# SECTION 7: BIDDING FORMS

**Form A: Bid Confirmation**

**Form B: Checklist**

**Form C: Bid Submission**

**Form D: Bidder Information**

**Form E: Joint Venture / Consortium / Association Information**

**Form F: Eligibility and Qualification**

**Form G: Technical Bid**

**Form H: Price Schedule**

## FORM A: BID CONFIRMATION

Please acknowledge receipt of this ITB 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 bid email address |
| From: | Insert name of bidder |  |
| Subject | ITB reference Click or tap here to enter text. |
| **Check the appropriate box** | **Description** |
|[ ]  **YES**, we intend to submit a bid. |
|[ ]  **NO**. We are unable to submit a competitive offer for the requested goods/works/services at the moment |

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

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|[ ]  The requested goods/services are not within our range of supply |
|[ ]  We are unable to submit a competitive offer for the requested products at the moment |
|[ ]  The requested products are not available at the moment |
|[ ]  We cannot meet the requested specifications |
|[ ]  We cannot offer the requested type of packing |
|[ ]  We can only offer FCA prices |
|[ ]  The information provided for bidding purposes is insufficient |
|[ ]  Your ITB is too complicated |
|[ ]  Insufficient time is allowed to prepare a bid |
|[ ]  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 volume is too small and does not meet our order quantity |
|[ ]  Our production capacity is currently full |
|[ ]  We are closed during the holiday season |
|[ ]  We had to give priority to other clients’ requests |
|[ ]  We do not sell directly but through distributors  |
|[ ]  We have no after-sales service available |
|[ ]  The person handling the bids 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 ITBs for this type of goods |
|[ ]  We don’t want to receive ITBs for this type of goods |

Questions to the bidder concerning the reasons for NO BID 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 bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

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

**Technical bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the returnable bidding forms?**  |  |
| * Form C: Bid Submission
 | [ ]  |
| * Form D: Bidder Information
 | [ ]  |
| * Form E: Joint Venture/Consortium/Association Information
 | [ ]  |
| * Form F: Eligibility and Qualification
 | [ ]  |
| * Form G: Technical Bid/Bill of Quantities
 | [ ]  |
| **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: Bidder Information?** | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form H: Price Schedule
 | [ ]  |

## FORM C: BID SUBMISSION

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

We, the undersigned, offer to supply the goods and related services required for Click or tap here to enter text.in accordance with your Invitation to Bid No. xxx. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

**Bidder 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 ITB, including the ITB Information and Data Sheet, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the bidder 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 bid I/we warrant that the bidder: 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 ITB; 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 bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, 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 them that could impair their operations in the foreseeable future. |
|[ ] [ ]  **Bid Validity Period:** I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any bid you receive and wecertify that the goods offered in our bid are new and unused. |
|[ ] [ ]  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 bidder*]

## FORM D: BIDDER INFORMATION

|  |  |
| --- | --- |
| **ITB Reference** | Click or tap here to enter text. |
| **Legal name of bidder** | 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. |
| **Bidder’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. |
| **Organisational type** | Choose an item. |
| **Current Licenses, if any, and permits (with dates, numbers and expiration dates)** | Click or tap here to enter text. |
| **No. of full-time employees** | Click or tap here to enter number. |
| **No. of staff involved in similar supply 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 UNDP 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 bid)** | 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. |
| **Presence and characteristics of in-house quality control laboratory (if relevant to bid)** | Click or tap here to enter text. |
| **Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?**  | 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 a link to your 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 bid 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 bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. |

To be completed and returned with your bid if the bid 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 goods, works and/or 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 ITB 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 FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB 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 3 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 3 (three) 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value*****(insert currency)*** | **Period of activity and status*****(start date – end date; month/year)*** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*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** | 2021 | USD | Amount |
| 2022 | USD | Amount |
| 2023 | USD | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  |

|  |  |
| --- | --- |
| **Financial information**(state currency) | **Historic information for the last 3 years** |
|  | 2021 | 2022 | 2023 |
|  | *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 bidder 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: TECHNICAL BID

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

The Bidder’s Bid should be organized to follow this format of the Technical Bid. 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. 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).
	2. Relevance of specialized knowledge and experience on similar engagements done.
	3. Quality assurance procedures and risk mitigation measures.
	4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. Implementation Plan (sequence of actions) for the services required in the ToR
	2. Clear distribution of roles and responsibilities of the proposed key personnel (including team management workflow and solution for tracking and evidence of development hours consumed).
	3. Details of the Bidder’s internal technical and quality assurance review mechanisms.

|  |  |
| --- | --- |
| **Goods and/or services to be Supplied and****Technical Requirements** | **Bidder’s response** |
| **Compliance with Technical Requirements** | **Delivery Date***(confirm that you comply or indicate your delivery date)* | **Quality Certificate** **(ISO certification related to scope of the assignment (ISO 9001 and/or others))***(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| Provision of services for development, configuration, and deployment of the Automated Information System (AIS) to the Ministry of Labour and Social Protection and its integration with back-office systems of the EVF Informational System and Case Management Informational System according to SECTION 5: SCHEDULE OF REQUIREMENTS |  |  |  |  |  |

**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 the assignment.

**Format for CV of Proposed Key Personnel**

***Please clearly specify the experience that meet each of the requirements of Section 5: Terms of Reference (pt. 3 – Requirements for Offerors).***

*\*Please insert additional rows in the CV format below to include other experience and qualifications*

|  |  |
| --- | --- |
| **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 goods and/or services]* |
| * 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, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## FORM H: PRICE SCHEDULE

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

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid:** US Dollar

**Price Schedule**

|  |  |  |
| --- | --- | --- |
| **Item****#** | **Description** | **Price, USD****Excl. VAT**  |
| **Development, configuration, and deployment of the Automated Information System (AIS) to the Ministry of Labour and Social Protection and its integration with back-office systems of the EVF Informational System and Case Management Informational System***.* |  |
| 1. | **Deliverable 1.** A fully functional AIS and e-services with all functionalities developed and deployed according to the requirements defined in Annex 1, including compliable and documented source codes  |  |
| 2. | **Deliverable 2.** Sprint Reports, including release notes, breakdown and duration of tasks implemented during the sprint, velocity, issues and outstanding problems, proposed actions to be taken |  |
| 3.  | **Deliverable 3.** Technical and End-user documentation developed according to the MLSP documentation requirements defined in the Annex 1 |  |
| 4. | **Deliverable 4.** EVF Information System operationalization and monitoring for the 2024-2025 heating season  |  |
| 5. | **Deliverable 5:** Maintenance, Warranty and Technical Support Services for 3 months following the commissioning of the AIS |  |
| **TOTAL** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price, USD** | **Total Price, USD** |
| **Personnel** | day |  |  |  |
| Key personnel 1: IT Project Manager (Scrum Master) | day | 140 |  |  |
| Key personnel 2: Senior Full-Stack developer | day | 80 |  |  |
| Key personnel 3: Senior Backend developer | day | 140 |  |  |
| Key personnel 4: Middle Backend developer | day | 140 |  |  |
| Key personnel 5: Middle Backend developer | day | 140 |  |  |
| Key personnel 6: Senior Frontend developer | day | 100 |  |  |
| Key personnel 7: Middle Frontend developer | day | 80 |  |  |
| Key personnel 8: Senior DevOps | day | 60 |  |  |
| Key personnel 9: Middle DevOps | day | 60 |  |  |
| Key personnel 10: Senior QA | day | 60 |  |  |
| Key personnel 11: Middle QA | day | 60 |  |  |
| Key personnel 12: Security engineer | day | 82 |  |  |
| Key personnel 13: Designer | day | 80 |  |  |
| Key personnel 14: IT Business Analyst | day | 88 |  |  |
| **Other expenses** |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

I, the undersigned, certify that I am duly authorized by Click or tap here to enter text. to sign this bid and bind Click or tap here to enter text.should Click or tap here to enter text.accept this bid:

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

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

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

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