UN FAO Representation in the Kyrgyz Republic
Представительство Продовольственной и сельскохозяйственной организации ООН (ФАО) в Кыргызской Республике

10, Tabaldiev str., 720044,
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Tender No. RFP/KYR/2013/01

Dear Sir/Madam,

The Food and Agriculture Organization of the United Nations ("FAO" or "Organization") is an intergovernmental organization with more than 191 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers' groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms and governments (further and more detailed information on FAO can be found on the internet site: http://www.fao.org).

In preparing your bid, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities.

The Food and Agriculture Organization of the United Nations requests assistance in connection with the implementation of a project entitled:

"Strengthening of the National Food Security Information System in the Kyrgyz Republic" GCP/KYR/006/EC

You are hereby invited to submit your proposal in connection with the award of such services.

"Development of application software on agricultural statistic reporting"

The invitation is subject to the following procedures and conditions which you are deemed to have accepted by participating in this tender.

1.   **Procedures**

1.1   A certain number of firms is being invited to submit proposals and the Organization intends, without having committed itself in any way to any of the firms it invites, to award the contract to the firm(s) which it considers as having submitted the best proposal;

1.2 In submitting your proposal you are expected to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your proposal;

1.3 It is understood that all documents, calculations, etc. which may form part of your proposal will become the property of the Organization who will not be required to return them to your firm;

1.4 The Organization may decide to make a partial award or no award at all should it consider that the results of this tender so require.

1.5 All costs incurred to prepare your bid have to be borne by your firm; the Organization will not be liable to reimburse any or all of such costs.

1.6 The Organization reserves the right to publish the details of awards; including supplier name and country, total Contract value and a brief description of the works or services. In all cases, unsuccessful bidders will be notified.

1.7 At no point prior to the award of the contract shall bidders contact or request any information pertaining to the tender from FAO, its staff or technical unit responsible for this tender, outside the specific channel indicated under para. 9 below.

1.8 **Evaluation Criteria**:

Please note that the evaluation of this tender will be conducted according to the categories and relevant points listed in the table below:

Criterion Category	Minimum Points	Maximum Points
Category 1: Bidder's general experience in the development of Application Software	5	15
Category 2: Assessment of personnel proposed to be assigned to contract (staff experience)	5	10
Category 3: Proposed software architecture, implementation of Core ASW modules and alignment with TOR requirements	10	20
Category 4: Adequacy of the proposed work plan, implementation schedule and software development methodology	5	15
Total of technical points:	25	60
Financial criteria*	0	40

Technical evaluation of your proposal will comprise of 60% of the overall evaluation. Financial evaluation of your proposal will comprise of 40% of the overall evaluation.

Points for the financial offers will be calculated according to the following formula:

$$Points = (A/B)*40$$

Example: Bidder A's price is the lowest at $10.00. Bidder A receives 40 points
Bidder B's price is $20.00. Offerer B receives ($10.00/$20.00) * 40= 20 points
Bidder C's price is $25.00. Offerer C receives ($10.00/$25.00) * 40= 16 points

2. Documents Enclosed

To facilitate preparing your proposal the following documents are hereby enclosed:

2.1   The "Proposal Summary" form, to be used for submitting your proposal;

2.2.   Appendix A to the Letter of Invitation, which provides the "Statement of Services and Specifications";

2.3   Appendix B to the Letter of Invitation, which contain the information relevant to the mandatory requirements of the proposal;

2.4   Appendix C to the Letter of Invitation, which provides the information relevant to the preparation of the financial proposal; and

2.5   A sample of the contract that this Organization intends to award;

3. Documents to be Submitted

Your proposal shall be submitted in two separate envelops consisting respectively of a Technical Proposal and a Financial Proposal which should be prepared as follows:

3.1 **Mandatory Requirements**: Firms are required to fulfil the mandatory requirements listed in Appendix B in order to participate in the tender. **Failure to provide such information/evidence will result in the disqualification of the bidder from the tender evaluation process.**

3.2 Part A: Technical Proposal:

Please note that the Technical Proposal will comprise 60 percentage points of the overall evaluation.

3.2.1. The "Proposal Summary" referred to in paragraph 2.1 above;
3.2.2. All documentation contained in Appendix B.

3.3 Part B: Financial Proposal:

Please note that the Financial Proposal will comprise 40 percentage points of the overall evaluation. The financial proposal should be strictly limited to the documents provided in Part B.

The form attached as Appendix C to the Letter of Invitation, which provides the information relevant for the preparation of your Financial Proposal.

4. Completeness of Proposal

Proposals will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed contract as otherwise it will not be possible to evaluate them on an equal basis. Please note that the Organization is willing to review proposals for any one area or service and may award more than one contract depending on the proposals received.

5. Participation by the Organization

You are requested to examine carefully the nature and extent of the participation in the contract performance by the Organization as set out in Annex V ("Services and Facilities Provided by the Organization") of the enclosed contract since such contract assumes that all other requirements for its successful completion are provided at the cost of the Contractor. **You should therefore state in the appropriate space provided in the "Proposal Summary" any additions or modifications of the said Annex which you suggest for a satisfactory performance of the contract.**

6. Privileges and Immunities

This Organization enjoys certain privileges and immunities.

7. Currency of Proposal and of Contract

Your proposal should be expressed in US Dollars *(USD)*. This will determine the currency of stipulation of the eventual contract should you win.

8. Form of submission and closing date

Your proposal should be submitted in **2 (two) COPIES** enclosed in (2) sealed envelopes till **8 May 2013 hours:12:00**, as follows:

8.1   First Sealed Envelope –containing ONLY "Part A" this envelope should only be marked:

> **ENVELOPE No. 1 CONTANING "Part A" OF PROPOSALS FOR TENDER No. RFP/KYR/2013/01"**

8.2   Second Sealed Envelope –containing ONLY "Part B" Such envelope should only be marked:

> **"ENVELOPE No. 2 CONTANING "Part B" OF PROPOSALS FOR TENDER No. RFP/KYR/2013/01"**

8.3. Third Sealed Envelope –shall contain 2 abovementioned envelopes mentioned in paragraph 8.1 and 8.2 above. This envelope must be marked and addressed as follows:

9.   **Communications Concerning this Tender**

All communications concerning this tender should mention the tender number mentioned above and be addressed at fao-kg@fao.org.

**IMPORTANT: Deadline for technical questions is 6 May 2013.
It is regretted that information cannot be provided by telephone.**

May I take this opportunity of expressing my appreciation of your interest in assisting this Organization in the implementation of its activities.

Yours sincerely.

Mr. Kinlay Dorjee

FAO Representative in the Kyrgyz Republic

PROPOSAL SUMMARY

Name of Bidder:

Instructions: Please complete the spaces left blank below. Prices should be quoted in US Dollars.....................

PART I: **Documents Submitted**

☐   I certify to have submitted all the documentation requested for the Mandatory Requirements set forth in the Letter of Invitation.

☐   I certify that all the other documentation requested in the Letter of Invitation, related to the technical proposal have been submitted as well.

PART II: **Participation by the Organization:**

EITHER: I certify that the inputs to be provided by the Organization, as set out in Annex V are
☐   adequate and sufficient for a satisfactory contract performance;

OR:
☐   For a satisfactory contract performance, the following inputs would have to be provided:

....
....

PART III: **Commencement of Contract Performance:**

☐   I undertake to commence the performance of the contract immediately upon receipt of the contract itself duly signed by the Organization.

☐   I confirm that the personnel proposed for assignment to the contract will remain available for such assignment provided the contract is awarded within the period of validity of the proposal as specified in Part VII below.

PART IV: **Completeness of Proposal:**

☐   I confirm having obtained all necessary data and information as to risks, contingencies and other circumstances which may influence or affect the performance of the contract. They have been duly taken into account in the preparation of this proposal.

PART V: **Financial Proposal:**

☐   I hereby confirm that I will submit Appendix C to the Letter of Invitation showing the costs proposed for the requested services.

PART VI: Documents Submitted

☐   I confirm that the terms and conditions of the contract as enclosed with the Letter of Invitation are acceptable except for the reservations explicitly set out in this proposal.

☐   I confirm that I have read and accept the provisions on Right to Publish Contract Award, Conflict of Interest and Fraud and Corruption.

PART VII: Validity of Proposal:

This proposal is valid for acceptance for a period of <u>TWELVE (12) MONTHS</u> as from the deadline for the submission of the proposal indicated in the Letter of Invitation.   .

Name of Bidder: ....

Mailing Address: ....

Fax: ....   Tel: ....

Email: ....

Person(s) to Contact: ....

....

Signature: ....   Date: ....

Name & Title: ....

Company Seal: ....

Date: ....

Tender No. RFP/KYR/2013/01

Dear Sir or Madam,

I acknowledge receipt of your invitation to submit a proposal for the above-mentioned tender and should like to inform you that:

☐ This firm will submit a proposal

☐ This firm will <u>not</u> submit a proposal for the following reasons:

Yours faithfully,

....
(Signature)

....
(Name & Title)

....
(Company Seal)

Food and Agriculture Organization of the United Nations

....

APPENDIX A TO THE LETTER OF INVITATION

STATEMENT OF WORK, SERVICES AND SPECIFICATIONS

The Contractor shall execute the work and perform the services set out below in accordance with the specifications and technical requirements described in TOR and this Annex.

NB: The Letter of Invitation will provide a general description of the services to be provided to the Organization prepared by the Technical Division. Bidders will then provide their own proposal and methodology for accomplishing the works to be performed. The winning methodology or proposal will then be incorporated into Annex I of the contract

PURPOSE OF THE TENDER

The purpose of the tender is to find the best proposal for development of application software on agricultural statistic reporting (hereafter – ASW) for National Statistic Committee (NSC) of the Kyrgyz Republic.

BACKGROUND

The goal of the introduction of ASW is to replace old methodologies for data processing and establishing modern program platform of agricultural statistics using web-technologies, modern methodologies for data development and analysis. Electronic technology is planned for collection, processing and providing statistic information (legal entities, aiyl okmotu - rayon – oblast – NSC) on agriculture that will be based on the development of electronic instruments and centralized data storage.Transition to a new ASW enables the respondents to present e-version of statistic reports; and NSC will be able to receive aggregated summary data from local governments and analyze various data.

ASW is designed for automating processes on collecting, processing, storing, consolidating and analyzing agricultural statistic reporting in organizations (legal entities and aiyl okmotu) and oblast managements and rayon units of the Kyrgyz Republic national Statistic Committee according to the list of state reporting forms on agricultural statistics (30 statistical forms).

Objectives of ASW

The principal goal of ASW development is raising efficiency, effectiveness and quality of collecting and providing agricultural statistic information in the Kyrgyz Republic as well as applying automated system using modern technologies for data collection and processing. Introduction of ASW for collecting and analyzing agricultural statistic information should reduce the time for checking up data, disseminating sampled data to general population and receiving summary statistic reports raising at this reliability of the reports, ensuring reliable centralized storage and operative access to agricultural statistic information.

Introduction of ASW shall:
— automate data collection, processing, dissemination and analysis of indicators on agricultural statistic at aiyl okmotu, rayon and oblast levels;
— consolidate statistic data and formulate agricultural statistic reporting at the level of NSC territorial structures (oblast and rayon);

— consolidate statistic data and receive summary statistic reports at the level of MCC and NSC KR (NSC Central Administration);
— automate control of statistic indicators on agriculture;
— design analytical reports and data including diagrams and graphics.

Development timeframe

The terms for ASW development and agricultural database setting up (20 statforms) should not exceed 12 months from the contract signing date. Agr. ASW development shall be carried out in accordance with the priority of automating state reporting forms on agricultural statistics (see Annex 1 of TOR).

Preliminary calendar Work Plan on ASW implementation

The ASW development shall be carried out in accordance with the calendar work plan and on phased approach. According to the requirements of the ASW TOR the Bidder should plan, determine and propose the timeframe of ASW implementation taking into account testing, full roll-out and training of users.

	Stage	Number of Working Days/Month for implementation should be completed by the Bidder
1. Development and testing Agr. ASW		
1.1	Analyse and specify the requirements to Agr. SW	
1.2	Design, develop Agr. ASW prototype and interface	
1.3	Develop a detailed plan on Agr. ASW implementation according to Annex 1 of ToR.	
1.4	Develop ASW taking into account an order and priorities of agricultural reporting forms	
1.5	Test of Agr. ASW and reporting forms on agriculture	
1.6	Documenting	
2. Agr. ASW pilot in 2 rayons of selected oblast		
2.1	Train NSC officers at the oblast and rayon levels under the blocks	
2.2	Enter test and real data	
2.3	Provide operation testing and identify errors, their correction	
3. Agr. ASW roll-out in the country		
3.1	Training of all users (including NSC MCC programmers)	
3.2	Apply system in all the area of the KR under blocks	
3.3	Monitoring of Agr. ASW operation and technical support	

Note:

▶ Number of working days for each stage and the total number of months for work on the development and implementation of ASW must be completed by the Contractor in the technical proposal (bidding documents).

▶ The total period of work on the development and introduction of ASW should not exceed 6 months.

The core ASW modules include:

1) Module "Electronic Forms of Agricultural Statistic Reporting" (Web-forms) is intended for primary data input at the level of the respondents in on-line mode.
2) Module on import. This module should enable automatic loading of statistic reporting files provided in MS Excel or XML format.
3) Module on formal logic control. This should be implemented as a mechanism for determining, controlling and using formalized rules for checking agricultural statistic data forms.
4) Module "Reports". The module should provide automatic calculations of summary data and consolidation of statistic reporting data under the areas (oblasts and rayons), etc.
5) Module "Archive". ASW should have the resources for automatic archiving of agricultural data in the republic, oblast, rayon and aiyl okmotu as well as the possibility of reusing the primary data from archive.
6) Module "Directory". Modules for reference data should provide full functional of keeping references.
7) Module "Catalogue" provide full functional of keeping agricultural enterprise catalogue.

Note: Terms of Reference is enclosed to tender documentation in English and Russian the present translation of the document from English into Russian is unofficial.

DESCRIPTION OF SERVICES

The bidder will provide:
(i)   Development of core modules of ASW as described in ToR for ASW development at a fixed price;
(ii)   Training of end-users
(iii)   Support and maintenance of the software developed during 1 year.

Terms and conditions for the fixed price modules, rates for the agreed work packages and a cost for support and maintenance will be determined through the tender.

Detailed technical specifications of the fixed price parts of ASW development are given in the ToR for ASW.

TECHNICAL PROPOSAL EVALUATION FORM

Please find herewith a description of the components to be included by bidders as part of their technical proposal. You will need to read and understand the ToR for ASW development document before making your proposal.

Proposals and all supporting materials shall be provided in English or Russian. Proposals made in other languages may not be considered.

The technical proposal must contain a "Technical Proposal Summary" document which addresses succinctly each of the questions A.1.. A.18 (below) and includes the additional materials requested by these questions - references, resumes as annexes. We envisage the Technical Proposal Summary being around 15 pages plus annexes and no Technical Proposal Summary should exceed 30 pages including annexes. Bidders may wish to add other supporting material outside of the "Technical Proposal Summary" document, however the Organization may or may not take this into account.

The questions that must be addressed in the "Technical Proposal Summary" document are as following:

Category 1: Bidder's general experience in the development of Application Software	
A.1	Please briefly describe the company's profile and main field of expertise, include number of employees having relevant profiles; number of years in business; total number of employees; commercial focus of the company.
Bidder's response:	
A.2	Company's experience in supplying minimum three projects (application software) in the last three years of similar nature to the one being requested in territory of Kyrgyzstan
Bidder's response:	
A.3	References of two customer organizations or companies to which you have provided similar software development services. The references should contain (i) name and job title of the referee, (ii) Referee contact details including email and telephone number. (iv) Name of the company or organization. (v) Description of the service provided or name of application software to the company by the bidder. (vi) The referee's assessment of the quality of service provided. _Note: References should be signed by the referee and on the headed paper of the referee's organization. We reserve the right to conduct a brief telephone interview with the referee. Failure to provide two positive references will disqualify the bid._
Bidder's response:	
Category 2: Assessment of personnel proposed to be assigned to contract (staff experience)	
A.4	Describe the structure and number of the proposed project team to deliver core ASW module according to

		requirements of ToR. This should include all relevant profiles required for ASW delivery noting roles of specialists. *Note: For example the team could comprise 3 Java programmers for 50 working days each; 1 statistics specialist for 60 working days, 1 project manager 60 working days; system architect 10 working days, etc.*
	Bidder's response:	

A.5		Provide a one page CV (in Russian) for each member of the proposed project team. The CV should show:
		  a. The full name of the person.
		  b. General qualifications, including education, length of experience, type of position held, etc.
		  c. Specific qualifications related to the project, i.e., suitability to perform required duties
		  d. Language capability (if applicable)
		  e. Experience in related projects.
		
		Note: Please focus on the individual's experience and contribution to relevant work.

	Bidder's response:	
Category 3: Proposed software architecture, implementation of Core ASW modules and alignment with TOR requirements		
A.6		Describe the proposed software architecture to meet ASW requirements of the proposed ToR (please refer to Annex I of the contract, section 3.4. Software Architecture requirement of ToR). It is prefered web-based solutions and thin client HTML/XML interfaces are preferred over thick clients to reduce overheads of deployment.
	Bidder's response:	
A.7		Describe the proposed technical proposal / software architecture to meet ASW requirements of the proposed ToR in terms of ASW operation and principles for collecting, disseminating data on oblast, rayon level and agricultural statistic reporting processing implemented in one technologic software platform that provides the required productivity and reliability.
	Bidder's response:	
A.8		Describe the proposed technical proposal / software architecture to meet ASW requirements of the proposed ToR in terms of ASW three-level architecture with database server, application server and use of "thin client" as web browser in the users' work places. Microsoft SQL Server or MySQL may be used as DBMS.
	Bidder's response:	
A.9		Will the full source code be made available to FAO and Government partner (this can be under non disclosure if necessary).
	Bidder's response:	

A.10	The ASW requires a special module on reporting for automatic calculations of summary data during the reporting periods on agricultural statistic forms in the republic, oblast, rayon and aiyl okmotu. Describe briefly how this interface will work.
Bidder's response:	

A.11	The ASW requires a special module of "Electronic Forms of Agricultural Statistic Reporting" (Web-forms) for primary data input at the level of the respondents in on-line mode. This module should include the functions for: — the respondents (legal persons, aiyl okmotu) who present reporting to the state statistic structures at the rayon level (web-forms or special files in MS Excel or XML format) including a) control of the first statistic data compulsory for the respondents; b) electronic form for agricultural statistic reporting containing description of indicators, description of primary data control as well as reference data needed for the respondents; c) also reference data needed for the respondents so that they could complete statistic reporting forms; — NSC oblast and rayon departments that collect and process agricultural statistic information; — The development of summary statistic information at NSC level. Describe briefly how this interface will work and how you will implement these web-forms.
Bidder's response:	

A.12	Please describe the proposed quality management process including relevant documentation and reporting; software QA processes including testing; coding standards; development standards; review processes; usability checks; issue identification; and process optimization.
Bidder's response:	

A.13	Describe the infrastructure architecture required by the bidder for ASW work and indicate hardware running on Windows or Linux for application servers and database servers.
Bidder's response:	

Category 4: Adequacy of the proposed work plan, implementation schedule and software development methodology

A.14	Describe the proposed ASW development method and implementation plan as per Annex IV of the Contract - Schedule of Contract Performance (including overall duration and working days per required for delivery of ASW modules).
Bidder's response:	

A.15	Outline the development timeline proposed by the bidder for delivery of each core modules of ASW. This should give explicit dates for the delivery of ASW Core Modules according to the requirements set further in Annex I - ToR Section 4.2. Requirements to ASW Operating
Bidder's response:	

A.16	Describe the project management, contract management and change management process you propose in proposed software development project.
Bidder's response:	

APPENDIX B TO THE LETTER OF INVITATION

MANDATORY REQUIREMENTS

A set of requirements have been deemed as mandatory by the Organization. Submitted bids must meet all mandatory requirements to be considered. Should any one of these not be available, the bid will be disqualified and the bidder excluded from the technical and financial evaluations.

Relevant documentation that demonstrates compliance with these criteria must also be provided and clearly referenced in the bidder's response. Please tick YES or NO in the tables as appropriate.

	YES	NO
1. Specifications		
1.1 The proposal must fulfil all of the requirements specified in paragraph 3 "Documents to be submitted"		
2. Company Experience and necessary documentation:		
2.1 Legal entity's status (please submit the company registration certificate copy registered in the Ministry of Justice);		
2.2 A minimum of three projects (or other) performed in the last three years of similar nature to the one being requested;		
2.3 Availability of the positive recommendations from the clients on the projects of the same complicacy		
2.4 Experience and implementation of made to order applied ASW serving at least 50 users; (recommendation letters from clients)		
2.5. Document received from the Tax Authorities of the territory where the Bidder operates, confirming that the Bidder has no outstanding tax obligations to the Government.		
2.7. Full source code be made available to Government partner		
3. Personnel experience		

3.1 Project Leader (CV is needed)
  a. 3 years proven experience in implementation of the ASW development, 2-year experience – managing of the similar complexity projects;
  b. Knowledge of software and hardware components of ASW, web-based and Internet technologies;
  c. 2 years proven project management skills in design and implementation of ASW;
  d. recommendations from Clients on previous completed projects on implementation of ASW
  e. fluent Russian		

3.2 Experts and Requirements / ASW Developers (CVs reflecting total experience and qualification of the Contractor's key personnel needed for carrying out the present TORs):
  a. education on information technologies, design and development of ASW;
  b. knowledge of hardware and software components, web-based and Internet technologies;
  c. proven experience in developing ASW or web-based systems;
  d. proven practical skills and knowledge in design, programming and development of ASW;
  e. proven practical skills in developing of database;		

APPENDIX C TO THE LETTER OF INVITATION

FINANCIAL PROPOSAL

Bidders are invited to submit a financial offer according to the following components.
Please note that prices may quoted only in USD.

The Bidder's financial proposal should include:

#	Items of Expenses	Amount USD
B1	Development and testing ASW	
B2	ASW pilot in 2 rayons	
B3	ASW roll-out in the country	
B4	Costs of 2 day training session for 42 people in Bishkek (including NSC Oblast Management officers 18 people, NSC and MCC officers - 14 people and NSC MCC programmers - 10 people)	
B5	Cost of providing maintenance of the ASW under this contract i.e. to fix software bugs, fix security vulnerabilities, fix stability problems, resolve performance problems and provide second level support during 1 year	
B6	Other costs (bidder must indicate additional costs and its purpose, if any)	
	Total amount (USD):	

Note: The sum on each items of expenses and total sum (USD) quoted in a fixed price should be filled in by the Bidder in the proposal.