

United Nations Development Programme



REQUEST FOR PROPOSAL

Development of Disaster Risk Management (DRM) Application

RFP No.: UNDP/TLS/2022/0000013025

Project: UNDP/ Safeguarding Rural Communities and their Physical Assets from Climate Induced Disasters in Timor-Leste

Country: Timor Leste

Issued on: 19 July 2022

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DEAR SIR/MADAM,

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

Detailed Technical Specification as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID:** 0000013025

Pre-bid Conference will be held on:

Virtual Pre-Bid Conference (Link will be shared with interested bidders)

Date/Time: 26 July 2022 Timor Leste Time

Place: **Link will be shared with interested bidders**

For Virtual Coaching for e-Tendering Assistance, please contact at:

Email: procurement.staff.tp@undp.org

Your bid, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking "**Accept Invitation**".

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to procurement.staff.tp@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

The user guide and video are available to you in the UNDP public website in this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>.

You can also access the instruction from youtube with link:

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

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.staff.tp@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering 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.

Approved by:

DocuSigned by:

7938473DBCE645A...

Name: Ronald Kumar

Title: Operation Manager,

Date: **July 19, 2022**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>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</p> <p>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.</p> <p>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.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>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</p> <p>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.</p> <p>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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<i>3. Eligibility</i>	<p>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.</p> <p>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.</p>

<p>4. <i>Conflict of Interests</i></p>	<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>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<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>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<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>
<p>7. <i>Language</i></p>	<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>

<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <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.
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<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>
<p>10. Technical Proposal Format and Content</p>	<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>
<p>11. Financial Proposals</p>	<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>
<p>12. Proposal Security</p>	<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</p>

	<p>the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <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. <i>Currencies</i>	<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. <i>Joint Venture, Consortium or Association</i>	<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</p>

	<p>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"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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; j) 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 k) 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>

	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.
19. <i>Amendment of Proposals</i>	<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> <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.</p>
20. <i>Alternative Proposals</i>	<p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	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. <i>Submission</i>	<p>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.</p> <p>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.</p> <p>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.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>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.</p>

	<p>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:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</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>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>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.</p> <p>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>
eTendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>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.</p> <p>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.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User</p>

	<p>Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
<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 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>
<p>25. Proposal Opening</p>	<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>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26. Confidentiality</p>	<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>
<p>27. Evaluation of Proposals</p>	<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: a) Preliminary Examination</p>

	<ul style="list-style-type: none"> b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	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.
29. <i>Evaluation of Eligibility and Qualification</i>	<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> <ul style="list-style-type: none"> e) 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; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) 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; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<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;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>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>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. <i>Due Diligence</i>	<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 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. <i>Clarification of Proposals</i>	<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. <i>Responsiveness of Proposal</i>	<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</p>

	<p>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>
<p>34. Nonconformities, Reparable Errors and Omissions</p>	<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 of subtotals, the subtotals shall prevail and the total shall be corrected; and 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>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<p>E. AWARD OF CONTRACT</p>	
<p>35. Right to Accept, Reject, Any or All Proposals</p>	<p>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.</p>
<p>36. Award Criteria</p>	<p>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.</p>
<p>37. Debriefing</p>	<p>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.</p>
<p>38. Right to Vary Requirements at</p>	<p>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</p>

<i>the Time of Award</i>	total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	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. <i>Contract Type and General Terms and Conditions</i>	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. <i>Performance Security</i>	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. <i>Bank Guarantee for Advanced Payment</i>	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. <i>Liquidated Damages</i>	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.
44. <i>Payment Provisions</i>	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.
45. <i>Vendor Protest</i>	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other</i>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g.

<i>Provisions</i>	<p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
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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	English
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 Time: 14.00 Date: 26 July 2022 Venue: Virtual Meeting (the Zoom link will be shared before the meeting with interested bidders)</p> <p>The UNDP focal point for the arrangement is: UNDP Timor Leste Procurement Unit E-mail: procurement.staff.tp@undp.org</p> <p>Interested bidders should send an email to above address and express their interest to participate in pre-proposal meeting. UNDP shall send the ZOOM invitation to interested bidders before the meeting.</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	<p>Will be imposed as follows:</p> <p>0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.</p>

9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Team Timor Leste Address: UNDP Caicoli, Dili, Timor-Leste E-mail address: procurement.staff.tp@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	10 August 2022, 17.00-Timor Leste Time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code and Event ID number:</u> 0000013025
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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 <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 9 mb ▪ Mandatory subject of email: 0000013025 <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or the e-tendering other than the encrypted financial proposal. Please insert "1" as your bid price in the e-tendering line item.</p>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.

18		Expected date for commencement of Contract	<i>October 1, 2022</i>
19		Maximum expected duration of contract	10 months
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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Special Conditions</p> <p>The United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the "Contractor"), on the other hand agree to the following Special Conditions which amend the UNDP General Conditions of Contract for Goods and Services (the "General Conditions"),</p> <p>The General Conditions are hereby amended as follows:</p> <ol style="list-style-type: none"> Article 16.2 (Copyright, Patents and other Proprietary Rights) of the General Conditions shall be replaced by the following new Article 16.2: <p>"16.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract and the nonrevocable right to sublicense such use to the Secretary of State for Civil Protection-Ministry of Interior in Timor Leste, as further specified in the Terms of Reference".</p>
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

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 in any of the fields of ICT and digital innovation, web-based services and any other relevant field related to assignment.	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	Minimum 5 years of experience in developing DRM related ICT application and/or development of web-based and mobile application.	Form D: Qualification Form
	Minimum 3 contracts of similar nature and complexity implemented over the last 5 years, with at least one contract	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.

	<p>more than 200,000\$ value.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
Financial Standing	<p>Minimum average annual turnover of USD 400,000.00 for the last 3 years (2019,2020 and 2021).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of firm / organization submitting proposal	350
2.	Proposed Work Plan and Approach	300
3.	Management Structure and Key Personnel	350
	Total	1000

Form 1 Expertise of firm / organization submitting proposal		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing: <ol style="list-style-type: none"> Working experience at international level with UNDP/ major multilateral/ or bilateral programmes (30 Marks) IT related experience in field of DRM or Environmental app development for major organizations (10 marks) Diverse team with national and international experience (10 marks) 	50
1.2	General Organizational Capability which is likely to affect implementation: <ol style="list-style-type: none"> Management structure: well defined organization working structure with hierarchy of management and office structure (30 marks), Financial stability and project financing capacity: strong financial statement with quick ratio of 1 and average financial turn over of at-least US\$ 400,000.00 (50 marks) to \$ 500,000 (60 marks) Project management controls: The controlling mechanism is well defined in organization structure and quality control is ensured by having built-in mechanisms in place (30 marks) , 	120
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	30
1.4	Relevance experience <ul style="list-style-type: none"> At least 5 years of cumulative relevant experience and proven record of DRM related development in ICT application field and with specialized expertise in the development of web-based and mobile application as stated in TOR and in field of Disaster Risk Management, <ul style="list-style-type: none"> 5 to 6 years of experience (70 marks) Above 6 years (90 marks) Experience of similar nature in the Asia/Pacific Region. <ul style="list-style-type: none"> 1 contract (20 marks) More than 1 contract (30 marks) 	120
1.5	Organizational Commitment to Sustainability (mandatory weight) <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other 	30

	means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	
		350

Form 2 Proposed Work Plan and Approach		Points Obtainable
2.1	Understanding of timelines, sequence of activities and presentation <ul style="list-style-type: none"> Timelines proposed is as per expected timeline in the RFP (30 marks) All sequence of activities clearly defined (60 marks) Presentation is clear (10 marks) 	100
2.2	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? <ul style="list-style-type: none"> Mandatory assessment proposed with counterpart/beneficiary (30 marks) All components/requirements/existing systems taken into consideration (50 marks) 	80
2.3	Have the important aspects of the task been addressed during DRM Application Development? <ul style="list-style-type: none"> All activities under task 3 & 4 are included as per RFP (50 marks) Tasks are detailed to the level of proper functionality (20 marks) 	70
2.4	How effective is the knowledge transfer and training plan? <ul style="list-style-type: none"> Has proposed a training plan taking into consideration number of users, mode/method of training (40 marks) Effective use of training methods (10 marks) 	50
Total		300

Form 3 Management Structure and Personnel			Points Obtainable
3.1 (I)	Team Leader- International (Submission of 1 CV is required)	Sub-Score	100
	Qualification: <ul style="list-style-type: none"> Degree in Computer Science and Engineering/ICT. <ul style="list-style-type: none"> Bachelors – 20 points Masters – 25 points 	25	

	Suitability for the Project <ul style="list-style-type: none"> At least 10 years of progressive experience in technology and innovation and managing IT projects (20 marks). Experience in leading similar kinds of work assignment that involve software design and developing digital applications and technology solutions (20 marks). Experienced in Mobile App development on both iOS and Android platforms (15 marks). Proven ability of innovation and knowledge and experience working with Government and/or the United Nations Agencies (10 marks). 	65	
	Language requirements <ul style="list-style-type: none"> Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (3 marks) 	10	
		100	
II	Software Engineer- International (submission of 1 CV is required)	Sub-Score	85
	Qualification: <ul style="list-style-type: none"> University Degree in Computer Science and Engineering/ICT; <ul style="list-style-type: none"> Bachelors – 20 points Masters – 25 points 	25	
	Suitability for the Project <ul style="list-style-type: none"> At least 7 years of progressive experience in the sector of software and application development (25 marks) Previous experience working with similar projects and developing applications (DRM or Environment related) and technology solutions (25 marks) 	50	
	Language requirements <ul style="list-style-type: none"> Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage 3 marks) 	10	
		85	
III	UX Design Engineer- International (submission of 1 CV is required)	Sub-Score	60
	Qualification: <ul style="list-style-type: none"> University Degree in Computer Science and Engineering/ICT or related. <ul style="list-style-type: none"> Bachelors – 20 points Masters – 25 points 	25	
	Suitability for the Project <ul style="list-style-type: none"> Atleast 5-years of progressive experience in the sector of UX designing for software development purpose (20 marks) Previous experience designing similar applications and technology solutions (5 marks) 	25	
	Language requirements <ul style="list-style-type: none"> Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (3 marks) 	10	
		60	

	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	Sub-Score	55
	- Total Part 3		350

Passing criteria: Maximum obtainable technical points is 1000. Only companies obtaining minimum technical points of 700 will be considered for the financial evaluation.

SECTION 5. TERMS OF REFERENCE

TERMS OF REFERENCE

Development of DRM Application

Unit:	Climate Change and Environment
Project:	“Safeguarding rural communities and their physical assets from climate induced disasters in Timor-Leste”
Duty Station:	Dili, Timor-Leste
Duration:	10 months (including 6 months for maintenance and support service)
Expected Start date:	01 October 2022
Expected Completion:	31 May 2023

1. BACKGROUND/PROJECT DESCRIPTION

Timor-Leste is highly vulnerable to climate changes, particularly increasing variability of rainfall and extreme weather events. Lives and livelihoods in the remote interior of the country and coastal regions are both highly exposed. Impacts of intensified extreme events include damage and degradation of decentralized small-scale critical infrastructure, particularly water supply and drainage structures, embankments, and feeder roads and bridges. Damages leave rural populations isolated, lacking basic services. In response to this challenge, in 2019, the Government of Timor-Leste (GoTL) with the support of UNDP received funding from the Green Climate Fund (GCF) to implement the “Safeguarding rural communities and their physical assets from climate induced disasters in Timor-Leste” project from 2020 to 2026. The project is represented by the Secretariat of State of Environment (SSE), under the Coordinating Minister of Economic Affairs, as the Implementing Partner with the main responsible parties/ministries being the Ministry of State Administration (MSA), Ministry of Agriculture and Fisheries, Ministry of Public Works (MoPW) and the Secretary of State for Civil Protection (SSCP).

The objective of the project is to safeguard vulnerable communities and their physical assets from climate change-induced disasters. It aims to address existing institutional, financial and legislative barriers, increasing the climate resilience of vulnerable small-scale rural infrastructure. The project targets 175,840 direct beneficiaries, an estimated 15% of the total population. Benefits include increased climate resilience for small-scale infrastructure as well as 300 ha of reforested and rehabilitated land to buffer against climate-induced disasters.

This will be achieved by delivering the following results:

- Strengthening the capacity of mandated institutions to assess and manage climate risks to maintain local infrastructure services. GCF-funded activities will embed new skills, technologies, and innovative methods in climate risk identification and mitigation processes. Monitoring and recording of climate risk information will be enhanced, and these data will be integrated into policies, standards, guidelines, and long-term investment planning for small-scale rural infrastructure.
- Implementing climate resilient building measures to improve small-scale rural infrastructure in vulnerable areas. GCF funds will assist in the development and implementation of catchment management strategies,

supporting long-term resilience and climate risk reduction via landscape restoration and enhanced land stability, particularly in vulnerable catchments where small-scale infrastructure is present.

The project is supporting the ongoing decentralized investment frameworks which is administered through the Municipality Development Investment Program (PDIM) and National Suco Development Plan (PNDS) processes, by embedding the knowledge of climate risks and skills of climate proofing design, construction, operation and maintenance of rural infrastructure. Through the project, local authorities' capacity for climate-risk informed development of long-term investment plans will be enhanced, thereby strengthening de-centralized decision-making.

The GCF project has developed mobile GIS-based physical asset mapping and asset condition inspection methods and tools which were tested in several sucos (villages). In addition, the project is providing support to the MI-SSCP to develop the asset management system and damage and loss database including digitizing the data collection forms. Additionally, the countrywide Multi-Hazard Risk Assessment (MHRA) is ongoing and development of a climate risk model for Timor-Leste.

The GCF project is seeking an experienced technology service provider to develop and operationalize a harmonized and unified damage and loss recording and accounting system in the form of a *Disaster Risk Management Application (DRMApp)* which will provide a near real time system to track the observation data, verification data and compensatory responses, including a Meta database to collate and track multiple different reporting.

As part of the engagement, the provider will be required to conduct a detailed review of existing damage and loss databases and accounting methods (example the existing Disaster Risk Management Portal and Desinventar database – BDDTL which is accessible online <http://www.tldd.mss.gov.tl/>). The assessment will also determine the technical and functional feasibility and requirements to build from this existing web-portal.

The contractor should be an information technology company with a proven record of innovation in ICT application field and with specialized expertise in the development of web-based application. The contractor should have a proven record of experience in developing and deploying similar web-based applications and mobile applications in both Android and iOS.

2. OBJECTIVE

The overall objective of the assignment to engage with a service provider who will assess the functionality of the existing portal and develop and operationalize a Disaster Risk Management Application (both web-based and mobile). This will be done through extensive collaboration with SSCP, TIC Timor and other relevant line ministries and Government departments.

3. SCOPE OF SERVICES/DESCRIPTION OF SERVICES

The task of the contractor will be to develop, design and operationalize a multi-platform web-based and mobile DRM application allowing users to access and use the various features.

Being user-friendly, with easy open access to national, sub-national and municipal and suco level, the DRMApp will include electronic (online, mobile handheld proformas etc.) and access to the digital damage and loss recording templates and forms. The DRMApp will include enhanced user's experience interface with features that allow users to choose among the languages (Tetum, Portuguese, English).

4. SPECIFIC TASKS AND RESPONSIBILITIES

To achieve the objective of the assignment, the contractor will provide the following services:

Task I – Inception Phase

- Prepare the inception report summarizing the objectives, scope and outputs of the assignment, the organization and methodology for the various outputs/deliverables with indicative timelines for the entire assignment.
- Conduct desk review, consultations and share the findings and recommendations on the hosting requirements and capabilities of SSCP and/or TIC Timor or the counterpart agency responsible for the administration of the DRM App.

Task II – Software Requirement Specification SRS & Application detailed design report.

- Conduct a needs assessment of the existing system to prepare the precise System Requirement Specification (SRS) for designing and developing the DRM application and provide concrete development plan in the SRS.
- The SRS document may include but not limited to the following sections:
 - System Study and Requirement Specification
 - Application detailed design and test plans
 - Interfaces
 - Functional Capabilities
 - Performance Levels
 - Data Structures/Elements
 - Safety
 - Reliability
 - Security/Privacy
 - Quality
 - Constraints and Limitations
 - Proposed Web Portal Model – Prototype
 - DRMAApp (Mobile) model
 - Development Tools
 - Design Specification
 - Use Case Scenarios
 - Hardware requirement

Task III – Development of DRM Application (web base portal)

Design the solution architecture of the web-based DRM Application in a manner for better performance, flexibility, scalability, extendibility and multitenancy of the system for future expansion. This will be based on the findings from the feasibility of upgrading and updating the existing BDDTL <http://www.tladd.mss.gov.tl/>

As part of the solutions architecture for the application design, the following will be included:

- Users and roles
- Software Development Life Cycle (SDLC) approaches and methodology
- Functional requirements i.e., modules and navigations

Features of the Application include (but not limited to):

- Web-mapping services
 - Compatible with exchanging data and linking with other portals

- Linking with freely available interactive weather satellite maps (NDOC Warning Receiver System)
- Uploading, downloading, editing (delete, append, overwrite) and viewing thematic maps (including risk maps) and other types of geo-referenced datasets
- Implementing simple spatial analysis such as overlaying thematic maps with geo-referred datasets
- On desktop and web-based portal.
- Digitized Data Entry and SOPs
 - Access to electronic forms
 - Data validation
 - Data cleaning
 - Data classification
 - Scanning
- Data Analysis mechanism to display data by Info-graphic and Charts
- Data Mining and linkages
 - Linking DesInventar database with other data input providers such as Ministry of Finance, Department of Statistics that provides census data; Ministry of Public Works and Ministry of State Administration on physical infrastructural assets, Ministry of Agriculture and Fisheries supplying data on irrigation, land-use, landcover, crop and livestock types and ecological data; ANAS providing data on water infrastructure in the country; Ministry of Transport and Telecommunication – National Directorate of Meteorology and Geophysics on EWS related data.
 - Implementing user-friendly query operations with results shown in both raw and summary tables and graph and on symbolize maps
- Data Harvesting Tools allowing real-time data recording and near-real time viewing/access to disaster data by users. This include using tools such as the:
 - Rapid Post-Damage Losses and Assessment (RPDLA)
 - Physical Asset Damage Inspection, Recording and Verification
 - Provide the mapping of the existing physical assets such as buildings, roads, water supply systems, irrigation schemes, health facilities, schools and other key infrastructures
 - Asset Condition Inspection to assess and verify the conditions of existing infrastructural assets
- Message Board and Contact

Task IV – Development, UAT and Deployment of DRMAApp (Android and iOS Mobile)

This should be implemented in the following phases:

- Requirement Analysis and Design
- Development and Release
- User Acceptance Testing (UAT) and Deployment
- Training and Knowledge transfer (detailed in Task V)

Application shall provide the ability to encrypt user IDs and passwords and impose minimum password lengths along with ability to reset passwords following a standard password strategy for User's log in.

The system should migrate all data from previous versions and DRM portals and systems with appropriate data validation; a report should be presented of data migration.

The application should have a dynamic content management system (CMS) with support of contents upload,

tagging, searching and download features. Content hit/view/download count will be recorded and presented in dashboard and printable reports. A user level permission will be set to control who can upload, publish and download contents. The CMS should also migrate contents (video, audio, images, texts, pdf etc.) from the previous version of the application.

The DRM application should be cross browser compatible, responsive and graphically attractive. There will be a Dashboard presenting dynamic data in reports in tabular and graphic presentations.

Task V – Knowledge transfer through interactive workshop sessions and high-quality hands-on training

Development and deliver the Training/ User manual

- a. Standard Operating Procedures (SOPs)
- b. User manual

Hands-On Training - The contractor will provide hands on practical training and related technical assistance support to designated staff in the Government's department such as SSCP, TIC Timor and/or the relevant counterpart agency that will be responsible for hosting and administration of the DRMAApp. The training logistics will be organized by the project.

Task VI – Maintenance and Application upgrades and Final Completion Report

Provide at least 6 months post-deployment support and maintenance service of the DRM App after the application has been developed, UAT and deployed.

Support and maintenance services will cover fixing all bugs and system errors as and when identified by the system and application users. Upgrade the application based on the testing and feedback received from the relevant stakeholders and users of the application.

The technology service provider shall take or advice the server maintenance engineer to take timely backup of the entire database to meet up the challenge of system recovery, in case of any disaster or missing data. This will include establishment of the procedure for back up and the disaster recovery plan and any other information related to the software.

The technology service provider team will work at their own office premises/home based, but in case of special requirement, they may have to support the work at the counterpart's/client's location.

During the maintenance period, the technology service provider will assign a dedicated team member who will work closely with UNDP's designated official to ensure timely support and proper delivery of any assignment during the support and maintenance phase.

Project Completion final report including pointing out potential risks and challenges and mitigative measures. The report summarizes the activities of the different phases conducted, including the resources used, findings, presenting the pre-and post-assessment results, contractors process improvements, lessons learned and recommendations.

Technical Features of the Application

While not exhaustive, the following basic requirements for the app have been identified (the list of features above will be expanded based on the findings resulting from the development phase):

- The DRM application and mobile platform should be accessible on multiple platform
- The data displayed on the app from existing sources should update automatically
- A Content Management System (CMS) to enable users (designated or public) to share, upload and tag new content and authorized individuals to validate data and clear content before being updated and made accessible to all users and the public.
- Display multimedia content
- Features such as notification system, specification for target devices and localization (Geo tagging)
- The applications interface will be designed for English with the capability to other languages (Tetun/Portuguese/English)
- The mobile platform should enable practitioners to collaborate and gather knowledge
- Focus on simplicity, great performance and attractive design
- Data Analysis mechanism to display data by Info-graphic and Charts
- Locate vulnerable, risky and open areas
- Digitized forms and templates to send information
- Awareness raising materials
- Citizen reporting and complaint icon
- Weather and disaster alerts
- Link mobile application with the portal of municipality
- Link the mobile application to other state agencies and the municipalities website
- Important and emergencies contact numbers like ambulance, fire brigade, police etc.

DRM App Management: The application will be hosted in the Secretary of State for Civil Protection. The President of the Civil Protection Authority will be responsible for designating the mandate to the appropriate department or agency to host, update, operate and maintain the web-based and mobile application.

5. EXPECTED OUTPUTS AND DELIVERABLES

D1 – Inception Phase

D2 – Software Requirement Specification SRS and Application detailed design report.

D3 – Development and release of DRM Application (web base portal)

D4 – Development, UAT and deployment of the DRMApp (Android and iOS Mobile)

D5 – Knowledge transfer through workshop/hands-on trainings

D6 – Maintenance and upgrades and Final Completion Report

6. SCHEDULE OF DELIVERABLES AND PAYMENT

Deliverables/ Outputs	Success Indicators	Payment (%)	Expected Completion Date	Review and Approvals
D1 – Inception Phase	Inception Report including the detailed methodology and workplan.	5 %	3 weeks after signing of contract	UNDP
D2 – Software Requirement Specification SRS and Application	Needs assessment. SRS and system	10%	4 weeks after	UNDP

detailed design report.	design report		signing of contract	
D3 – Fully Developed and functional DRM Application (web base portal)	DRM Application (web base portal) accessible including digitized Data Entry and SOPs	20%	12 weeks after signing of contract	UNDP
D4 – Fully Developed and functional DRMAApp (Android and iOS Mobile)	DRMAApp developed and accessible on Android and iOS Mobile devices with high	30%	14 weeks after signing of contract	UNDP
D5 – Knowledge transfer through interactive workshop sessions and high-quality hands-on trainings. Training report submitted.	Development and deliver the Training/ User manual <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • User manual • Staff trained and training report 	10%	18 weeks after signing of contract	UNDP
D6 – Maintenance and Application upgrades and Final Completion Report	6 months post-deployment support and maintenance service (including fixing all bugs and system errors) of the DRM App after the application has been developed and submission of final report with source of app.	25%	40 weeks after signing of contract	UNDP
Duration		100%	10 months	

All the deliverables under this assignment must be presented to acceptable standards. All reports should be submitted in English. The deliverables will only be accepted after having been validated and deemed to have met the standards expected. All training events and workshops have to be well prepared and executed professionally by the consultancy firm /technology service provider.

7. INSTITUTIONAL ARRANGEMENT

- The engagement will be with an organization/training provider that have a proven track record and experience in conducting similar training in the past.

- The assignment will be delivered through a combination of in-country presence and remote work. At least one of the key experts from the service provider must be present in the duty station during the main development and operationalization stages of the web-portal and application development.
- UNDP would be responsible in the overall contract management of the project in close coordination with the Secretary of State for Civil Protection (SSCP)
- The organization/technology service provider will work under the supervision of UNDP Technical Specialist and in close collaboration with the Project Management Unit (PMU) and UNDP Timor-Leste Country Office (CO), relevant national and municipal government counterparts.
- Frequent communication and collaboration with project team and relevant national counterpart staff will be maintained through e-mail, telephone and (and/or Zoom, M-Team where face-to-face meetings is not possible) correspondence with all relevant parties mentioned above for smooth accomplishment of the assignment.
- Continuous collaboration and ongoing monitoring and reporting of the activities of the organization/training provider will be done by UNDP deliverables in line with comments and feedback provided.
- UNDP will closely collaborate with the service provider throughout the implementation of the assignment such that there will be review of drafts of the expected deliverables and reports shared in advance (i.e. before the end of the period of implementation of the tasks as per schedule), for review and feedback prior to final submission for approval and payment.
- Arrangements for transportation, living accommodation and logistics required to deliver the tasks under this TOR is the duty station will be the responsibility of the service provider.
- For training purposes, UNDP provide logistics services,
 - All deliverables must be submitted to UNDP for approval prior to approval for payment. This will be in accordance with the agreed deliverable and payment schedule.
- The consultancy firm/technology service provider shall ensure that experts are adequately supported and equipped. It shall ensure that there is sufficient administrative and logistical support to enable experts to concentrate on their primary responsibilities.
- All the equipment needed for this assignment should be managed by the service provider. No equipment will be purchased/provided by the project under this assignment.

8. DURATION OF ASSIGNMENT

Proposed activities should be completed within a maximum period of 10 months from **01 October 2022 to 31 July 2023** or 10 months from the date of award of the contract to the contractor/company.

9. DUTY STATION

Dili (Timor-Leste) and remotely.

10. QUALIFICATIONS OF THE SUCCESSFUL ORGANIZATION/TRAINING PROVIDER AND EXPERIENCE

10.1. Institutional Profile of service provider

The service provider should be an information technology company with a proven record in ICT application field, working with DRM related applications and have specialized expertise in the development of web-based and mobile application.

Please refer to Section #4 and detailed scoring section for further information on required criteria for the service provider.

10.2. Management Structure and Key Personnel

The consulting firm/technology service provider is expected to propose a team of experts include technology experts and coders and mobile platform innovation experts consisting of a team leader and the other experts/specialist listed below (for evaluation). The CVs must pinpoint relevant past experience, highlight comparative advantages, and provided the details in English Language. More details about the required backgrounds and experience are stated as per the Evaluation Criteria under "Management Structure and Key Personnel

Key Expert 1 – International Team Leader (1 CV)

The Team Leader is responsible for the day-to-day operational management of the assignment, including developing and overseeing work, attending meetings with UNDP and its partners and preparation of project progress reports. S/he is responsible for the quality assurance of the products and deliverables and regular reporting to the client. The chosen candidate is responsible for overseeing all technical aspects of the project implementation including analyze the user requirements, develop, and design the application, choose the right technical solution as well as oversee the right implementation to ensure sustainability.

- Qualification and Experience
 - At least a Degree in Computer Science and Engineering/ICT.
 - At least 10 years of progressive experience in technology and innovation and managing IT projects.
 - Ability to plan, prioritize and manage assigned tasks to meet established deadlines.
 - Experience in leading similar kinds of work assignment that involve software design and developing digital applications and technology solutions.
 - Experienced in Mobile App development on both iOS and Android platforms.
 - Proven ability of innovation and knowledge and experience working with Government and/or the United Nations Agencies
 - Proficiency in both spoken and written English. In addition to excellent command of English, ability to communicate in Tetum, or Portuguese will be an advantage.

Key Expert 2 – International Software Engineer

The Software Engineer is expected to drive the software programming initiative in the project. S/he will be responsible for conducting the requirement analysis and designing and developing the system specifications for successful deployment. This includes design and develop and modify the application and arranging the needed functionalities accordingly. The database backend is also expected to be developed by this team, including adding and modifying the structure, the stored procedures (if any), SQL queries, triggers and enable necessary security with backup features.

Additionally, s/he will provide necessary technological solution to the team and carry out the technical evaluation for project development standardization

- Qualification and Experience
 - University Degree in Computer Science and Engineering/ICT
 - At least 7 years of progressive experience in the sector of software and application development

- Previous experience working with similar projects (DRM and Environment) and developing applications and technology solutions
- Proficiency in both spoken and written English. In addition to excellent command of English, ability to communicate in Tetum, or Portuguese will be an advantage.

Key Expert 3 – International UX Design Engineer

The User Experience (UX) Design Engineer will be responsible for the following:

Designing and supporting the best user experience that the application will deliver for its users.
Supplying all digital imagery required for preparing the software including CSS templates and GUI for each screen.
Understand the full functionality of the software applications and organize the UI components in different pages, sections, tabs to ensure maximum user-friendliness and aesthetics.
Prepare mock HTML /PSD screens for each page of the web-based applications and get the design approved from the relevant authority.
Prepare and supply the developer team with CSS, GIF, and JPEG files for screens, buttons, banners and other items as required.
Prepare the help files, manuals, and other documentation to ensure accessibility and attractiveness

- Qualification and Experience
 - University Degree in Computer Science and Engineering/ICT or related.
 - 5 years of progressive experience in the sector of UX designing for software development purpose.
 - Previous experience designing similar applications and technology solutions
 - Proficiency in both spoken and written English. In addition to excellent command of English, ability to communicate in Tetum, or Portuguese will be an advantage.
- Other Support Staff that will be engaged and providing backstopping support based on the Organisation and Methodology presented and/or as required for the delivery of the tasks as outlined in the Terms of Reference. The profile must indicate role.

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 uploaded in e-tendering system in a separate password protected file)

▪ 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 **Development of DRM Application** 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:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney ▪ Bank statement for the last 3 years ▪ All other documents requested in Section-6

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 qualification, capacity and expertise

- 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 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

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	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]
	[INSERT]
PROFESSIONAL CERTIFICATIONS	[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	[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.]
	[INSERT]
REFERENCES	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]
	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 RELVANT INFORMATION ABOUT MYSELF.

SIGNATURE

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 **Development of DRM Application** 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]		

(Must be uploaded in e-tendering system in a separate password protected file) FINANCIAL PROPOSAL NOT PROTECTED SHALL BE REJECTED.

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees (Please include all costs related to technical and operational personnel only)

Name	Position	Fee Rate	Minimum No. of Days	Total Amount
		A	B	C=A+B
Personnel	Team Leader		72	
	Software Engineer		72	
	UX Design Engineer		35	
	Translator/Intepretator		25	
	Other personnel (please specify)			
Subtotal Professional Fees:				

Note the number of days is minimum effort foreseen for each personnel however bidders shall propose as per their methodology.

Table 3: Breakdown of Other Costs (please include all costs which are not related to technical and operational personnel and not covered under the TABLE-2)

Description	UOM	Quantity	Unit Price	Total Amount	Detailed explanation on the cost breakdown
Travel (International)	Trip	2			
Living Allowance	Days	25			
Miscellaneous travel expense	Trip	4			
Local transport cost	Day	25			
Communications	month	4			
Printing	lumpsum				
Training & workshop	each	1			
Other Costs: (please specify)					
Subtotal Other Costs:					

Table 4: Breakdown of Price per Deliverable/Activity

Deliverables/ Outputs	Success Indicators	Payment (%)	Amount for each Deliverable
D1 – Inception Phase	Inception Report including the detailed methodology and workplan.	5 %	
D2 – Software Requirement Specification SRS and Application detailed design report.	Needs assessment. SRS and system design report	10%	
D3 – Fully Developed and functional DRM Application (web base portal)	DRM Application (web base portal) accessible including digitized Data Entry and SOPs	20%	
D4 – Fully Developed and functional DRMAApp (Android and iOS Mobile)	DRMAApp developed and accessible on Android and iOS Mobile devices with high	30%	
D5 – Knowledge transfer through interactive workshop sessions and high-quality hands-on trainings. Training report submitted.	Development and deliver the Training/ User manual <ul style="list-style-type: none"> Standard Operating Procedures (SOPs) User manual Staff trained and training report 	10%	
D6 – Maintenance and Application upgrades and Final Completion Report	6 months post-deployment support and maintenance service (including fixing all bugs and system errors) of the DRM App after the application has been developed and submission of final report with source of app.	25%	
GRAND TOTAL		100%	