



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 7th June 2022
	REFERENCE: UNDP-RFP-2022-218

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Hiring of a Firm for Development of additional features in the existing software (Collab)**". Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of

Wednesday 22 June 2022 03:00 PM PST OR 06:00 AM EDT
indicated in <https://etendering.partneragencies.org>.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-forbidders.html>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

- Username: event.guest
- Password: why2change

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Wednesday 15th June 2022**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org

DocuSigned by:
Ali Saied
0F400A0FE8264B8...

DocuSigned by:
Karwal Abbas
E238E816CA2E4A8...

DocuSigned by:
Ali Saied
E18DDE0A21E049C...

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsactions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

For Knut Ostby
Resident Representative

DocuSigned by:

[Signature]

07-Jun-2022

E18DDE0A21E049C...

DocuSigned by:

Ali Saad

0F400A0FE8264B8...

DocuSigned by:

Karwal Abbas

E238E816CA2E4A8...

Annex 1

Description of Requirements

Context of the Requirement	Development of additional features in the existing software (Collab) under Merged Areas Governance Project (MAGP) UNDP
Brief Description of the Required Services ¹	<p>Background</p> <p>MAGP is a technical assistance project supporting the Provincial Government in transforming the lives of the people of erstwhile FATA through integration with Khyber Pakhtunkhwa (KP), an extension of civilian governance institutions, and socio-economic development. MAGP aims to identify opportunities for transformative development through innovative approaches that effectively respond to the complexity of the context.</p> <p>The GoKP is committed to an unprecedented programme of accelerated development through 2030 to create opportunities for the people of the MA and provide services at par with the rest of the country while consolidating stability. MAGP works hand in hand with the GoKP across many functional areas to support this process.</p> <p>MAGP has categorized its technical assistance to the GoKP into four result areas. Details of the Workplan will be provided to the selected service provider. At present, management tracks Workplan progress through a software designed specifically for MAGP called 'Collab'. Current features of the Collab can be categorized into the following areas:</p> <ol style="list-style-type: none"> 1. Workplan Tracking 2. Progress Tracking of Individual Team Members 3. Communication Matrix 4. Management Control 5. Financial Tracking <p>Scope of Work:</p> <p>Based on the effectiveness of the current features in helping implement the Workplan, MAGP would like to expand Collab to include additional features such as procurement, recruitment, and, decision tracking. These additional tracking features will provide a dashboard of all project parameters to guide decisions and allow timely course corrections in the implementation of the project. MAGP will provide the source code of the existing software to enable the selected firm to expand on the existing features of the software.</p> <p>Objectives and additional features of the Software (Collab):</p> <ol style="list-style-type: none"> 1. Decision Tracker: This feature will document senior management's decisions and track the implementation 2. Procurement: Tracks the project's procurement as per defined processes 3. Procurement Implementation: Procurement implementation tracking of the selected supplier(s) 4. Recruitment: Tracks the project's recruitment process as per defined processes 5. Address any other management contingencies as required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Technical Requirements: <ul style="list-style-type: none"> - The coding must be secure (update and paid version such as dot net or registered PHP). - The hosting and domain registration cost will be borne by the firm. The time period will be the lifetime of the MAGP project (1 year) - Hosting must be at a secure server with an uptime of 99.999 Percent. - The website should be optimized to be used on handheld devices. - The Mobile app for Android (only) must be included in the same package. 																		
List and Description of Expected Outputs to be Delivered	Expected key outputs/deliverables/mandatory requirements: <table border="1"> <thead> <tr> <th colspan="3">Development of Additional Features of Collab Software</th> </tr> <tr> <th>Deliverables</th><th>% Payment</th><th>Timelines</th></tr> </thead> <tbody> <tr> <td>1. Prototype which shows all relevant screens</td><td>20%</td><td>4 days after contract signing</td></tr> <tr> <td>2. Testing or quality assurance of software by MAGP team before finalization</td><td>20%</td><td>Within 2 weeks of agreement</td></tr> <tr> <td>3. Final Installation</td><td>10%</td><td>Within 4 weeks of agreement</td></tr> <tr> <td>4. Maintenance costs (12 months)</td><td>50%</td><td>To be paid on quarterly basis</td></tr> </tbody> </table>	Development of Additional Features of Collab Software			Deliverables	% Payment	Timelines	1. Prototype which shows all relevant screens	20%	4 days after contract signing	2. Testing or quality assurance of software by MAGP team before finalization	20%	Within 2 weeks of agreement	3. Final Installation	10%	Within 4 weeks of agreement	4. Maintenance costs (12 months)	50%	To be paid on quarterly basis
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Person to Supervise the Work/Performance of the Service Provider	<i>Under the overall supervision of the MAGP Program Manager/Team Leader, the firm will report to Lead Economic Advisor. Day-to-day reporting to the Senior Coordination and Implementation Specialist (SCIS) in close coordination with the Project Manager.</i>																		
Frequency of Reporting	[As per deliverables mentioned in the Detailed TORs]																		
Progress Reporting Requirements	The firm / company shall submit proper reports of progress and may be asked for presentation on their progress.																		
Location of work	<input checked="" type="checkbox"/> Remotely																		
Expected duration of work	The overall contract shall be valid for 1 year																		
Target start date	1st July 2022																		
Latest completion date	30 th June 2023																		
Travels Expected	Not Required																		
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.																		
Facilities to be Provided by UNDP (i.e., must	<input checked="" type="checkbox"/> All project related costs will be borne by the Contracted Firm.																		

be excluded from Price Proposal)													
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required												
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required												
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]												
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted												
Payment Terms	<table border="1"> <thead> <tr> <th colspan="3">Development of Additional Features of Collab Software</th> </tr> <tr> <th>Deliverables</th> <th>% Payment</th> <th>Timelines</th> </tr> </thead> <tbody> <tr> <td>5. Prototype which shows all relevant screens</td> <td>20%</td> <td>4 days after contract signing</td> </tr> <tr> <td>6. Testing or quality assurance of software by MAGP team before finalization</td> <td>20%</td> <td>Within 2 weeks of agreement</td> </tr> </tbody> </table>	Development of Additional Features of Collab Software			Deliverables	% Payment	Timelines	5. Prototype which shows all relevant screens	20%	4 days after contract signing	6. Testing or quality assurance of software by MAGP team before finalization	20%	Within 2 weeks of agreement
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Under the overall supervision of the MAGP Program Manager/Team Leader, the firm will report to Lead Economic Advisor. Day-to-day reporting to the Senior Coordination and Implementation Specialist (SCIS) in close coordination with the Project Manager.																												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																												
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																												
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% with 175 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% with 350 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% with 175 marks out of 700 <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (Financial Score= (Lowest Offer/Offer to be evaluated*300)) <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Expertise and Capacity of Firm / Organization</td> <td>25%</td> <td>175</td> </tr> <tr> <td>2.</td> <td>Proposed Methodology, Approach and Implementation Plan</td> <td>50%</td> <td>350</td> </tr> <tr> <td>3.</td> <td>Management Structure and Key Personnel</td> <td>25%</td> <td>175</td> </tr> <tr> <td colspan="3">Total Technical 70%</td> <td>700</td> </tr> <tr> <td colspan="3">Financial Proposal-30% weightage</td> <td>300</td> </tr> <tr> <td colspan="3">Grand Total</td> <td>1,000</td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1.	Expertise and Capacity of Firm / Organization	25%	175	2.	Proposed Methodology, Approach and Implementation Plan	50%	350	3.	Management Structure and Key Personnel	25%	175	Total Technical 70%			700	Financial Proposal-30% weightage			300	Grand Total			1,000
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Form 1		
Expertise of the Firm		Points Obtainable
1.1.	(i) A summarized, 15-page corporate profile, including pen-portraits of permanent senior management staff (at least 3) (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in software development. (12.5 marks for each point)	25
1.2.	The firm should have developed two Management software comprising reporting system, task management with secure encrypted data storage capacity, with after sale services worth 4 million. Provide copies of two contract. Each contract carries 25 marks each	50
1.3.	General firm capability which is likely to affect implementation; management structure (40 marks), project management controls (40),	80
1.4.	Financial stability – Current Ratio of last two years should be more than 1. (Last Two years Audited Accounts (2019-2020, 2020-2021). 10 marks for each Audited statement	20
	Total Marks	175
Form 2		
Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1.	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References? The proposer must address the following technical requirements in their technical proposal: 1. The coding must be secure (update and paid version like dot net or registered PHP). 2. The hosting and domain registration cost will be by the contracting firm for the duration of the project 3 years). 3. Hosting must be at some secure server with uptime of 99.999 Percent. 4. The website should be optimized to use at handheld devices. 5. The Mobile app for Android (only) must include in the same package. 6. Demonstrate ability to make a secure software.	100
2.2.	Is the proposal well defined and corresponds to the Terms of Reference? (clear and concise approach)	75
2.3.	Workplan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context? E.g. proposed workplan.	75
2.4.	Project Maintenance: Has the bidder indicated a maintenance plan to effectively maintain the app/software and also reflected the resources/services to carry out maintenance? E.g Maintenance strategy	100
	Total Marks	350

Form 3		
Management Structure and Key Personnel		Obtainable Marks
3.1.	Database Designer: (2 CVs will be required) <ul style="list-style-type: none"> - Responsible for designing the flexible and scalable database schema (skeleton structure that represents the view of the entire database) - Designing and preparing reports for Project Manager. - Education:-Bachelors Computer Sciences.-(4 marks each CV) - 5 to 7 years of relevant experience (3 marks each CV) - - 7-10 years of relevant experience (6 marks each CV) 	20
	User Interface Designer: (2 CVs will be required) <ul style="list-style-type: none"> - Responsible for gathering and evaluating user requirements in collaboration with project managers for designing mockups of each end user's interface. - Education:- Bachelors Computer Sciences.- 4 marks each CV) - - 5 to 7 years of relevant experience (3 marks each CV) - - 7-10 years of relevant experience (6 marks each CV) 	20
	Frontend Software Developer: (3 CVs will be required) <ul style="list-style-type: none"> - Responsible for enabling the user interact with the system and perform operations that strikes the backend system's functionalities accordingly. - Responsible for developing/coding the frontend system by determining the structure and design of web pages. - Education: Bachelors Computer Sciences.(2.66 marks each CV) - 5 to 7 years of relevant experience (2 marks each CV) - - 7-10 years of relevant experience (4 marks each CV) 	20
	Backend Software Developer: (3 CVs will be required) <ul style="list-style-type: none"> - Backend system handles the server, the data and the functionality; - Responsible for developing/coding the backend system, and troubleshooting and debugging system. - Education: Bachelors Computer Sciences .(2.66 marks each CV) - 5 to 7 years of relevant experience (2 marks each CV) - 7-10 years of relevant experience (4 marks each CV) 	20
	Software Architecture Designer <ul style="list-style-type: none"> - Collaborate with various stakeholders to determine software requirements and creates a high-level product specifications and design documents. - Provide the development team with architectural blueprints to follow and guide the team throughout the development process. - Evaluating and recommending tools, technologies and processes to ensure the highest quality product platform. - Troubleshooting code level problems quickly and efficiently. - Education:-Masters Computer Sciences-8 marks - 5 to 7 years of relevant experience- 6 marks - 7-10 years of relevant experience- 12 marks 	20
	Deployment Engineer	20

		<ul style="list-style-type: none"> - Responsible for deploying the releases into the production environment (live server so that the client is able to access it) safely and timely. - Education: Bachelors Computer Sciences.-8 marks - 5 to 7 years of relevant experience- 6 marks - 7-10 years of relevant experience - 12 marks 		
		Quality Assurance Engineer <ul style="list-style-type: none"> - Responsible for quality assuring activities throughout the software development lifecycle and reviewing quality specifications and technical design documents to provide timely and meaningful feedback. Creating detailed, comprehensive and well-structured test plans and test cases. - Education:- Bachelors Computer Sciences/Bachelor of Science Information Technology-8 marks - 5 to 7 years of relevant experience- 6marks - 7-10 years of relevant experience- 12 marks 	20	
		Project Manager <ul style="list-style-type: none"> - Responsible for planning and sequencing the activities of the team members, and monitoring and reporting the project progress. - Background must be from IT with a Master's Degree in CS/SE/IT-8 marks - 5 to 7 years of relevant experience- 6marks - 7-10 years of relevant experience -12marks 	20	
		Android App Developer <ul style="list-style-type: none"> - Education: Bachelors Computer Sciences -5 marks - 5 to 7 years of relevant experience -5marks - 7-10 years of relevant experience -10 marks 	15	
		Total Marks	175	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]			
Contact Person for Inquiries (Written inquiries only)	pakistan.procurement.info@undp.org ; Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			

<p>Minimum Eligibility Criteria</p>	<ol style="list-style-type: none"> 1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; 2. Business Licenses – Registration Papers, Tax Payment Certification, etc.; 3. Certification - with relevant bodies and associations etc.; 4. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.; 5. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; 6. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.; 7. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. 8. Include all the documents mentioned in the Minimum Eligibility Criteria mentioned in Annex 1.
<p>Deadline for Submission</p>	<p>22 June 2022 (03:00 PM Pakistan standard Time or 06:00 AM EDT) Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.

Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: ali.saeed@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	N/A

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.;
- c) Certification - with relevant bodies and associations etc.;
- d) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.;
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- h) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

B. **Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

A. Cost Breakdown per Deliverable*

Sr. #	Activity	Deliverables	Payment (%)	Amount (PKR)
1	Prototype	Prototype which shows all relevant screens	20%	
2	Testing or quality assurance	Testing or quality assurance of software by MAGP team before finalization	20%	
3	Final Installation	Final Installation	10 %	
4	Maintenance costs	To be paid quarterly(12 months)	50%	
GRAND TOTAL (PKR)			100%	

**This shall be the basis of the payment tranches*

Note: Bidder should not include any additional line for expense. The breakdown should be given as per above table.

Sr #	Expense Title	Unit	Frequency	Unit Cost	Total
		(In Days)	Number		
1	Software Development				
1.1	User Interface Designer	15	2		
1.2	Software Architecture Designer	20	1		
1.3	Backend Software Developer	20	3		
1.4	Frontend Software Developer	20	3		
1.5	Deployment Engineer	5	1		
1.6	Quality Assurance Engineer	15	1		
1.8	Project Manager	15	1		
1.9	Database Designer	12	2		
1.10	Rent for Server Machine	6	1		
1.11	Services and Maintenance	Months	12		
				Total	
				Taxes	
				Grand total	

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Note:

- a) Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.***
- b) Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.***

Annex 4

General Terms and Conditions for Services
Separately attached

ANNEX V

Terms of Reference (ToRs)

Context of the Requirement	Development of additional features in the existing software (Collab) under Merged Areas Governance Project (MAGP) UNDP .
Brief Description of the Required Services³	<p>Background</p> <p>MAGP is a technical assistance project supporting the Provincial Government in transforming the lives of the people of erstwhile FATA through integration with Khyber Pakhtunkhwa (KP), an extension of civilian governance institutions, and socio-economic development. MAGP aims to identify opportunities for transformative development through innovative approaches that effectively respond to the complexity of the context.</p> <p>The GoKP is committed to an unprecedented programme of accelerated development through 2030 to create opportunities for the people of the MA and provide services at par with the rest of the country while consolidating stability. MAGP works hand in hand with the GoKP across many functional areas to support this process.</p> <p>MAGP has categorized its technical assistance to the GoKP into four result areas. Details of the Workplan will be provided to the selected service provider. At present, management tracks Workplan progress through a software designed specifically for MAGP called 'Collab'. Current features of the Collab can be categorized into the following areas:</p> <ol style="list-style-type: none"> 6. Workplan Tracking 7. Progress Tracking of Individual Team Members 8. Communication Matrix 9. Management Control 10. Financial Tracking <p>Scope of Work:</p> <p>Based on the effectiveness of the current features in helping implement the Workplan, MAGP would like to expand Collab to include additional features such as procurement, recruitment, and, decision tracking. These additional tracking features will provide a dashboard of all project parameters to guide decisions and allow timely course corrections in the implementation of the project. MAGP will provide the source code of the existing software to enable the selected firm to expand on the existing features of the software.</p> <p>Objectives and additional features of the Software (Collab):</p> <ol style="list-style-type: none"> 6. Decision Tracker: This feature will document senior management's decisions and track the implementation 7. Procurement: Tracks the project's procurement as per defined processes 8. Procurement Implementation: Procurement implementation tracking of the selected supplier(s) 9. Recruitment: Tracks the project's recruitment process as per defined processes 10. Address any other management contingencies as required <p>Technical Requirements:</p> <ul style="list-style-type: none"> - The coding must be secure (update and paid version such as dot net or registered PHP).

	<ul style="list-style-type: none">- The hosting and domain registration cost will be borne by the firm. The time period will be the lifetime of the MAGP project (1 year)- Hosting must be at a secure server with an uptime of 99.999 Percent.- The website should be optimized to be used on handheld devices.- The Mobile app for Android (only) must be included in the same package.																		
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Person to Supervise the Work/Performance of the Service Provider	Under the overall supervision of the MAGP Program Manager/Team Leader, the firm will report to Lead Economic Advisor. Day-to-day reporting to the Senior Coordination and Implementation Specialist (SCIS) in close coordination with the Project Manager.																		
Frequency of Reporting	[As per deliverables mentioned in the Detailed TORs.]																		
Progress Reporting Requirements	The firm / company shall submit proper reports of progress and may be asked for presentation on their progress.																		
Location of Work	<input checked="" type="checkbox"/> Remotely																		
Expected Duration of work	The overall contract shall be valid for 1 year																		
Target start date	1 st July 2022																		
End date	30 th June 2023																		
Travel	Not Required																		
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.																		
Facilities to be Provided by UNDP (i.e., must be excluded	<input checked="" type="checkbox"/> All the related costs will be borne by the contracted firm.																		

from Price Proposal)																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																		
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]																		
Tax	The proposal should be all inclusive. UNDP does not provide tax exemptions, neither withhold any tax from its vendors.																		
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