



REQUEST FOR PROPOSAL (RFP)

ALL INTERESTED	DATE: June 24, 2022
	REFERENCE: 284-2022-UNDP-UKR-RFP-DIA

Dear Sir / Madam:

We hereby invite you to submit your Proposal for performing **services linked to implementation of the State system of humanitarian aid distribution.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before close of business **Sunday, July 10, 2022 , till 23:59 Kyiv time** via email to the address below:

United Nations Development Programme
tenders.ua@undp.org
Procurement Unit

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above 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 you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/coduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Ms. Agnes Kochan,
Operations Manager,
UNDP in Ukraine

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Description of Requirements

Context of the Requirement	Project name: UNDP: Digital, Inclusive, Accessible: Support to Digitalisation of State Services in Ukraine (DIA Support) Project
Implementing Partner of UNDP	Ministry of Digital Transformation (MDT)
Brief Description of the Required Services ¹	Services linked to implementation of the State system of humanitarian aid distribution
List and Description of Expected Outputs to be Delivered	As per TOR in Annex 2
Person to Supervise the Work/Performance of the Service Provider	<i>DIA Support Project Manager and Crisis Management and emergency response Project Manager</i>
Frequency of Reporting	<i>As required, regular progress meetings on request of the Supervisor</i>
Progress Reporting Requirements	All documents should be transmitted to UNDP electronically (formats of * .docx, * .xlsx, * .pptx, * .pdf or other commonly used formats) in the Ukrainian language.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2.5 months
Target start date	18 July, 2022
Latest completion date	Until September 25, 2022
Travels Expected	N/A
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>

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.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required Please indicate clear roles in implementation team in accordance with required team minimum reflected in TOR
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (preferable) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency The proposal will be fixed in the currency proposed. Please propose in only one of applicable currencies. In case of proposal in local currency, the amount will be converted to USD based on UNORE currency rate for comparison. Local suppliers with contracts fixed in USD are paid in local currency based on UNORE rate for the date of payment. https://treasury.un.org/operationalrates/OperationalRates.php
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes (purchase, is conducted within the framework of international technical assistance project - explanation in Annex 4)
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted
Payment Terms	The payment shall be arranged upon completion, presentation and UNDP approval of the Deliverables as listed in TOR.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	DIA Support Project Manager and Crisis Management and emergency response Project Manager
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services

	<input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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	<p>Technical Proposal (70% - 700 points)</p> <input checked="" type="checkbox"/> Expertise and standing of the company submitting the proposal (250 points) <input checked="" type="checkbox"/> Proposed technical approach (200 points) <input checked="" type="checkbox"/> Qualification of Key Personnel (250 points)
	<p>Financial Proposal (30% - 300 points)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> VAT free procedure explanation (Annex 4)
Contact Person for Inquiries (Written inquiries only) ³	<p><i>Procurement Unit UNDP</i> <i>Kyiv, Ukraine</i> <i>Procurement.ua@undp.org</i></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 Proposers.</p>

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Documents to be submitted with the proposal</p>	<ul style="list-style-type: none">• 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 company proposes to approach the task at hand and overcome possible difficulties and risks;• Draft proposed methodology and approach that confirms full adherence to the TOR• At least 2 letters of reference from previous clients 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.• Proof of at least 2 (two) projects (software packages, designed information systems) carried out with state entities at the central level (any government branch) or international organizations / technical assistance projects <p>Note: the financial proposal shall be in a password-protected archive and separate from the technical proposal. The password to the financial proposal archive shall not be provided unless requested and shall not be included with the original submission – in the cover letter or any other submission part.</p>
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<p>Other Information [pls. specify]</p>	<p>Pre-bid conference will be conducted</p> <p>30.06.2022, at 10:00 Via Zoom</p> <p>To express your interest to take part please send notification to procurement.ua@undp.org, point out tender reference in subject, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to conference will be provided upon processing your inquiry.</p> <p>Electronic submission requirements:</p> <ol style="list-style-type: none"> 1. Format: PDF files, ZIP archives only 2. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. 3. All files must be free of viruses and not corrupted. 4. Password for financial proposal must not be provided to UNDP until requested by UNDP. Provision of non-password protected financial proposal leads to disqualification from the tender process. 5. Time Zone to be Recognized: [Kyiv +2] 6. Max. File Size per transmission: 5 MB 7. Mandatory subject of email: 284-2022-UNDP-UKR-RFP-DIA-Humanitarian aid distribution system, Part №.... From (total quantity of parts in submission) 8. Application forms to be filled in any of the languages listed: English/Ukrainian; supporting documents such as local registration/licenses/certificates issued in local language may be provided without translation. 9. Please do not duplicate your submission to procurement.ua@undp.org. This address is used only for questions and answers. 10. 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.
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Annex 2

Terms of Reference for services linked to implementation of the State system of humanitarian aid distribution

Project name:	UNDP: Digital, Inclusive, Accessible: Support to Digitalisation of State Services in Ukraine (DIA Support) Project
Starting date of assignment:	18 July 2022
End date (if applicable):	On or before 25 September 2022
Management arrangements:	Reporting to the DIA Support Project Manager and Crisis Management and emergency response Project Manager
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:	Lump Sum (payments linked to deliverables)

1. BACKGROUND

Ukraine has made significant strides in digitalizing the state and its functions. Successes of the Prozorro system, implementation of the national interoperability system for state registries (Trembita), increasing the transparency of public sector through the open-data initiative, development of digital public services under "My State in My Smartphone" initiative are well-known and documented. The Ministry of Digital Transformation (MDT) created in 2019 aims to continue and expand this trend. Most recently, the Government-launched the "Diia.gov.ua" e-services delivery web-portal and its namesake mobile application. These digital products embody the newest trends of digitalization for citizens.

With support from its partners, MDT aims to rapidly develop new and improved e-services that will offer an enjoyable and secure experience. Recently Ukraine saw the development and implementation of several high-profile e-services in different spheres – business registration, construction, birth related services (eMalyatko), and others. At the very end of 2020, MDT launched a mechanism for individual entrepreneurs to apply for state support in the most battered economic sectors. eService expansion, especially throughout the COVID-19 pandemic, helps citizens get no-contact access to governmental services. Such services also cut state administrative costs, bringing about more transparency into government-citizen interactions and slashing petty corruption.

Yet, rapid development of eServices poses a new challenge – widening the digital divide, that can marginalize people with disabilities, elderly, economically disenfranchised, those living in areas without internet access. With this in mind, UNDP starts its new project - Digital, Inclusive, Accessible: Support to Digitalization of State Services in Ukraine (DIA Support) Project, that aims to support e-service development rooted in the Human Rights Based Approach (HRBA).

A socio-economic context analysis helps determine general priorities for choosing specific populations that need digital solutions adapted to their needs and capabilities. For example, retired women who have the status of internally displaced persons (IDPs) and live in extreme poverty suffer multiple vulnerabilities. According to the UN, in 2017, about 1.5 million IDPs were registered in Ukraine, with two-thirds of them being the elderly, and predominantly women. In rural areas, 48 percent of women lack access to adequate health care, 36 percent of women did not participate in decision-making in their communities, and 67 percent did not have access to broadband Internet at home.

In the Ukrainian context, groups that often fall through the cracks include women and men living below the poverty line; the elderly; women and men with different types of disabilities; women living in rural areas; young people living in conflict-affected areas; ethnic minorities (particularly the Roma) and the IDPs. Veterans returning to civilian life are another group in focus. Appropriate digital solutions for these target groups are likely to differ from the models that are suitable for large-city dwellers or those with a medium or above-medium income and round-the-clock access to quality Internet.

During the first year of work the DIA Support Project took part in implementation of a number of e-services for vulnerable groups in partnership with the MDT on the "Diia.gov.ua" portal. Among implemented e-services are housing subsidies, allocation and recalculation of pension and additional 4 pension services and two services for IDPs.

2. MAIN OBJECTIVE OF THE ASSIGNMENT

Due to the invasion of Ukraine, a humanitarian crisis unfolded creating the need for provision of emergency humanitarian assistance to people in Ukraine. To organize humanitarian assistance, accounting and collection of needs, regional military administrations and regional state administrations created their own databases. Now to centralize and coordinate humanitarian assistance all over Ukraine the Ministry of Economy of Ukraine (MEU) and the President of Ukraine office (PUO) are creating the State system of humanitarian aid distribution. To finalize implementation of the system with scalability in mind a software update and data migration are required.

The main objective of the assignment, to be completed by a highly qualified vendor of software development services, is **upgrade and further implementation of the State system of humanitarian aid distribution and migration of previously collected data** on humanitarian aid distribution from local system(s).

3. SCOPE OF WORK AND EXPECTED OUTPUTS

The selected vendor will work with the PUO, the MEU, the "Prozorro" SoE or other relevant entities to implement the State system of humanitarian aid distribution.

The State system of humanitarian aid distribution is created on Oracle APEX platform. Oracle APEX uses a simple 3-tier architecture where requests are sent from the browser, through a web server, to the database with processing, data manipulation and business logic is executed in the database.

After the necessary expansions and updates the following functionalities should be available for the end-users of The State system of humanitarian aid distribution:

1. Warehouse:
 - Warehouse report
 - Remains adjustment
 - History of goods movement
 - Waiting for arrival
 - Remains on date
2. Receiving:
 - List of all receipts
 - Receiving function
 - Cancel receipt
3. Shipment:
 - List of all shipments
 - Shipment function
 - Shipment details
4. Contacts:
 - Locations
 - Drivers
5. Other general functions:
 - Dashboards
 - Reports
 - Administrative interface
 - Printable forms
 - API
 - Data migration

To systematize data, the System should use dictionaries/classifiers whenever possible for data input (for units of measurement, categories of cargo, elements of cargo etc). Use of national classifiers or classifiers used in the state information systems is preferable if possible.

The interface of the system should be as similar as possible to the local databases interface (based on the Odoo platform) to make user migration easier. The logic and business processes of working with the system must be preserved and repeat the logic of work implemented on the Odoo system. The data input fields of the system forms must have appropriate checks of format and logic.

The system should be implemented with scalability in mind. There should be an ability to add new organizations/regions to the System as users in relatively short time period without additional software development via administrative functions.

The data exchange with the State customs service and the "Ukrzaliznitsya" should be implemented on behalf of the State system of humanitarian aid distribution.

The System must gather use statistics.

The final requirements for the system can be changed at the stage of technical design

Besides software development and system update and the selected vendor should:

- Organize data migration from existing databases (based on the Odoo platform) to the System
- Conduct initial trainings for system users and administrators

The contractor has to provide warranty for the developed software at least 6 months after acceptance of the last deliverable.

Deliverables

Deliverable #	Task description	Deadline
Deliverable 1	<p>Software package for The State system of humanitarian aid distribution:</p> <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). Requirements for the format and the carrier will be defined by MEU and / or "Prozorro" SoE; • Documentation for the expanded functionality of the "Dii.gov.ua" portal that includes, at the minimum, (a) developers' notes or other document that describes the software product developed, (b) brief set of instructions for the "Prozorro" SoE engineers operating, deploying, troubleshooting or otherwise interacting with the expanded functionality, (c) other specifications and documents, as stipulated by Ukraine's government regulations as may be necessary to operate the System; • Confirmation of acceptance of Works from the MEU stipulating that the works have been completed in due manner and accepted by the recipient. 	Within 60 working days

4. MONITORING / REPORTING REQUIREMENTS:

The Contractor shall report to the DIA Support Senior IT Specialist. The Quality Assurance team consisting of DIA Support Project manager, DIA Support Senior IT Specialist, representatives from the Ministry of Economics of Ukraine and/or "Prozorro" SoE (by agreement) perform acceptance testing and review of provided deliverables.

The payment shall be arranged upon completion, presentation, Quality Assurance Team written acceptance and UNDP approval of the Deliverable.

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. Intellectual property rights to the software code shall be transferred to relevant state agencies, and neither UNDP nor the vendor shall be held liable for deployment, upkeep, proper and legal operation of the systems.

All documents should be transmitted to UNDP electronically (formats of *.docx, *.xlsx, *.pptx, *.pdf or other commonly used formats) in the Ukrainian language. UNDP will provide payments upon provision of deliverables duly certified by UNDP per the table above.

The payment of 100% shall be arranged upon acceptance of the deliverable based on quality control and acceptance of recommendations. The Contractor shall comply with the quality assurance system of UNDP, and provide the necessary information, reports and statistics according to a preliminary determined schedule or as soon as possible (within a reasonable period of time).

5. REQUIREMENTS FOR THE CONTRACTOR

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 **5 (five) 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 state entities at the central level** (any government branch) or **international organizations / technical assistance projects**, as demonstrated by the company profile that is to be submitted with the proposal;
- Previous experience of working with Prozorro or Prozorro.sales will be an asset.
- At the minimum, a **team** of the following specialists on board (labour agreement, private entrepreneur contract or other form of involvement):
 - **Senior Software Engineer:**
 - Education: advanced University degree (Master's/ Specialist) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field
 - Experience:
 - at least 5 (five) years of professional experience in building similar systems
 - at least 10 (ten) years of experience of working with Oracle APEX / Oracle DB technology stack.
 - Portfolio of at least 10 successfully completed projects similar to this one
 - **Software Engineer:**
 - 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)
 - Experience:
 - at least 2 (two) years of professional experience in building similar systems
 - at least 5 (ten) years of experience of working with Oracle APEX / Oracle DB technology stack.
 - Portfolio of at least 5 successfully completed projects similar to this one

- **Software Engineer:**
 - 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)
 - Experience:
 - at least 2 (two) years of professional experience in building similar systems
 - at least 5 (five) years of experience of working with Oracle APEX / Oracle DB technology stack.
 - Portfolio of at least 5 successfully completed projects similar to this one
- **Technical writer:**
 - 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)
 - Experience: at least 2 (two) years of writing of technical documentation
 - Portfolio of at least 2 successfully completed projects similar to this one

6. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL

- **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 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 will be utilized in evaluating the proposals, with an 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 have 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 below Evaluation Criteria.

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

The overall evaluation shall result from a cumulative analysis, 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 the 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 shall 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 who had 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	Expertise and standing of the company submitting the proposal	36%	250				
2	Proposed technical approach	28%	200				
3	Qualification of Key Personnel	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

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 <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. 	50			
1.2	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. <ul style="list-style-type: none"> 5 or more letters of recommendation that quote excellent performance – 50 points; 	50			

	<ul style="list-style-type: none"> • 3-4 letters of recommendation that quote highly satisfactory or excellent performance – 45 points; • At least 2 letters of recommendation that quote satisfactory performance – 40 points. 				
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 10 years – 60 points; • From 7 to 10 years – 50 points; • From 5 to 6 years – 40 points; 	60			
1.3	<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, 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 – 65 points; • At least 2 (two) relatively relevant projects, which scope or nature are slightly relevant – 60 points. 	70			
1.4	Previous experience of working with Prozorro or Prozorro.sales as an asset	20			
Total for Form 1		250			

Technical Proposal Evaluation Form 2		Points Obtainable	Company		
			A	B	C
Proposed technical approach					
2.1	<p>Clarity and relevance of the proposed approach:</p> <ul style="list-style-type: none"> • Highly-detailed methodology and clear identification of implementation steps – 75 points; • Demonstrated understanding of all necessary stages and complexity of the assignment - 65 points; • Proposed approach requires clarifications and further development - 60 points. 	Up to 75			

2.2	<p>Insightful risk analysis and proposed ways to reduce / address risk:</p> <ul style="list-style-type: none"> • Clear and realistic identification of all potential risks involved and thoughtful strategy for their mitigation – 75 points; • Adequate risk mitigation strategy proposed – 70 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 – 60 points 	Up to 75			
2.3	<p>Presentation of understanding TOR requirements and proposed timetable / schedule of implementation:</p> <ul style="list-style-type: none"> • Clear presentation promising realistic and efficient implementation of the project, timetable in line with requirements of TOR – 50 points • Overall understanding of the assignment, timetable to be clarified and adjusted – 40 points 	50			
Total for Form 2		200			

Technical Proposal Evaluation Form 3		Points Obtainable	Company		
			A	B	C
Personnel					
Senior Software Engineer					
3.1	<p>Education: advanced University degree (Master's/ Specialist) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field.</p> <ul style="list-style-type: none"> • PhD or post-doctoral degree – 20 points • At least Master's/ Specialist degree – 10 points 	20			
3.2	<p>Experience: at least 5 (five) years of professional experience in managing teams to build similar electronic systems.</p> <ul style="list-style-type: none"> • Over 11 years – 20 points • From 6 to 10 years - 15 points • At least 5 years – 10 points 	20			
	<p>Experience: at least 10 (ten) years of experience of working with Oracle APEX / Oracle DB technology stack.</p> <ul style="list-style-type: none"> • Over 16 years – 20 points • From 11 to 15 years - 15 points • At least 10 years – 10 points 	20			

3.3	Portfolio of successfully completed projects similar to this one. <ul style="list-style-type: none"> Over 16 – 20 points Between 11 and 15 – 15 points At least 10 – 10 points 	20			
	Subtotal	Up to 80			
	Software Engineer				
3.1	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 sphere) <ul style="list-style-type: none"> Master's/ Specialist degree – 15 points At least Bachelor's degree or demonstrated professional training (non-degree) – 10 points 	15			
3.2	Experience: at least 2 (two) years of professional experience in building similar systems <ul style="list-style-type: none"> Over 6 years – 15 points From 3 to 5years - 12 points At least 2 years – 10 points 	15			
	Experience: at least 5 (five) years of experience of working with Oracle APEX / Oracle DB technology stack. <ul style="list-style-type: none"> Over 11 years – 15 points From 6 to 10 years - 12 points At least 5 years – 10 points 	15			
3.3	Portfolio of successfully completed projects similar to this one. <ul style="list-style-type: none"> Over 11 – 15 points Between 6 and 10 – 12 points At least 5 – 10 points 	15			
	Subtotal	Up to 60			
	Software Engineer				
3.1	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 sphere) <ul style="list-style-type: none"> Master's/ Specialist degree – 15 points At least Bachelor's degree or demonstrated professional training (non-degree) – 10 points 	15			

3.2	Experience: at least 2 (two) years of professional experience in building similar systems <ul style="list-style-type: none"> Over 6 years – 15 points From 3 to 5 years - 12 points At least 2 years – 10 points 	15			
	Experience: at least 5 (five) years of experience of working with Oracle APEX / Oracle DB technology stack. <ul style="list-style-type: none"> Over 11 years – 15 points From 6 to 10 years - 12 points At least 5 years – 10 points 	15			
3.3	Portfolio of successfully completed projects similar to this one. <ul style="list-style-type: none"> Over 11 – 15 points Between 6 and 10 – 12 points At least 5 – 10 points 	15			
	Subtotal	Up to 60			
	Technical writer				
3.1	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 sphere) <ul style="list-style-type: none"> Master's/ Specialist degree – 15 points At least Bachelor's degree or demonstrated professional training (non-degree) – 10 points 	15			
3.2	Experience: at least 2 (two) years of writing of technical documentation <ul style="list-style-type: none"> Over 6 years – 20 points From 3 to 5 years - 15 points At least 2 years – 10 points 	20			
	Portfolio of successfully completed projects similar to this one. <ul style="list-style-type: none"> Over 6 – 15 points Between 3 and 5 – 12 points At least 2 – 10 points 	15			
	Subtotal	Up to 50			
Total for Form 3		250			

8. 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 "Requirements for monitoring/reporting".

No travel is envisaged under this contract.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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 284-2022-UNDP-UKR-RFP-DIA-Humanitarian aid distribution system 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

BRIEF COMPANY PROFILE	
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:	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any)	
Business Licenses – Registration Papers, Tax Payment Certification, etc.	EDRPOU, ID tax number. Copies of State registration and Tax registration should be attached

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List	Yes/No (Please choose)
Other relevant information	

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.

This must include the body of the Technical proposal, explaining how the company proposes to approach the task at hand and overcome possible difficulties and risks

C. **Qualifications of Key Personnel**

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.*

Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

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.

A. Cost Breakdown per Deliverable

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive), VAT excl.
1	Deliverable 1	100%	
	Total	100%	

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

B. Cost Breakdown by Cost Component [This is only an Example]:

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.

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
II. Administrative costs				

III. Other costs needed (describe)				
VAT / Unified tax				
Total (indicate currency), excluding VAT				

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

[Designation]

[Date]

VAT free explanation

Dear Partners!

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- in column 2 of section B – supplier's (seller's) services nomenclature;*
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- in columns 4 and 5 - unit of services measurement;*
- in column 6 - quantity (volume) of services delivery;*
- in column 7 - the price of the service unit supply, excluding VAT;*
- in column 8 - VAT rate code 903;*
- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- in column 10 - supply volume, excluding VAT (prepayment amount).*

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере производится в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;*
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;*
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);*
- в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняется на всех этапах поставки услуг.*
- в графе 4 и 5 — единица измерения услуг;*

- в графе 6 — количество (объем) поставки услуг;
- в графе 7 — цена поставки единицы услуги без учета НДС;
- в графе 8 — указывается код ставки НДС 903;
- в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».
- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная – 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются. Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах. В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.