



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ/UNDP/SPOI/149579/039/2021 - Web Developer NAP SPO Information and Knowledge Platform**

Date: 15 November 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Special Condition

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in black ink, appearing to be 'M. Kurnia'.

Signature: _____

Name: Martin Stephanus Kurnia

Title: Head of Procurement Unit

Date: 15 November 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Please refer to the event ID: IDN10- 0000010922</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>For eTendering method, click the link https://etendering.partneragencies.org event ID: IDN10-0000010922</p> <p>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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to 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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p>

	<p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 days</p> <p><input checked="" type="checkbox"/> Others Special Condition (annex 4)</p>
Eligibility	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in IDR for local bidders or USD for international bidders
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) 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 Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p>

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"

Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.			
	<input checked="" type="checkbox"/> Other: will be paid upon submission and acceptance of the following deliverables:			
	No.	Deliverables	Percentage	Time
	1	<ul style="list-style-type: none"> A full report on the conducted review on existing NAP SPO Implementation Team's, Sustainable Palm Oil Initiative (SPOI), and all relevant information and knowledge portals/outlets Submission of the detailed work plan, detailing how assignment will be accomplished with realistic timelines. 	10%	December 2021
	2	Fully functional 'Information and Knowledge System (Platform)' beta website, and a full report on the conducted review of beta testing with key NAP SPO Implementation Team and NAP-SPO stakeholders	20%	February 2021
	3	A full report detailing roadmaps and implementation/roll-out plans, including conducted training and support for the administration and management of the 'Information and Knowledge System (Platform)'	35%	March 2022
4	A fully functional 'Information and Knowledge System (Platform)' website complete with initial data and information available and accessible by public including handing over to MoA	25%	April 2022	
5	Warranty Period that include bug fixing, update, troubleshooting, error handling	10%	October 2022	
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input checked="" type="checkbox"/> Passing all Testing: functional test (including error handling), stress test <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [1 time training, 2 days, max.10 persons, virtually/in Jakarta.] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]			
Contact Person for correspondence, notifications and clarifications	E-mail address: Sestyo.wicaksono@undp.org / vita.andriana@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via email by Procurement Focal Point.			
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other			

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others: full acceptance of the Special Condition (Annex 4)
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	20 December 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.
Other	<p>Bid Conference will be held through zoom meeting Day/Date: Thursday, 18 November 2021 Time: starting 0900 hour (GMT+7) Zoom Link: https://undp.zoom.us/j/89159665465</p> <p>Detailed Terms of Reference as well as other requirements are listed in the RFQ available on UNDP ATLAS e-Tendering system” (https://etendering.partneragencies.org) as written in the method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p>Username: event.guest Password: why2change</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to Sestyo.wicaksono@undp.org / vita.andriana@undp.org .</p> <p>Please note that ATLAS has following minimum requirements for password:</p>

	<ol style="list-style-type: none">1. Minimum length of 8 characters;2. At least one capital letter; and3. At least one number. <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resourcesforbidders.html</p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Web Developer NAP SPO Information and Knowledge Platform

1. Background/Rationale

“UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”

Indonesia is one of the world's largest producers of palm oil and has received much attention in recent years particularly from the global community concerned about the sustainability of palm oil production. The Government of Indonesia is taking steps towards building a greener economy that promotes growth, equity, improved livelihood and environmental integrity including in the palm oil sector.

In support of the national government's commitments and actions to achieve their goals towards sustainable palm oil production, UNDP has been working together with the Indonesian Ministry of Agriculture and the Coordinating Ministry of Economic Affairs, through the **Sustainable Palm Oil Initiative (SPOI)**.

In the last few years, SPOI has supported the creation, strengthening and facilitation of a multi-stakeholder sustainable palm oil platform, FoKSBI, which has developed and validated a National Action Plan for Sustainable Palm Oil (the NAP-SPO) as well as improved the policy and regulatory environment at national and subnational level for land use and sustainable palm oil production, and supported farmers in sustainable production at landscape level.

NAP SPO has been legalized through a Presidential Instruction (Inpres) No. 6 Year 2019 regarding The National Action Plan for Sustainable Palm Oil Plantation. The Inpres was signed by the president in November 2019 and the implementation has started. To guard and facilitate the implementation of NAP SPO, FoKSBI is transformed as The National Implementation Team of NAP SPO, led by the Minister of CMEA.

To support the function of the National Implementation Team in monitoring the implementation of the NAP SPO, an 'Information and Knowledge Platform (Platform)' will be established. ***The 'Information and Knowledge Platform (Platform)' is purposed to serve as a one-stop digital platform/portal for data and information on NAP SPO implementation and sustainable palm oil development in Indonesia.***

The primary recipients of the services will be the National Implementation Team of NAP SPO.

2. Objective of the Assignment

In the context to support the strategy and implementation of the NAP SPO a Service Provider will be contracted to develop:

An 'Information and Knowledge Platform (Platform)' which will serve the purpose as a one-stop digital platform/portal for data and information, with respect of the implementation of the NAP-SPO. As such, the 'Information and Knowledge Platform (Platform)' will focus on achieving the following objectives:

- Ensuring the information and knowledge dissemination on NAP SPO Implementation Team and NAP-SPO is demand-driven and reflects the 'multi-stakeholder' facet of the NAP SPO Implementation Team and NAP-SPO.
- Ensuring that the monitoring on NAP SPO Implementation (successes, bottlenecks, best practices and innovations) at all levels and for all stakeholder represented in the platform.
- Providing tools for monitoring and increasing the effectiveness of the NAP SPO Implementation Team and NAP-SPO, including overcoming institutional and political barriers; increasing stakeholders' capacities for partnership-building and accessing knowledge; and overcoming implementation challenges.

- Promoting dialogue, peer learning and networking among all stakeholders represented in the NAP SPO Implementation Team and NAP-SPO in order to increase its effectiveness.
- Providing relevant, demand-driven knowledge, information, and data Acting as a 'network of networks', bringing together organizations and institutions working towards the realization of sustainable palm oil in Indonesia, to capitalize on all available information and knowledge in the 'sustainable palm oil' space.
- Strengthening the interlinkages among the NAP SPO Implementation Team and NAP-SPO along the national priorities including SDG commitments.

3. Scope of The Service/Work

Technical Approach

The development of the 'Information and Knowledge Platform' will be undertaken in an iterative and phased approach to ensure that (i) a critical mass of content is available to support each of the platform's key functionalities, (ii) 'buy-in' is achieved from key stakeholders on the utility and added value of the platform; and that (iii) the platform is adapted to all constituencies, particularly stakeholders of NAP SPO Implementation Team and NAP-SPO. The 'Information and Knowledge Platform' should be an evolving tool where feedback from users is made possible through surveys and on/offline mechanisms, creating a constant loop.

The development of the 'Information and Knowledge Platform' will also be informed by the following cross-cutting principles:

- The 'Information and Knowledge Platform' should complement the work of related initiatives, capitalizing on the complete store of knowledge available on sustainable palm oil development and reducing redundancies. Relevant knowledge products from like-minded initiatives, platforms and networks may be housed within the platform, and an automated feed/machine learning technique may be explored to support this process.
- The 'Information and Knowledge Platform' will seek to complement and reinforce knowledge exchange mechanisms of sustainable palm oil development in line with national priorities including SDG commitments.

Upon the completion of the Vendor's performance, it is expected that the 'Information & Knowledge platform can be running with minimum manual maintenance.

Envisaged 'Information and Knowledge Platform' Functionality

The below section details the envisaged functionalities for each phase of the 'Information and Knowledge System (Platform)' development. The features below are illustrative, and an exhaustive list of functionalities will be developed as part of development process consultation.

- General information architecture and design developed.
 - Clean, airy look with partnerships (NAP SPO Implementation Team, CMEA, MoA, UNDP, etc.) logo and branding. Streamlined design, avoiding complicated mechanisms for accessing and utilizing the site.
 - Link to the partnership's external websites and button for contacting site Administrator.
 - Publicly accessible landing page (no log-in required for the general public). Clearly laid-out sitemap and "About" page.
 - Search functionality for users to easily find site content.
 - Integrated access and visibility of relevant social media platforms: every page/resource, should be shareable via social media (Facebook, twitter, LinkedIn etc.).
 - Integration with Google Analytics (or a similar platform) to ensure analytical tracking to understand who is contributing to the platform and what information is most popular.
 - Google Translate embedded to ensure multi-language functionality.
 - Platform should be mobile and tablet friendly.

- Space for the site administrator to share featured information on NAP SPO Implementation Team and NAP-SPO, featured updates would include among others:
 - Palm oil initiatives mapping.
 - NAP-SPO Implementation online site/portal for 'Monitoring, Evaluation, and Reporting'.
 - News/information from stakeholder and partner networks.
- Development of a dynamic and easily searchable knowledge repository, featuring a visual, curated, and searchable collection of documents including best practices, policy briefs and analytical work produced by the NAP SPO Implementation Team, its stakeholders and partner initiatives in support of the NAP-SPO and its implementation.
 - Ability to migrate or link documents currently uploaded on various partners' platforms without losing the related analytics/number of downloads.
 - Migration or linking of relevant technical documents (case studies, policy briefs) from external NAP SPO Implementation Team and NAP-SPO partnership/stakeholders' website.
 - Allows for users to upload video (microlearning or longer format), audio, PDF, Word, PPT and Excel files (pending approval from administrator).
 - A robust taxonomy capability and mandatory summary functionality, which allows for tagging all content, users, and comments accordingly. All news, articles, events, publications, discussions, support opportunities and offers that correspond to a term can be easily found in one place.
 - Development of accessible, public guidelines to encourage the sharing of knowledge without redundancies or out-of-scope information.
 - Exploration of integrating machine-learning techniques and user-centric design approaches to make the platform truly demand-driven (i.e., automated tagging, summarization, and "habit-forming" technology, etc.).
- Information gateway of links to partners/stakeholders organizations' websites, by creating a 'meta-platform' that draws information from other existing platforms, the 'Information and Knowledge System (Platform)' will not only avoid unnecessary duplication of content and large upfront costs, but it will also quickly bring a large corpus of knowledge onto one single platform. While many of the knowledge products are expected to be housed on the system/platform, the 'information gateway' should provide quick and easy access to partner organizations' websites for access to further resources

Scope of Work

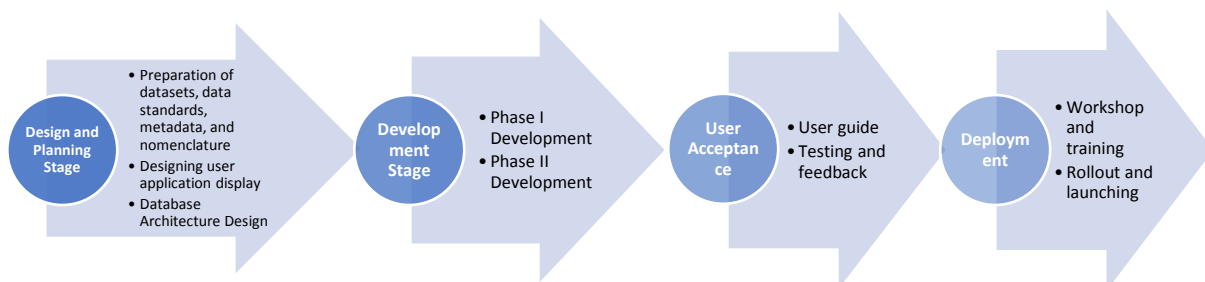
The Service Provider, referencing to the above detailed rationale will be expected to carry out and deliver on the following tasks:

- a) Conduct a review of existing NAP SPO Implementation Team led by the Coordinating Ministry of Economic Affairs, Sustainable Palm Oil Initiative (SPOI), and all relevant information and knowledge portals/outlets with a view to identify related initiatives, capitalizing on the complete store of knowledge available on sustainable palm oil development and reducing redundancies. Relevant knowledge products from like-minded initiatives, platforms and networks may be housed or linked (link to KEMENTAN and FOKSBI: <https://www.pertanian.go.id/> and <http://foksbi.id/en/home>) within the platform, and an automated feed/machine learning technique may be explored to support this process.
- b) Website developed in test environment with full functionality, and beta testing including maintenance that consist of bug error, fixing any glitch, troubleshooting Bug fixes with key NAP SPO Implementation Team and NAP-SPO stakeholders.
- c) Cloud server provision for the developed website, along with handover of the user's credential and email for cloud server hosting to UNDP.
- d) Develop detailed roadmaps and implementation/roll-out plans, also providing training and support for the 'Information and Knowledge Platform'. Considering current situations and conditions against expected outcomes, also the initial 5 year implementation period of the NAP-SPO.
- e) Uploading the content (news, articles, reports, videos, and photos) ensuring the website has the necessary information to be operational.
- f) Full launch of NAP SPO Implementation Team, NAP-SPO, SPOI 'Information and Knowledge Platform'. Website developed and launched with full functionality.

- g) Produce reliable and user-friendly applications without the need for repetitive settings, have the same data set, data standard and metadata. The data input can be sent directly in real-time. Dataset must be able to accommodate all the need are not yet in the existing NAP/SPO
- h) Develop front-end feature in the form of dashboard reflecting confirmed progress from NAP SPO MER and other info.
- i) Develop back-end features for data and information input, user management, user created and modified by, etc.
- j) Data validation features. The validation feature is used to ensure the suitability of the data type of input data. For example, text data cannot be input into a number type form
- k) Provide e-user guide, online workshop, and training about the applications for users. All relevant cost should be part of bidder's quotation. The training will be one time two days training for max 10 people that will be conducted in Jakarta or virtually.
- l) All the application, data and the intellectual property that is created within this project will become the property of the Government of Indonesia under the NAP SPO Implementation Team Secretariat including any source code used
- m) Migration of data from the contract's server to the Ministry of Agriculture (MoA) server.
- n) Regular / intense technical coordination and communication between the service provider, Ministry of Agriculture (MoA), Coordinating Ministry of Economic Affairs (CMEA), and the project team.
- o) Implement an encryption protocol to encrypt communications over SSL for secure web presence and communication over a computer.
- p) Warranty period for six (6) months after the application being handed over to MoA including all service mentioned in point b above

4. Timeline

The implementation of the platform should be done in five stages, which are Analysis, Design and Planning, Development, User Acceptance, and Deployment. These five stages are agile in the sense that they can be repeated iteratively to produce a product that suits the user's needs. The strategy for implementing is as follows:



Activity	December 2021	January 2021 – March 2021					April 2022	From May to October 2022
Design and Planning Stage								
Preparation of dataset, data standard, and metadata								
Designing user application interface								
Database Architecture Design								
Development Stage								

Phase I Development: Application								
Phase II Development: Dashboard								
User Acceptance Stage								
User Guide								
Testing & Feedback								
Deployment Stage								
Workshop & Training								
Rollout Solution								
Handover of source code which is not encrypted from the result of development and already implemented and including related documents during application development (e.g. User Manual, list of table)								
Warranty/ Maintenance Period								

The required service should be performed within 5 (five) months and the warranty period will be for 6 (six) months

5. Institutional Arrangement

The project will facilitate the selected bidder in coordinating with the MoA and/or CMEA. Logistical cost for the training events and other relevant meetings will be borne by the project. The selected bidders need only to provide the technical personnel and substantive material for the trainings and/or meetings. The project will also provide the necessary materials including texts, images, videos needed to populate the developed on-line platform.

6. Requirements for Experience and Qualifications

The minimum qualification of the company/organization:

1. Minimum 3 (three) relevant projects within the last 5 years in web development
2. Has valid registration certificate
3. Experience in working with government of Indonesia
4. Experience in working with international organization
5. Having experience in developing web-based information architecture and design using any platform
6. Having experience in developing web portal using open-source platform

Below is the list of recommended personnel to perform the required scope of work:

a) Project Manager

The Project Manager will serve as the leader of project development by preparing a detailed design related to the product development plan. Some of the requirements related to the project manager include:

- Bachelor's degree in any field
- Have at least 5 years' experience and a portfolio leading the development of a product.

- Experience in collecting, processing, visualizing, and analyzing data.

Competencies and Skills:

- Understand the process of product development and analysis in data systems including collection and visualization of palm oil-related information.
- Have skills in information systems and data management.
- Have basic knowledge about the sustainable palm oil issues and development in Indonesia, will be an advantage

b) Government Liaison Officer

The Government Liaison Officer will serve as the project team's focal point to maintain a smooth communication flow concerning the feature specification preference and any relevant public website codes or appearance style. Qualifications will include:

- Diploma in any field
- Minimum of 5 years' professional experience
- Experience in working with the Government of Indonesia, preferably in website development.
- Fluency in local language (Bahasa Indonesia)

c) UI/UX designer

UI / UX Designer is needed to design an interactive visual application display as well as an easy-to-use user experience, include:

- Diploma in Design/Creative Multimedia or other related technical fields
- Minimum 5 years' experience in UI / UX design
- Solid background in website and app design
- Having qualified experience in designing interactive UI solutions in product development as evidenced by providing a portfolio and linked to the relevant evidence

d) Back End Developer

The Back End Engineer will have a role related to the system logic to be developed, the database and the system integration process. Back End Engineer will play an important role in the process of designing and programming relationships between databases. Some of the requirements needed include:

- Diploma in computer science/Information Technology or equivalent
- Minimum 6 years of professional experience in software development, especially related to data reporting systems.
- Having experience in Unit Testing and Integration Testing is a plus.

Competencies and Skills:

- Strong proficiency in programming Language: PHP, Java, JavaScript programming languages.
- Mastering Laravel framework.
- Mastering the use of relational databases (MySQL, PostgreSQL).
- Mastering API development.

e) Front End Developer

Front End Developer will play a role in developing synchronization between the designs that have been done by the UI / UX Designer with the reality of the appearance of the website, include:

- Diploma in computer science/Information Technology or equivalent
- Minimum 6 years of professional experience in related fields.
- Mastering HTML5 + CSS
- Mastering the programming language JavaScript and PHP.
- Mastering the use for data communication via API.
- Mastering Laravel framework.

Technical Specifications for Goods/Services:

Item No	Minimum technical requirements
1	Cloud server Open Source, PHP Laravel, MySQL, Javascript, weekly backup and data recovery function, SSL
2	Database: Open Source MySQL/MariaDB

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall start the services 1 day after Contract signature and it shall be completed by April 2022 and warranty period up to October 2022
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	General operation, including uploading, editing, basic troubleshooting
Warranty Period	6 (six) months
After-sales service and local service support requirements	Service Level Agreement (remote or on-site), throughout the website's lifespan
Preferred Mode of Transport	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel;

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	<ul style="list-style-type: none"> A full report on the conducted review on existing NAP SPO Implementation Team's, Sustainable Palm Oil Initiative (SPOI), and all relevant information and knowledge portals/outlets Submission of the detailed work plan, detailing how assignment will be accomplished with realistic timelines 	
2.	Fully functional 'Information and Knowledge System (Platform)' beta website, and a full report on the conducted review of beta testing with key NAP SPO Implementation Team and NAP-SPO stakeholders	
3.	A full report detailing roadmaps and implementation/roll-out plans, including conducted training and support for the administration and management of the 'Information and Knowledge System (Platform)'	
4.	A fully functional 'Information and Knowledge System (Platform)' website complete with initial data and information available and accessible by public including handing over to MoA	
5.	Warranty Period that include bug fixing, update, troubleshooting, error handling	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	QTY	Unit Price (IDR)	Total Price (IDR)
Resources				
Project Manager/Team Leader	Man days	100		
Government Liaison Officer	Man days	20		
UI/UX designer	Man days	30		
Back End Developer	Man days	80		
Front End Developer	Man days	80		
Annual subscription of cloud server open source, PHP Laravel, MySQL, cPanel or MySite, weekly backup and data recovery function, SSL	Month	12		
Other Costs: (please specify in detail, if any)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

Annex 4. Special Conditions

The United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the “Contractor”), on the other hand agree to the following Special Conditions which amend the UNDP General Conditions of Contract for Goods and Services (the “General Conditions”), attached as Annex II to the Contract.

The General Conditions are hereby amended as follows:

1. Article 16.2 (Copyright, Patents and other Proprietary Rights) of the General Conditions shall be replaced by the following new Article 16.2:

“**16.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract and the nonrevocable right to sublicense such use to the Ministry of Agriculture (MoA) and/or Coordinating Ministry of Economic Affairs (CMEA) of The Republic of Indonesia as further specified in the Terms of Reference”.