

United Nations Development Programme



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REQUEST FOR PROPOSAL

IT solution for COVID-19 contact tracing to more effectively monitor the virus spread on the territory of Ukraine developed, operationalized, and included in the EIDSS system

RFP No.: 215-2022-UNDP-UKR-RFP-SPIH

Project: UNDP Country Office

Country: Ukraine

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the

Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

DocuSigned by:

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Name: Yuliia Radchenko
Title: Procurement Associate

Date: **May 20, 2022**

Approved by:

DocuSigned by:

CE3378EEF97C456...

Name: Mustahsen Qureshi
Title: Senior Operations Manager, UNDP

Date: **May 20, 2022**

DS


Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Application forms to be filled in English or Ukrainian; supporting documents such as local registration/licenses/certificates issued in local language may be provided without translation
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted 25.05.2022, 14:00</p> <p>Via zoom-conference</p> <p>To express your interest to take part please send notification to e-mail procurement.ua@undp.org point out tender reference 215-2022-UNDP-UKR-RFP-SPIH in subject, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to skype conference will be provided upon processing your inquiry.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar</p> <p>Local currency (UAH) is also acceptable. The proposal will be fixed in the currency proposed. In case of proposal in local currency, the amount will be converted to USD based on actual UNORE currency rate for comparison.</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php</p> <p>Financial proposals must include VAT and other applicable indirect taxes.</p>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>E-mail address dedicated for this purpose: procurement.ua@undp.org</p> <p>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 bidders.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://procurement-notice.undp.org
14	23	Deadline for Submission	Till 06.06.2022, Monday, 10:00 AM (GMT +3:00) Kyiv time / 03:00 AM (GMT -4:00) New York time
14	22	Allowable Manner of Submitting Proposals	<p>Submission through e-tendering system</p> <p>Proposals must be submitted in the online eTendering system in the following link: https://etendering.partneragencies.org using your username and password.</p> <p>How to find the event and tender documentation:</p> <p>Do not hesitate to contact procurement.ua@undp.org if you find any issues using the e-tendering system.</p> <p>Bidders are also strongly advised to go through additional materials</p>

			<p>on using eTendering (i.e. videos, manual) posted here: https://www.undp.org/procurement/business/resources-for-bidders</p> <p>Please do not duplicate your submission to procurement.ua@undp.org. This address is used only for questions and answers.</p>
15	22	Proposal Submission Address	<p>Proposals must be submitted in the online eTendering system by the following link: https://etendering.partneragencies.org using your username and password.</p> <p><u>Please note that bids received through any means will not be considered.</u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files, ZIP archives only ▪ All files must be free of viruses and not corrupted. ▪ The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. ▪ The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE. ▪ Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ ▪ Time Zone to be Recognized: [Kyiv +3] ▪ <i>Other conditions: Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points, which is 490 points.</p>
18		Expected date for commencement of Contract	<i>June 27, 2022</i>

19		Maximum expected duration of contract	Till September 30, 2022
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured.
- 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.
- Certificate of Registration of the business.
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) past 2 years.
- Technical proposal explaining how the organization proposes to approach the task at hand and overcome possible difficulties and risks;
- At least 2 letters of reference from previous clients regarding projects similar in nature specifying the types of services that were rendered;
- Proof of at least 2 (two) projects (software packages, designed information systems) carried out with relevant nature scope, as demonstrated by the company profile that is to be submitted with the proposal;
- Availability of Certificate of Quality Management System ISO 9001 would be an asset;
- Description of the proposed team, including CVs of the team suggested and relevant data that allows to assess their experience in similar engagements;
- Copy of state registration document and taxpayer certificate;
- Copy of balance sheets past 2 recent years for evaluation of financial sustainability;
- A financial proposal in line with the instructions provided in the RFP.

Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

Offers must be submitted within the stipulated deadline

Offers must meet required Offer Validity

Offers have been signed by the proper authority

Offers include requested company documentation, including proposal security and documentation regarding the company's legal status and registration

Offers must comply with general administrative requirements:

- a) properly registered and licensed company
- b) at least 2 (two) years of in the market of software development, as demonstrated by the company profile that is to be submitted with the proposal;
- c) at least 2 reference letters provided

Other information is available on <http://www.undp.org.ua/en/tenders>; For the information, please contact procurement@undp.org.ua

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	at least 2 (two) years of in the market of software development, as demonstrated by the company profile that is to be submitted with the proposal	Form D: Qualification Form
Financial Standing	Financial stability demonstrated by copies of balance sheets or audit reports past 2 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the **minimum technical score of 70% (or 490 points)** of the obtainable score of **700 points** in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the **maximum number of points obtainable for financial part (i.e. 300)**. All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be awarded to the bidder that submitted the winning proposal.

Technical evaluation criteria

Summary of Technical Proposal Evaluation Form		Score weight	Max points obtainable	Company (organization, non-profit, academic institution) profile			
1	The expertise of the company/organization submitting the Proposal	36%	250				
2	Proposed technical approach	28%	200				
3	Personnel and external experts/consultant	36%	250				
	Total	100%	700				
	Remarks						

Evaluation forms for technical proposals follow. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

The Technical Evaluation Forms are:

Form 1. Expertise and standing of the company submitting the proposal

Form 2. Proposed technical approach

Form 3. Personnel and external experts/consultant

Technical Proposal Evaluation Form 1		Points obtainable	Company		
			A	B	C
Expertise and standing of the organization submitting the proposal					
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50			

	<ul style="list-style-type: none"> Well-known reputable market player, demonstrating financial stability – 50 points; Small-size organization, meeting minimum requirements to experience and financial standing – 40 points. 				
1.2	<p>Positive feedbacks from previous clients (including government clients and counterparts, if applicable) regarding relevant projects and the quality of works completed as embodied in the letters of recommendation.</p> <ul style="list-style-type: none"> 5 or more letters of recommendation that quote excellent performance – 50 points; 3-4 letters of recommendation that quote highly satisfactory or excellent performance – 45 points; 2 letters of recommendation that quote satisfactory performance – 40 points. 	50			
1.3	<p>Years of experience in the market of software development, as demonstrated by the company profile that is to be submitted with the proposal</p> <ul style="list-style-type: none"> Over 8 years – 50 points; From 3 to 7 years – 45 points; At least 2 years – 40 points; 	50			
1.4	<p>Relevance of the 2 (two) projects (software packages, designed information systems) carried out with state entities at the central level (any government branch) or international technical assistance projects or commercial organizations, as demonstrated by the company profile</p> <ul style="list-style-type: none"> 3 (three) or more highly relevant projects, considering the scope and nature of services provided – 70 points; At least 2 (two) highly relevant projects, considering the scope and nature of services provided – 60 points; At least 2 (two) relatively relevant projects, which scope or nature are slightly relevant – 50 points. 	70			
1.5	<p>Meeting the requirement “At least 30 % of the team are women (not more than 70 %)” – 20 points;</p> <p>Not meeting the requirement “At least 30 % of the team are women (not more than 70 %)” – 0 points.</p>	20			
1.6	Certificate of Quality Management System ISO 9001 as an asset	10			
Total for Form 1		250			

Technical Proposal Evaluation		Points Obtainable	Company		
Form 2			A	B	C
Proposed technical approach					
2.1	Clarity and relevance of the proposed approach (cumulative): <ul style="list-style-type: none">Detailed methodology and clear identification of implementation steps – 75points;Understanding of all necessary stages and complexity of the assignment – 70 pointsProposed approach requires clarifications and further development – 65 points	Up to 75			
2.2	Insightful risk analysis and proposed ways to reduce / address risk (cumulative): <ul style="list-style-type: none">Clear and realistic identification of all potential risks – 75 points;General understanding of context and goals of further system development - 65 points;Multiple risks are omitted or ignored, no clear strategy for risk mitigation, context understanding is low – 59 points	Up to 75			
2.3	Presentation of understanding TOR requirements and proposed timetable / schedule of implementation: <ul style="list-style-type: none">Clear presentation promising realistic and efficient implementation of the project, timetable in line with requirements of TOR – 50 pointsOverall understanding of the assignment, timetable to be clarified and adjusted – 45 points	50			
Total for Form 2		200			

Technical Proposal Evaluation Form 3		Points Obtainable	Company		
			A	B	C
Personnel					
	Project manager				

3.1	<p>Education: Advanced University degree (Master's/ Specialist) or equivalent in IT, Information system management, Computer science, Mathematics, Physics, technical sciences or other related field.</p> <ul style="list-style-type: none"> • PhD or post-doctoral degree – 14 points • At least Master's/ Specialist degree – 10 points 	14			
3.2	<p>Experience: at least 3 (three) years of professional experience in managing teams to build similar electronic systems</p> <ul style="list-style-type: none"> • Over 4 years – 14 points • At least 3 years – 10 points 	14			
3.3	<p>Experience of successful implementation of at least 3 (three) projects</p> <ul style="list-style-type: none"> • Over 4 projects – 15 points • At least 3 projects – 10 points 	15			
3.4	<p>Experience in managing a team of software developers consisting of at least 5 people</p> <ul style="list-style-type: none"> • Up to or over 10 software developers – 10 points • Team of 5 software developers – 5 points 	10			
	Subtotal	Up to 53			
	Software architect				
3.5	<p>Education: University degree (Master's/ Specialist) or equivalent in IT, Information system management, Computer science, Mathematics, Physics, technical sciences or related field.</p> <ul style="list-style-type: none"> • PhD or post-doctoral degree – 13 points • At least Master's/ Specialist degree – 11 points 	13			
3.6	<p>At least three (3) years of professional experience in similar projects</p> <ul style="list-style-type: none"> • Over 4 years – 10 points • At least 3 years – 8 points 	10			
3.7	<p>Proof of at least 1 (one) project experience in the architectural foundations of building information systems, as well as building integration solutions</p> <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.8	<p>Proof of at least 1 (one) project experience in building microservices, EDA, CQRS, Event Sourcing</p> <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.9	<p>Proof of at least 1 (one) project experience of using .NET Core, SOAP, REST, RabbitMQ, Kafka, Kubernetes, OAuth2 / OpenID Connect, Camunda BPM technologies</p> <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			

3.10	Proof of at least 1 (one) project experience in one of the notations of modeling (ArchiMate, BPMN 2.0, UML), ER-models <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 31			
	Web application developer				
3.11	University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as substitute of higher education in the sphere) <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 12 points • Bachelor's degree – 9 points 	12			
3.12	At least three (3) years of relevant work experience <ul style="list-style-type: none"> • Over 4 years – 10 points • At least 3 years – 8 points 	10			
3.13	Proof of at least 1 (one) project experience in developing similar systems (EIDSS) <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 24			
	Server application developer				
3.14	Education: University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as substitute of higher education in the domain) <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 14 points • Bachelor's degree – 8 points 	14			
3.15	At least three (3) years of relevant work experience. <ul style="list-style-type: none"> • Over 4 years – 10 points • At least 3 years – 8 points 	10			
3.16	Proof of at least 1 (one) project experience in developing similar systems (EIDSS) <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 26			
	Business analyst				
3.17	University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as substitute of higher education in the domain) <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 14 points • Bachelor's degree – 8 points 	14			
3.18	At least 3 (three) years of relevant work experience: <ul style="list-style-type: none"> • Over 4 years – 10 points • At least 3 years – 8 points 	10			

3.19	Proof of at least 1 (one) project experience in creating functional specifications, business process modeling <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.20	Proof of at least 1 (one) project experience in working with information systems, understanding the logic of building business processes; <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.21	Proof of at least 1 (one) project experience in working with information systems, understanding the logic of building business processes; <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.22	Proof of at least 1 (one) project experience in working with BPMN, UML, IDEF notation and business requirements development (BRD, etc.), knowledge of JIRA & Confluence <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 32			
	UI/UX designer				
3.23	University degree or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere). <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 14 points • Bachelor's degree – 8 points 	14			
3.24	At least three (3) years of relevant work experience. <ul style="list-style-type: none"> • Over 4 years – 10 points • At least 3 years – 8 points 	10			
3.25	Proof of at least 1 (one) project experience in web design, HTML, CSS, JavaScript and frameworks <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.26	Proof of at least 1 (one) project experience in working with Adobe Photoshop, Adobe Illustrator, Figma <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 28			
	Specialist in engineering, installation and maintenance of equipment				

3.27	University degree or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere) <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 14 points • Bachelor's degree – 8 points 	14			
3.28	Experience: at least 2 (two) years of relevant work experience <ul style="list-style-type: none"> • Over 3 years – 10 points • At least 2 years – 8 points 	10			
3.29	Proof of at least 1 (one) project experience in developing similar systems (EIDSS) <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 26			
	QA / QC tester				
3.30	University degree or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere). <ul style="list-style-type: none"> • Master's/ Specialist degree or above – 14 points • Bachelor's degree – 8 points 	14			
3.31	Experience: at least 2 (two) years of relevant work experience. <ul style="list-style-type: none"> • Over 3 years – 10 points • At least 2 years – 8 points 	10			
3.32	Proof of at least 1 (one) project experience in working with Postman, SoapUI or similar, knowledge of Json, XML <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.33	Proof of at least 1 (one) project experience in working with Oracle, Postgre, or other databases, minimal knowledge of SQL <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
3.34	Proof of at least 1 (one) project experience in working with Redmine, Jira or other tracking systems <ul style="list-style-type: none"> • Yes – 2 point • No – 0 point 	2			
	Subtotal	Up to 30			
Total for Form 3		250			

Section 5. Terms of Reference

Project name: Serving People, Improving Health: Support to the Ministry of Health of Ukraine to Respond to the COVID-19 Pandemic

Country / Place of implementation: Ukraine

Starting date of the assignment: June 2022

Duration of the assignment/or end date (if applicable): On or before 30 September 2022

Supervisor's name and functional post: Reporting to the Health Governance Officer with cross-functional reporting responsibilities to Programme Manager (Health)

Selection method: Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Two-step procedure with the highest number of points in a combined assessment of both technical qualifications and the price proposal

Payment arrangements: 30 days net (payments linked to deliverables)

1. BACKGROUND

Millions of people continue to experience untold misery and suffering, as the COVID-19 pandemic overwhelms health, education, and economic systems and all development gains entered into decline. While the summer of 2020 brought some relief, and the international pharmaceutical scientific community has worked miracles by offering first COVID-19 vaccines in less than a year for (uneven) rollout worldwide, the pandemic is very far from over. As such, humanity is experiencing only the pandemic's initial impacts, since the consequences of the measures we are taking in response will be far-reaching for years to come. Economies and social ties will face aftershocks for decades, as the world only begins to return to "normalcy" in 2021, and the trajectory of that return is obscure, shadowed by slower-than-anticipated vaccine rollout, new virus strains, economic troubles and political turmoil worldwide. Currently, a fundamental health reform is ongoing in Ukraine. The main goal of it is to move from centralized financing of healthcare institutions to reimbursement of medical services provided to patients. The healthcare infrastructure in place is yet to reflect the healthcare needs of the population and to consider the regional characteristics of health service provision required for ensuring the principles of universal health coverage.

This crisis is global and deadly, it is affecting everyone and everywhere, e.g. the high-risk groups of women and men include IDPs, especially women who are at a greater risk of violence, the elderly, people who are immunocompromised (with HIV, TB) or have chronic diseases (diabetes, respiratory diseases, cardiovascular problems), people with disabilities, homeless people, people deprived of liberty, single-parent and women-headed households, LGBTIQ+, people living in poverty or other vulnerable situations. It is important to adopt measures to guarantee the right to access treatment for the most affected groups, e.g. to ensure that PLHIV have at least 4 months of antiretroviral treatments, preferably delivered to their homes in order to reduce the level of exposure.

UNDP is developing and retaining national capacity for transforming Ukraine into a modern and prosperous state and advancing the 2030 Agenda for Sustainable Development. Against this background, UNDP is firmly committed to continue facilitating the augmentation of the expertise and capabilities of country's health institutions and further support the implementation of the health reform through enhancing the efficiency, effectiveness, transparency and accountability of national healthcare system, and enabling it to reach a gold standard of governance. This ultimately will ensure that no-one is left behind and will improve the quality, accessibility, and affordability of health services for women and men from diverse groups. The overall objective of this assignment is to achieve an improvement of the MoH operational and governance capacity to respond to the COVID-19 pandemic, particularly in the crisis management and efficient healthcare communication aspects.

2. MAIN OBJECTIVE OF THE ASSIGNMENT

The main objective of this assignment is to support the Ministry of Health of Ukraine and the Public Health Centre by expand the functionality of the already operational EIDSS system with two functions:

1. Developing an IT solution for COVID-19 contact tracing.
2. Improving monitoring, forecasting and response to COVID-19 spread on the territory of Ukraine through development of a relevant analytical module.

3. SCOPE OF WORK AND EXPECTED OUTCOMES

There are two main parts of the assignment:

1. Ensuring that the Public Health Centre has access to accurate risk-assessment information via an IT solution for COVID-19 contact tracing to more effectively monitor the virus spread.

The Contractor is expected to upgrade the Electronic Integrated Disease Surveillance System (EIDSS) and in particular its Human cases and Outbreak modules capabilities to record and contact trace COVID-19 cases and support the decision-making for actions against the COVID-19 spread.

The activity should be tailor-made to include a turnkey module on COVID-19 for Ukraine that in addition should include disease-specific clinical data based on standardized case definitions and aggregated data and laboratory data including sample tracking.

Design Requirements

The system design must be intuitive and ergonomic. It should adapt to device displays of different sizes and allow the use of the system through a tablet computer. The interface should be in the Ukrainian language. Compliant with Web Content Accessibility Guidelines (WCAG) 2.0. at the "AA" level).

Data access and protection requirements

When developing a system, best practices for ensuring information security and preventing unauthorized access should be applied. The data should be provided by epidemiologists in the fields. Mandatory two-factor authentication is required for users of all levels. Specific requirements should be clarified during the technical design phase. Access rights must be strictly delimited following the user's role and his affiliation to a particular regional organization. The authorization settings must ensure the integrity of user data and access control. All user important actions in the system must be logged. The updated IT solution must strictly comply with the provisions of the legislation on the protection of personal data. Neither UNDP nor the vendor shall be held accountable for producing necessary documentation in the area of information protection or as related to complex systems of information protection.

The following functionalities (roles) should be available for the end-users of the system:

Admin - administrator, who has all the rights to create, delete, view documents and users, grant and change the level of access for roles, view audit logs, forcibly stop user sessions, deactivate, etc. The administrator regulates what each role can see and change, creates new roles (such as a regional administrator), and assigns them to users and groups.

User - a user who has the right to authenticate and view publicly available documents in the system.

System - system user (to capture changes and processes that the system automatically performs).

Anonymous - is a system user who has not been authenticated (opened a public page).

Requirements for the formation of reports:

1. Formation of lists of cases with the possibility of flexible change of their "caps" according to the needs and available variables of the individual form, without limitation on the number of ribbons and columns, with the ability to export to Excel, pdf, csv, Word.
2. Formation of aggregate reports of two types:
 - the ability to create different aggregate data (tables) according to the needs and available variables of the individual form for the current data view.
 - the aggregate table should have the function of summing up data by columns/tapes, the ability to calculate the intensive incidence rate (calculated based on the population in the territories within the system), the formation of different age groups according to needs.
 - creation of standard templates for the formation of official reports with the ability to export to Excel, pdf, csv, Word.
3. Analytical panel with the ability to create graphs (different types) and maps for individual variables.

Algorithms for processing data arrays must be implemented in the form of independent plug-ins that can be connected to the system dynamically (without the need to stop the server). The optimal solution is pluggable modules:

- core system should have a set of interfaces
- module should implement this interface
- modules can be loaded from a separate directory
- core should be able to communicate with each module same way
- core can have some integrity check subsystem for modules, to prevent errors

The activity should be performed by an external consultancy company.

Timing of this output:

- The initial indication for the modification of the IT solution is - up to 4 months;
- Further launch - additional 1 months.

The owner of the finalized product should be the Public Health Center (PHC). This software component should have some broad spectrum of potentials that should allow for it to be used not only for COVID-19, but also for other 7 diseases/conditions of similar nature and epidemiological spread, both currently existing, and those that may appear in the future which should add value to the product.

2. Analytical module on monitoring, forecasting and response to COVID-19 spread on the territory of Ukraine developed, operationalized, and included into the EIDSS system.

The Contractor is expected to introduce in EIDSS of an analytical model for forecasting COVID-19 spread (across the country and by oblast), analysis of the readiness of the country and oblasts to tackle COVID-19 (number of beds necessary, availability of medical professionals, equipment, individual protection necessary), impact of quarantine measures and planning of clinical response using biostatistical methods. The model should predict various indicators according to the recommendations of WHO, WB, CDC, and trustworthy academic institutions. It should be supported through a dedicated analytical unit and quality assured.

The output of the analysis should be in the form of:

- a readiness index;
- a feedback;

- recommendations on the effectiveness of the national and subnational policies to prevent the spread of COVID-19.

This segment should be implemented by consultants/consultancy companies or an academic institution:

The consultant/consultancy company/academic institution should be responsible for the actual modification of the model.

The actual human resources involved should include:

- project manager;
- software architect;
- web application developer;
- server application developer;
- business analyst;
- UI/UX designer;
- specialist in engineering, installation and maintenance of equipment;
- QA / QC tester.

The analytical module on monitoring, forecasting and response to COVID-19 spread on the territory of Ukraine developed, operationalized, and included into the EIDSS system should require the following:

- Modification of the COVID-19 module for integration with EIDSS;
- A manual on the use of the IT solution developed
- Modification of the analytical module on operational monitoring, forecasting and response to COVID-19 spread on the territory of Ukraine

Deliverables

Deliverable #	Task description	Deadline
Deliverable 1	<ul style="list-style-type: none"> • The Electronic Integrated Disease Surveillance System (EIDSS) and in particular its Human cases and Outbreak modules capabilities upgraded to record and contact trace COVID-19 cases and support the decision-making for actions against the COVID-19 spread. • List of documents to be provided: <ul style="list-style-type: none"> - Software code developed throughout the assignment on an external storage device (disk, external drive or other electronic storage element); - Documentation for the expanded functionality that includes, at the minimum, (a) developers' notes or other document that describes the software product developed, (b) brief set of instructions (c) other specifications and documents, as stipulated by Ukraine's government regulations as may be necessary to operate the expanded functionality; 	19 Aug 2022
Deliverable 2	<ul style="list-style-type: none"> • Texted manual on the use of the IT solution developed. 	31 Aug 2022
Deliverable 3	<ul style="list-style-type: none"> • Analytical module on monitoring, forecasting and response to COVID-19 spread integrated into the EIDSS completed. • List of documents to be provided: <ul style="list-style-type: none"> - Text or video materials developed throughout the assignment on an external storage device (disk, external 	23 Sep 2022

	drive or other electronic storage element); - Documentation for the expanded functionality that includes, at the minimum, (a) developers' notes or other document that describes the software product developed, (b) brief set of instructions (c) other specifications and documents, as stipulated by Ukraine's government regulations as may be necessary to operate the expanded functionality;	
Deliverable 4	• Texted manual on the use of the IT solution developed.	30 Sep 2022

4. MONITORING AND REPORTING REQUIREMENTS

The Contractor shall comply with the monitoring, evaluation, and quality control implemented by the UNDP and Public Health Center of Ukraine. All necessary information, reports, statistics, electronic and paper version of the reports should be prepared and submitted for clearance by UNDP according to a preliminary determined schedule or as quickly as possible (within the agreed period).

The Contractor will work under the overall supervision of the Health Governance Officer and representative of the Public Health Center of Ukraine and interact with them to receive any clarifications and guidance that may be needed. He/she will also receive all necessary informational and logistical support from UNDP Country Office and the Project.

The satisfactory completion of each of the deliverables shall be subject to endorsement of the Programme Manager (Health), Health Governance Officer and representative Public Health Center of Ukraine.

The Contractor will duly inform UNDP of any problems, issues or delays arising in the course of implementation of assignment and take necessary steps to address them.

All reports and results are to be submitted to the UNDP in electronic form (*.docx, *.xlsx, *.pptx, and *.pdf or other formats accepted by UNDP) in Ukrainian, if possible in English. UNDP will provide payments upon provision of deliverables duly certified by UNDP per the table above.

Upon completion of all deliverables, the Contractor will submit to UNDP the final report containing a summary of works performed, and final results

PROPOSED PAYMENT SCHEDULE:

Payments for the Contractor's services will be made in 2 instalments upon completion of the following tasks

- 60% of the total contract amount to be paid upon completion of Deliverables 1-2, and approval of the first interim report by UNDP.
- 40% of the total contract amount to be paid upon completion of Deliverables 3-4, and approval of the second interim report by UNDP.

5. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The task foresees that the following minimum requirements are in place for the companies applying to perform the works as specified above:

- A properly registered **organization (private company or non-profit entity, except for state-owned or communal enterprises)**;
- At least **2 (two) years of experience** in the market of software development, as demonstrated by the company profile that is to be submitted with the proposal;

- Proof of at least **2 (two) projects** (software packages, designed information systems) carried out **with relevant nature scope**, as demonstrated by the company profile that is to be submitted with the proposal;
- Availability of Certificate of Quality Management System ISO 9001 would be an asset;
- At the minimum, a **team** of the following specialists on board (labor agreement, private entrepreneur contract or other form of involvement);
- Proposed expert team should consist of both women and men (at least 30% of the team are women, but not more than 70%).

Project manager:

- **Education**
 - Advanced University degree (Master's/ Specialist) or equivalent in IT, Information system management, Computer science, Mathematics, Physics, technical sciences or other related field
- **Experience**
 - Experience: at least 3 (three) years of professional experience in managing teams to build similar electronic systems;
 - Experience of successful implementation of at least 3 (three) projects;
 - Experience in managing a team of software developers consisting of at least 3 (three) people.

Software architect:

- **Education**
 - University degree or equivalent in IT, Information system management, Computer science, Mathematics, Physics, technical sciences or other related field
- **Experience**
 - At least 3 (three) years of professional experience in similar projects
 - Proof of at least 1 (one) project experience in the architectural foundations of building information systems, as well as building integration solutions;
 - Proof of at least 1 (one) project experience in building microservices, EDA, CQRS, Event Sourcing;
 - Proof of at least 1 (one) project experience of using .NET Core, SOAP, REST, RabbitMQ, Kafka, Kubernetes, OAuth2 / OpenID Connect, Camunda BPM technologies;
 - Proof of at least 1 (one) project experience in one of the notations of modeling (ArchiMate, BPMN 2.0, UML), ER-models;

Web application developer:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**
 - At least three (3) years of relevant work experience;
 - Proof of at least 1 (one) project experience in developing similar systems (EIDSS)

Server application developer:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**

- At least three (3) years of relevant work experience
- Proof of at least 1 (one) project experience in developing similar systems (EIDSS)

Business analyst:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**
 - At least three (3) years of relevant work experience;
 - Proof of at least 1 (one) project experience in creating functional specifications, business process modeling;
 - Proof of at least 1 (one) project experience in working with information systems, understanding the logic of building business processes;
 - Proof of at least 1 (one) project experience in working with BPMN, UML, IDEF notation and business requirements development (BRD, etc.), knowledge of JIRA & Confluence;

UI/UX designer:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**
 - At least three (3) years of relevant work experience
 - Proof of at least 1 (one) project experience in web design, HTML, CSS, JavaScript and frameworks;
 - Proof of at least 1 (one) project experience in working with Adobe Photoshop, Adobe Illustrator, Figma;

Specialist in engineering, installation and maintenance of equipment:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**
 - At least two (2) years of relevant work experience;
 - Proof of at least 1 (one) project experience in developing similar systems (EIDSS)

QA / QC tester:

- **Education**
 - University degree in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as a substitute of higher education in the sphere)
- **Experience**
 - At least two (2) years of relevant work experience;
 - Proof of at least 1 (one) project experience in working with Postman, SoapUI or similar, knowledge of Json, XML;
 - Proof of at least 1 (one) project experience in working with Oracle, Postgre, or other databases, minimal knowledge of SQL;
 - Proof of at least 1 (one) project experience in working with Redmine, Jira or other tracking systems;

6. DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL APPLICATION:

- **Organizational profile** which should not exceed ten (10) pages but should include references to previous experiences, work with state entities and provide other information necessary to make an informed selection based on the company's reputation and track record;
- **Technical proposal** explaining how the organization proposes to approach the task at hand and overcome possible difficulties and risks;
- At least 2 **letters of reference** from previous clients regarding projects similar in nature specifying the types of services that were rendered;
- Description of the **proposed team**, including CVs of the team suggested and relevant data that allows to assess their experience in similar engagements;
- **Copy of state registration document and taxpayer certificate;**
- **Copy of balance sheets past 2 recent years for evaluation of financial sustainability;**
- A **financial proposal** in line with the instructions provided in the RFP.

7. EVALUATION CRITERIA

A two-stage procedure is utilized in evaluating the proposals, with the evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals. At the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per the below Evaluation Criteria.

At the Second Stage, the price proposals of all offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed.

The Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score, respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

1. FINANCIAL PROPOSAL:

The financial proposal shall specify the cost of professional services for the assignment – the total amount as well as line-item breakdown. Payments will be made in tranches as described in the section “Monitoring and reporting requirements”.

No travel is envisaged under this contract.

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

Financial Proposal Envelope

(Must be submitted in password protected file via email. Electronic format of submission only)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	▪ as per Section 4, required documents

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

Historical Contract Non-Performance

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

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			

Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's experience and reputation on the market

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Bidder's capability and expertise

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.
- 2.2 Information about financial state past 2 years.
- 2.3 Quality assurance.
- 2.4 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.5 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.6 Demonstrate how you plan to integrate sustainability measures (energy efficiency, environmental friendly approaches, gender equality support) in the execution of the contract.
- 2.7 Examples of previous relevant projects implemented.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[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.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> 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:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer must prepare the **Financial Proposal in a password protected file, separated from the rest of the RFP** as indicated in the Instruction to Proposers.

The Financial Proposal must contain daily fee of the experts proposed, including supporting administrative costs distributed.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

The Financial Proposal must provide daily fees of the expert team proposed in USD.

A. Cost Breakdown per Deliverables*

No	Deliverables as referred to in the TOR	Percentage of Total Price (Weight for payment)	Amount excl. VAT, currency	VAT, currency (if applicable)	Amount including VAT, currency
1.	<ul style="list-style-type: none"> The Electronic Integrated Disease Surveillance System (EIDSS) and in particular its Human cases and Outbreak modules capabilities upgraded to record and contact trace COVID-19 cases and support the decision-making for actions against the COVID-19 spread. List of documents provided. 				
	<ul style="list-style-type: none"> Texted manual on the use of the Human cases and Outbreak modules developed. 				
3.	<ul style="list-style-type: none"> Analytical module on monitoring, forecasting and response to COVID-19 spread integrated into the EIDSS completed. List of documents provided. 				
4.	<ul style="list-style-type: none"> Texted manual on the use of the analytical module developed. 				
	Total, currency	100%			

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

No	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT	VAT, currency (if applicable)	Amount including VAT, currency
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1	Personnel						
1.1	Project manager	month					
1.2	Software architect	month					
1.3	Web application developer	month					
1.4	Server application developer	month					
1.5	Business analyst	month					
1.6	UI/UX designer	month					
1.7	Specialist in engineering, installation and maintenance of equipment	month					
1.8	QA / QC tester	month					
	Total, currency						

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____