## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES – REVISED Version**

*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.*

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| --- | --- |
| 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. | Full report of Initial Preparation* Consultations with ICT team, FRMU Team and three relevant projects
* Submit detail work plan and scope of work within 2 weeks of signing contract
* Initial Workplan
* Business/ System Analysis
* Wireframe and Database Design of the solution
* Mock-up Web Portal and Mobile Apps
 |  |
| 2. | Development Phase:Web Portal App* Upgrade framework to PHP 8
* Meeting Participants' digital form for the self-registration process (Vendor form, ID, Bank Information, photo).
* Meeting Participant RSVP forms for hotel meetings/workshops.
* Added upload meeting RAB/meeting budget plan function
* Enhanced Harmonized-Cost-Rate (HCR) calculation module.
* Upload video file function
* Adjusted application flow to accommodate three types of meetings: online, hybrid, and offline.
* Adjusted Dashboard and Report features according to the latest update of the business process (Participants, Payment, RSVP Report, Budget Plan and Realization Report, Gender Parity Report)
* Extract payment report to Standard Bank format and send to Finance unit

Mobile App* Upgrade framework (Ionic) to the latest version
* Android application developed for Participant Check-in and Check-out using mobile
* Sign payment and take participant photo
* Complete with participant photo and e-signature for verification payment process.
 |  |
| 3. | A full report detailing deployment and implementation application production environment, and User Acceptance test (UAT)Production Apps testing* Testing Web Portal
* Testing Mobile App

Training* Training Web portal
* Training Mobile App

Hand over* Manual web portal and mobile app,
* Business process
* Source code
 |  |
| 4. | Warranty and Maintenance period: 3 months upon acceptance and certified the result of commissioning and testing for both application (web portal & mobile app) that include bug fixing, update, troubleshooting, error handling |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| Full Stack Developer / Web Application Developer | Man days | 81 Days |  |  |
| UI/UX Designer | Man days | 20 Days |  |  |
| Mobile Application Developer | Man days | 81 Days |  |  |
| 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 |
| Compliance to the requirement stated in Annex 1 |[ ] [ ]  Click or tap here to enter text. |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Compliance to the selected UNDP General Terms and Conditions  |[ ] [ ]  Click or tap here to enter text. |
| Warranty terms and period |[ ] [ ]  Click or tap here to enter text. |

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| 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. |
| *Exact name and address of company*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. |