**RFP No.: 22/02505: EDMITE / Development of the e-Day software system.**

# SECTION 7: PROPOSAL FORMS

* **Form A: Proposal Confirmation**
* **Form B: Checklist**
* **Form C: Technical Proposal Submission**
* **Form D: Proposer Information**
* **Form E: Joint Venture/Consortium/Association Information**
* **Form F: Eligibility and Qualification**
* **Form G: Format for Technical Proposal**
* **Form H: Format for CV of Proposed Key Personnel**
* **Form I: Statement of Exclusivity and Availability**
* **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
* **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
* **Proposal Conformance Matrix**

## FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |
| --- | --- | --- |
| To: | Insert name of contact person | Email: Insert contact person’s email - do not enter secure proposal email address |
| From: | Insert name of proposer |  |
| Subject | RFP reference Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **Check the appropriate box** | **Description** |
|  | **YES**, we intend to submit a proposal. |
|  | **NO**, we are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|  | The requested services are not within our range of supply |
|  | We are unable to submit a competitive proposal for the requested services at the moment |
|  | The requested services are not available at the moment |
|  | We cannot meet the requested terms of reference |
|  | The information provided for proposal purposes is insufficient |
|  | Your RFP is too complicated |
|  | Insufficient time is allowed to prepare a proposal |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below. |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your requirement is too small |
|  | Our capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | The person handling proposals is away from the office |
|  | Other (please provide reasons below): |
| Further information: Click or tap here to enter text. | |
|  | We would like to receive future RFPs for this type of services |
|  | We don’t want to receive RFPs for this type of services |

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

**Technical Proposal:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Proposal Forms?** |  |
| * Form C: Technical Proposal Submission |  |
| * Form D: Proposer information |  |
| * Form E: Joint Venture/Consortium/Association Information |  |
| * Form F: Eligibility and Qualification |  |
| * Form G: Technical Proposal |  |
| * Form H: CVs of proposed key personnel |  |
| * Form I: Statements of exclusivity and availability for key personnel |  |
| * Proposal Conformance Matrix |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |
| **Have you provided the required documents in support of Form D: Proposer Information?** |  |

**Financial Proposal:**

|  |  |
| --- | --- |
| * Form J: Financial Proposal Submission |  |
| * Form K: Financial Proposal |  |

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

## FORM C: TECHNICAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them. |
|  |  | I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period. |
|  |  | **Ethics**: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group. |
|  |  | I/We 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); |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future. |
|  |  | **Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period. |
|  |  | I/We understand and recognize that you are not bound to accept any proposal you receive. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Proposer*]

## FORM D: PROPOSER INFORMATION

|  |  |
| --- | --- |
| **RFP Reference** | Click or tap here to enter text. |
| **Legal name of Proposer** | Click or tap here to enter text. |
| **Legal Address, City, Country** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **Year of registration** | Click or tap here to enter text. |
| **Proposer’s Authorized Representative information** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Legal structure** | Choose an item. |
| **No. of full-time employees** | Click or tap here to enter number. |
| **No. of staff involved in similar contracts** | Click or tap here to enter number. |
| **Are you a UNGM registered vendor?** | Yes  No If yes, insert UNGM Vendor Number |
| **Years of supplying to UN organisations** | Click or tap here to enter text. |
| **Are you a** Click or tap here to enter text.**vendor?** | Yes  No If yes, insert Vendor Number |
| **Countries of operation** | Click or tap here to enter text. |
| **Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)** | Click or tap here to enter text. |
| **Commercial Representatives in the country: Name/Address/Phone (for international companies only)** | Click or tap here to enter text. |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | Click or tap here to enter text. |
| **Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent?** *(If yes, provide a Copy of the valid Certificate):* | Tick all that apply and **provide supporting documentation**:  Corporate Environmental Policy  ISO 14001  ISO 14064  Other, specify Click or tap here to enter text. |
| **Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?**   * **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.** * **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.** * **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.** | Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:  Tick all that are attached:  Formal statement  Sustainability report  UN Global Compact Communication on Progress  Other, specify Click or tap here to enter text. |
| **Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?**  *(If yes, please provide details and documentation]* | Click or tap here to enter text. |
| **Is your company a member of the UN Global Compact?** | Choose an item.  If yes, please provide link to Global Compact profile:  Click or tap here to enter text. |
| **Bank Information** | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. |
| **Contact person that** Click or tap here to enter text. **may contact for requests for clarifications during Proposal evaluation** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |

## FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

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** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **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) | Click or tap here to enter text. |

We have attached a copy of the below referenced 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 Click or tap here to enter text for the fulfilment 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 F: ELIGIBILITY AND QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

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

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| No non-performing contracts during the last 3 years | | | |
| Contract(s) not performed in 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 5 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | 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 5 years**.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Proposers 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 2021** | Currency: USD | Amount |
| **Year 2020** | Currency: USD | Amount |
| **Year 2019** | Currency: USD | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | **2019** | **2020** | **2021** |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

 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:

* 1. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

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

**Section 1: Proposer’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.
  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.
  4. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  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.

* 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. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, details on conceptual framework adopted and description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  3. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  4. Description of the proposed technical solution and its compliance with the System’s technical functional and non-functional requirements.
  5. Quality assurance procedures and risk mitigation measures.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  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**

* 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.
  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.

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: | |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel Date (Day/Month/Year)

**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABLITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer Click or tap here to enter text.in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other Click or tap here to enter text. solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name:

Title:

Date:

Signature:

## FORM J: FINANCIAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

**Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.** Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

## FORM K: FORMAT FOR FINANCIAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

The proposer 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 Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer.** The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Currency of the proposal: US Dollars**

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
| **Costs** | **Amount** |
| **Professional Fees (from Table 2)** |  |
| **Other Costs (from Table 3)** |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of days / months / hours** | **Total Amount** |
| *A* | *B* | *C=A\*B* |
|  | 1 (one) Project Manager |  |  |  |
|  | 1 (one) Senior Software Developer / Technical Lead |  |  |  |
|  | 1 (one) Software Analyst |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of Measure** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Return trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Local transportation costs | Lump sum |  |  |  |
| Out-of-pocket expenses |  |  |  |  |
| Other costs (specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

**Table 4: Breakdown of Price per Deliverable / Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable / Milestone**  **as per Terms of Reference** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** |
| **Deliverable 1:** Inception Report and Preliminary Project Plan developed |  |  |  |  |
| **Deliverable 2:** Module Design Document developed. (provide two initial design variants of the module updates and the final version of the module design, which includes a narrative description of the updates and functionalities) |  |  |  |  |
| **Deliverable 3:** Compiled and documented source-code of the updated e-Day 2.0 Module (including the instruments and libraries, where applicable, and intermediary source-code for updated functionalities under the agreed timeline) fully compatible and functional on the Beneficiary’s platform. |  |  |  |  |
| **Deliverable 4:** Software installation package, which shall include installation and configuration guidelines (how to install application, hardware and software requirements, platform description and configuration, application configuration, disaster recovery procedures etc.) and software licenses (where applicable) submitted |  |  |  |  |
| **Deliverable 5:** Software testing plan and report provided |  |  |  |  |
| **Deliverable 6:** Functional, performance and security testing reports submitted |  |  |  |  |
| **Deliverable 7:** Acceptance in production |  |  |  |  |
| **Deliverable 8:** Full roll out of the e-Day 2.0 - Go Live (in production) |  |  |  |  |
| **Deliverable 9:** Warranty and maintenance (provision of maintenance support for a period of at least 12 months) |  |  |  |  |
| **Total Amount of Financial Proposal** | |  |  |  |

## PROPOSAL CONFORMANCE MATRIX

Vendors shall fill this form to clarify how their proposal and explicitly provide details:

* a short note regarding how the requirement is satisfied for example by configuration, custom development, library capability
* explicit Yes/No label next to each of the mandatory requirement reflecting Vendor's belief whether the requirement is covered by the proposed solution or not.

At least 75% of the listed Use Cases and 75% of Requirements shall have a "Yes" designation in order for the proposal to be considered.

Use Cases model compliance

| Item | Requirement | Compliance note  /Short description how the requirement is met/ | Compliant?  Yes/No |
| --- | --- | --- | --- |
| UC101 UseCase | UC101: Voting section preparation meeting minutes |  | ? |
| UC102 UseCase | UC102: Capture voting ballot receipt signature |  | ? |
| UC103 UseCase | UC103: BESV Voting results meeting minutes |  | ? |
| UC103a UseCase | UC103a: Referendum Voting results meeting minutes |  | ? |
| UC104 UseCase | UC104: Votes count special form |  | ? |
| UC104a UseCase | UC104a: Referendum Votes count special form |  | ? |
| UC105 UseCase | UC105: BESV activity report |  | ? |
| UC109 UseCase | UC109: Annulment of Voting permit certificates |  | ? |
| UC201 UseCase | UC201: CECE Voting participation report |  | ? |
| UC202 UseCase | UC202: CECE Voting results meeting minutes |  | ? |
| UC202b UseCase | UC202b: Council voting results meeting minutes |  | ? |
| UC202c UseCase | UC202c: Mayor voting results meeting minutes |  | ? |
| UC202d UseCase | UC202d: Referendum voting results meeting minutes |  | ? |
| UC205 UseCase | UC205: CECE activity report |  | ? |
| UC501 UseCase | UC510: Enable/disable government platform services |  | ? |
| UC502 UseCase | UC502: Initialize e-Day database and data |  | ? |
| UC505 UseCase | UC505: Review e-Day data and statistics |  | ? |
| UC509 UseCase | UC509: Voting section opening hours management |  | ? |

Functional requirements compliance

| Item | Requirement | Compliance note  /Short description how the requirement is met/ | Compliant?  Yes/No |
| --- | --- | --- | --- |
| FR101 Requirement | BESV regulation |  | ? |
| FR102 Requirement | Election open time |  | ? |
| FR103 Requirement | Election close time |  | ? |
| FR104 Requirement | Extended close time |  | ? |
| FR105 Requirement | Voting temporary suspended |  | ? |
| FR106 Requirement | After election day end e-Day external access is forbidden |  | ? |
| FR107 Requirement | Voting ballot issued only if e-Day checks allow it |  | ? |
| FR108 Requirement | Voter signs receipt of a voting ballot |  | ? |
| FR109 Requirement | Voter ballot receipt signature details |  | ? |
| FR110 Requirement | Voter ballot receipt conditions |  | ? |
| FR111 Requirement | Votes counting starts after election close time |  | ? |
| FR112 Requirement | Voting results and activity report are prepared during BESV voting counting session |  | ? |
| FR113 Requirement | Unused voting ballots are counted before cast ballots |  | ? |
| FR114 Requirement | Voting box integrity meeting minutes |  | ? |
| FR116 Requirement | Number of cast votes determined by count of signatures captured |  | ? |
| FR117 Requirement | Invalid votes |  | ? |
| FR118 Requirement | Vote count special form consulted before voting results accepted |  | ? |
| FR119 Requirement | Voting results template |  | ? |
| FR120 Requirement | Referendum Voting results template |  | ? |
| FR121 Requirement | Votes count special form template |  | ? |
| FR122 Requirement | Referendum Votes count special form template |  | ? |
| FR123 Requirement | Preliminary vote count results are captured in a BESV vote count special form |  | ? |
| FR124 Requirement | Vote count special form captures valid votes for each competitor/option |  | ? |
| FR125 Requirement | Sum of valid and invalid votes matches number of total cast ballots |  | ? |
| FR126 Requirement | Vote count special form signatures |  | ? |
| FR127 Requirement | BESV Voting results meeting minutes signatures |  | ? |
| FR128 Requirement | BESV Voting results missing signatures |  | ? |
| FR129 Requirement | BESV Voting results meeting minutes values |  | ? |
| FR130 Requirement | BESV primary voter list number |  | ? |
| FR131 Requirement | BESV primary voter list count equal to Voter section preparation meeting minutes |  | ? |
| FR132 Requirement | Voters who received voting ballots |  | ? |
| FR133 Requirement | Deteriorated voting ballots count |  | ? |
| FR134 Requirement | Sum of valid and invalid ballots equals the total number of cast ballots |  | ? |
| FR135 Requirement | Difference between voter participation and cast votes |  | ? |
| FR136 Requirement | Number of valid votes |  | ? |
| FR137 Requirement | BESV assigned voting ballots |  | ? |
| FR138 Requirement | Unused/annulled voting ballots |  | ? |
| FR139 Requirement | BESV activity report template |  | ? |
| FR140 Requirement | BESV activity report notes |  | ? |
| FR141 Requirement | Annulment of voting permit certificates template |  | ? |
| FR142 Requirement | Annulment of voting permit certificates based on their identifier |  | ? |
| FR143 Requirement | Pre-populate documents with known values |  | ? |
| FR144 Requirement | BESV voting results numbers validation |  | ? |
| FR145 Requirement | BESV electoral records access |  | ? |
| FR198 Requirement | Electoral records changes |  | ? |
| FR199 Requirement | Electoral records in PDF format |  | ? |
| FR201 Requirement | CECE Voting participation report |  | ? |
| FR202 Requirement | CECE Voting participation report access |  | ? |
| FR203 Requirement | CECE Voting participation report values |  | ? |
| FR204 Requirement | CECE Voting participation time |  | ? |
| FR205 Requirement | CECE Voting participation frequency |  | ? |
| FR206 Requirement | CECE Voting participation cache |  | ? |
| FR207 Requirement | CECE Voting results meeting minutes template |  | ? |
| FR208 Requirement | CECE electoral records access |  | ? |
| FR209 Requirement | CECE voting results based on BESV meeting minutes |  | ? |
| FR210 Requirement | CECE electoral records access |  | ? |
| FR211 Requirement | CECE Voting results meeting minutes values |  | ? |
| FR212 Requirement | CECE voting results numbers validation |  | ? |
| FR213 Requirement | CECE voting results meeting minutes by election type |  | ? |
| FR214 Requirement | CECE Voting results meeting minutes for local councils |  | ? |
| FR215 Requirement | CECE Voting results meeting minutes for mayors |  | ? |
| FR216 Requirement | CECE Voting results meeting minutes for referenda |  | ? |
| FR217 Requirement | CECE members can add their written comments to Voting results meeting minutes |  | ? |
| FR218 Requirement | CECE activity report |  | ? |
| FR219 Requirement | CECE activity report template |  | ? |
| FR220 Requirement | CECE members can add their written comments to CECE activity report |  | ? |
| FR221 Requirement | CECE activity report consolidates subordinate electoral organization activity |  | ? |
| FR222 Requirement | CECE activity report allows changes to consolidated data |  | ? |
| FR223 Requirement | CECE voting results allows changes to consolidated data |  | ? |
| FR226 Requirement | CECE activity report consolidated data items |  | ? |
| FR501 Requirement | e-Day initialization process |  | ? |
| FR503 Requirement | e-Day electoral organizations |  | ? |
| FR504 Requirement | e-Day voter lists |  | ? |
| FR505 Requirement | e-Day 2.0 data |  | ? |
| FR506 Requirement | e-Day 2.0 data structure changes should minimize changes to existing informational objects |  | ? |
| FR507 Requirement | e-Day administrators are offered options to review collected e-Day data |  | ? |
| FR508 Requirement | e-Day 2.0 statistics |  | ? |
| FR509 Requirement | e-Day 2.0 statistics by electoral organization |  | ? |
| FR510 Requirement | e-Day 2.0 statistics by electoral record |  | ? |
| FR511 Requirement | e-Day 2.0 data view |  | ? |
| FR512 Requirement | e-Day 2.0 statistics for drafts |  | ? |
| FR513 Requirement | e-Day 2.0 tabular data sorting |  | ? |
| FR514 Requirement | e-Day 2.0 tabular data paging |  | ? |
| FR516 Requirement | Election opening hours management |  | ? |
| FR517 Requirement | Voting open/closed manual setting |  | ? |
| FR518 Requirement | Apply changes in bulk |  | ? |
| FR519 Requirement | Election competitors |  | ? |
| FR520 Requirement | Members of BESV/CECE |  | ? |
| FR521 Requirement | - |  | ? |
| FR522 Requirement | - |  | ? |

Non-Functional requirements compliance

| Item | Requirement | Compliance note  /Short description how the requirement is met/ | Compliant?  Yes/No |
| --- | --- | --- | --- |
| NFR010 Requirement | Open standards |  | ? |
| NFR011 Requirement | Service Oriented Architecture |  | ? |
| NFR012 Requirement | Hosting environment |  | ? |
| NFR013 Requirement | Running environment |  | ? |
| NFR015 Requirement | Browser compatibility requirements |  | ? |
| NFR016 Requirement | API for integration with governmental platform services and third-party systems |  | ? |
| NFR017 Requirement | Detailed data model |  | ? |
| NFR020 Requirement | User Documentation |  | ? |
| NFR021 Requirement | How-To video tutorials |  | ? |
| NFR022 Requirement | Technical documentation |  | ? |
| NFR023 Requirement | API documentation |  | ? |
| NFR026 Requirement | Training sessions |  | ? |
| NFR030 Requirement | Perpetual software license |  | ? |
| NFR031 Requirement | Redistribution rights |  | ? |
| NFR032 Requirement | Full data rights |  | ? |
| NFR033 Requirement | Open data format |  | ? |
| NFR034 Requirement | Third party licenses |  | ? |
| NFR040 Requirement | Governmental platform services integration |  | ? |
| NFR042 Requirement | Open data integration |  | ? |
| NFR050 Requirement | System logs |  | ? |
| NFR051 Requirement | Log levels and event log records |  | ? |
| NFR052 Requirement | Graceful shutdown |  | ? |
| NFR053 Requirement | Source code |  | ? |
| NFR054 Requirement | System deployment |  | ? |
| NFR055 Requirement | System upgrades |  | ? |
| NFR062 Requirement | Concurrent users |  | ? |
| NFR063 Requirement | Concurrent system requests |  | ? |
| NFR064 Requirement | Response time |  | ? |
| NFR065 Requirement | Daily transactions |  | ? |
| NFR066 Requirement | Key performance Indicators |  | ? |
| NFR067 Requirement | Asynchronous processing |  | ? |
| NFR070 Requirement | Multilanguage User Interface |  | ? |
| NFR071 Requirement | User Interface accessibility |  | ? |
| NFR072 Requirement | Responsive/Adaptive design |  | ? |
| NFR073 Requirement | Contextual help |  | ? |
| NFR074 Requirement | Client support |  | ? |
| NFR075 Requirement | Bookmarks |  | ? |
| NFR076 Requirement | Friendly URLs |  | ? |
| NFR080 Requirement | Secure by design |  | ? |
| NFR081 Requirement | Security design documentation |  | ? |
| NFR082 Requirement | Least privilege principle enforcement |  | ? |
| NFR083 Requirement | Secrets and addresses |  | ? |
| NFR084 Requirement | Secure communication channels |  | ? |
| NFR086 Requirement | Minimize personal information storage |  | ? |
| NFR087 Requirement | Secure against OWASP Top 10 vulnerabilities |  | ? |
| NFR088 Requirement | Health-check API |  | ? |
| NFR090 Requirement | Session expiration |  | ? |
| NFR091 Requirement | Authorized access to personal content |  | ? |
| NFR092 Requirement | Input validation |  | ? |
| NFR093 Requirement | User content |  | ? |
| NFR094 Requirement | Unauthorized access attempts |  | ? |
| NFR095 Requirement | Data integrity |  | ? |
| NFR097 Requirement | Review if security patterns implemented are used and adequate |  | ? |
| NFR098 Requirement | Validate system is secure by default |  | ? |
| NFR099 Requirement | Web Application Firewall |  | ? |
| NFR100 Requirement | Support |  | ? |
| NFR101 Requirement | Warranty fixes |  | ? |
| NFR102 Requirement | Warranty period of 12 months |  | ? |
| NFR103 Requirement | Enhancements and adjustments |  | ? |
| NFR190 Requirement | Protect against typical security threats |  | ? |
| NFR191 Requirement | Vulnerability scanning |  | ? |
| NFR192 Requirement | Penetration testing |  | ? |
| NFR193 Requirement | Monitoring security events |  | ? |
| NFR194 Requirement | Update technology stack |  | ? |
| NFR68 Requirement | Performance load/stress test |  | ? |
| NFR68 Requirement | Uploaded size limits |  | ? |
| NFR900 Requirement | Beneficiary monitoring |  | ? |
| NFR901 Requirement | Beneficiary preference for working code |  | ? |
| NFR903 Requirement | Beneficiary demonstrations |  | ? |
| NFR904 Requirement | Beneficiary flexibility |  | ? |
| NFR905 Requirement | Beneficiary ready to descope unfeasible requirements |  | ? |