakdown of Other Costs\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price,**  **excl. VAT** | **Total Amount,**  **excl. VAT** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs** | | | |  |

\* Please include the licenses for all COTS software products, necessary for the implementation and use of FCMS in the three (3) environments. The following are included: operating systems, database management systems, software libraries, utility systems, and other system software.

\*Any translation, interpretation and proof-reading costs shall be listed separately in the financial proposal.

**Table 4: Breakdown of Price per Deliverable/Activity**

| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees, excl. VAT** | **Other Costs, excl. VAT** | **Total, excl. VAT** |
| --- | --- | --- | --- | --- |
| Inception Report and Preliminary Project Plan – a Project Initiation document which sets the main project rules such as communication approach, Quality Assurance (QA), a preliminary implementation plan, monitoring and control of the project, risk management, project closing. |  |  |  |  |
| Detailed SRS (System Requirements Specification) + SDS (System Design Specification including a UI/UX Design Guide) – shall be prepared by the Contractor based on his proposed solution and as result of the analysis of the users’ requirements and it must be in line with the FCMS ToR. The SRS and SDS must not be a simple copy/paste of the ToR or FCMS Technical Requirements. It must describe how the FCMS functional and non-functional requirements will be realized in the real System, in the real life. The detailed SRS and SDS must include at least the following:  The System Architecture Document describing the models in UML language to include at least the following (with sufficient level of detail):   * Detailed Analysis Model, including: * Requirements model and/or use case model; * Domain Model, fully specifying the entities and the relations between them; * Component Model, including narrative description of all components, the links between them and integration interfaces with other systems/external components; * Logical Model, including: * Class Diagrams; * Data Models and Database Schema. * User Interfaces (GUI) screens mockups and related specifications of the interfaces’ elements such as buttons, labels, dropdown lists, textboxes, etc; * Deployment Model, including narrative description of all nodes and the links between them. This model will also contain the precise specifications of equipment and operation environments for the operation of the system at normal parameters, as well as specifications for a minimal configuration; * Dynamic Model to include: * Diagrams and narrative description of the states and transitions of the key entities; * Activity Diagrams and/or sequence for the key use cases. |  |  |  |  |
| Detailed technical requirements for the needed hardware (servers, storages, networking, etc) as well as for the end-users (e.g. PCs, barcode scanners, printers, if any) |  |  |  |  |
| Compiled and documented source-code (including third instruments and libraries, where applicable); |  |  |  |  |
| Software installation package (including third instruments and libraries, where applicable); |  |  |  |  |
| Software licenses (where applicable). In case the proposed FCMS solution depends on certain software licenses, these must be offered by the Contractor to the Owner of the System. |  |  |  |  |
| Documentation of APIs used for integration with other ICT systems |  |  |  |  |
| Testing documentation which shall include at least the following:   * Test Plan as a complete planning document, which contains the scope, approach, resources, schedule, etc. of testing activities. In other words, the Test Plan shall outline the test strategy and overall testing approach for the FCMS. It must describe the objectives of the testing, resources allocated for testing, time estimation and the templates of the deliverables as outputs of the testing activities. It must give guidelines how the testing will be conducted, to ensure the needed quality of the new System. * Test scenario(s) – item or event of the new System, which could be verified by one or more Test cases; * Test Case(s) – a group of input values, execution preconditions, expected execution post-conditions and results. This must be prepared for each test scenario. The general structure of each test case shall consist of at least the following: * Unique ID and title of the test case; * The description of the test case (e.g. narrative description of the user’s functionality, operation); * Preconditions; * Dependencies; * Actor (user role); * Expected result; * Steps to be undertaken by the user in order to achieve the expected result; * Exceptions, if any. * Testing Report(s) – a summary report document which summarizes testing activities conducted as well as the test results and well documented identified deficiencies (e.g. bugs, exceptions, etc.) in the new System, which fails to perform its expected function and produce the expected results; * Action Plan for fixing the identified deficiencies – the list of the proposed actions such as software debugging/development activities in order to fix the identified deficiencies in the Testing Report. The proposed actions shall be prioritized according to the severity of the identified deficiencies (e.g. critical or high-severity, medium, low); * Report on implemented Action Plan for fixing of the identified deficiencies – a short summary report, which must reflect the list of the fixed deficiencies versus identified deficiencies as per action plan mentioned above. |  |  |  |  |
| System installation and configuration guidelines (to include at least how to install application, what the hardware and software requirements are, platform description and configuration, application configuration, disaster recovery procedures); |  |  |  |  |
| Users’ Manual – a printable manual book that provides instructions and guides, as well as other users on how to use the new software system. The Users’ Manual should be dual purpose to serve as a desk companion or library resource and as a training material for any training course that may be conducted. In the case of a training course, the Users’ Manual would be printed and distributed to the training participants. |  |  |  |  |
| Administrator’s Manual – System installation and configuration guidelines (to include as a minimum how to install application(s), what the System’s hardware and software requirements are, platform’s description and configuration, application configuration, disaster recovery procedures). The Administration Manual shall describe entire set of components and controls used for the configuration of the new System, including also the guidelines to the System Administrators on how to manage the users and their roles. It must also provide instructions on System’s maintenance and all back-up aspects. |  |  |  |  |
| The Operation Manual – a document designed for the developers, which has to provide good understanding and guidelines on how the software system is organized and how further adjustments can be made. In other words, the aforementioned manual is intended for programmers wishing to customize or extend the delivered FCMS or interact with the System’s APIs. |  |  |  |  |
| Technical Support Services for the period of 12 months that will include patching of security flaws (at application level); fixing of defects; Investigation of errors detected during system operation; quarterly delivery of maintenance and support reports. |  |  |  |  |
| **Total** |  |  |  |  |

## **Form H:** Form ofPerformance Security[[1]](#footnote-1)

Performance Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

[*insert contact information as provided in Data Sheet*]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [*insert contract no.*] dated [*insert date*], to deliver the goods and execute related services [*insert relevant text*] (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date - 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

*[Stamp with official stamp of the Bank]*

1. *If the RfP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder’s Bank will issue shall use the contents of this template* [↑](#footnote-ref-1)