REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 07/02/23RFQ/ISA	Date: 20th February 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ)

ISA kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This Request Letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, will not be considered for evaluation.

The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA highly values engaging with organizations and/or teams that reflect its geographical and diverse nature.

Thank you and we look forward to receiving your quotations.

Issued by: Procurement Unit

Signature:

Name: Sudhakar Upadhyay
Title:
Date: 20.02.2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by ISA. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFQ. ISA reserves the right to cancel the procurement process at any stage without any liability of any kind for ISA, upon notice to the bidders or publication of cancellation notice on ISA website.
Deadline for the Submission of Quotation	**2nd March 2023 18.00 Hrs (IST)** If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.

Method of Submission	Quotations must be submitted as follows:
	☐ E-tendering
	☒ Dedicated Email Address
	☐ Courier / Hand delivery
	☐ Other Click or tap here to enter text.
	
	Bid submission address: **procurement@isolaralliance.org**
	
	   ▪ File Format: **pdf, jpeg, zip**
	   ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
	   ▪ All files must be free of viruses and not corrupted.
	   ▪ Max. File Size per transmission: **35 MB**
	   ▪ Mandatory subject of email: **RFQ for Document Management System**
	   ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y.
	   ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.

Cost of preparation of quotation	ISA shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the ISA Supplier Code of Conduct (will be available on request) and acknowledge that it provides the minimum standards expected of suppliers to the ISA. Moreover, ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, ISA: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract.
Conflict of Interest	ISA requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to ISA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act

	without consideration for future work. Bidders found to have an undisclosed conflict of interest shall be disqualified. ISA shall reserve the right to disqualify or proceed with a bidder after due consideration of the nature of the conflict of interest, which must be decided in the best interest of the ISA. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract ✓ will be available on request
Special Conditions of Contract	✓ Cancellation of PO/Contract if the delivery/completion is delayed by [15 days] ✓ Cancellation of contract if the contractor does not show diligent action and processes for contract delivery.
Eligibility	A vendor who will be engaged by ISA may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by ISA. Legal Registration: a. Certificate of Registration of the company **Relevant Experience:** a. Execution of minimum 3 assignments in last 5 years for Document Management System for multilateral institutions/banks, central government or private organisations with a contract value of more than INR: 30 lakhs – 50 Lakhs. Provide Copies of work orders. b. The Service Provider should have minimum eight to ten years of necessary experience, capability and technical expertise in Document Management System. Provide list of the projects undertaken- with start and completion date c. Minimum average annual turnover of INR: 2 Crore for the last 3 years d. Recognised by Forrester and Gartner would be preferred. Bidders who are not fulfilling all the above criteria will not be considered. Financial soundness: Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. Written Self-Declaration that the company or expert is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
Currency of Quotation	Quotations shall be quoted in **USD/INR**

Joint Venture, Consortium or Association	Consortiums are strongly encouraged.
	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to 22 – 27 under Solicitation Process in the Procurement Manual for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.
	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
	b) they have the same legal representative for purposes of this RFQ; or
	c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;
	d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or
	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	The United Nations (privileges and immunities) Act, 1947 is applicable to ISA pursuant to a notification by the host country. Therefore, ISA is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:
	All prices must:
	☐ be inclusive of VAT and other applicable indirect taxes
	☒ **be exclusive of VAT and other applicable indirect taxes**
Language of quotation	**ENGLISH**
Documents to be submitted	Bidders shall include the following documents in their quotation:
	☒ Annex 2: Quotation Submission Form duly completed and signed
	☒ Annex 3: Financial Offer duly completed and signed and in accordance with the Terms of Reference in Annex 1. Needs to be submitted separately in password protected document (PDF)'
	☒The CVs of the proposed staff.
	☒The supporting document proving the expertise requested.
	☒The signed statements of availability from team members.
	☒Understanding of the Project
	☒Methodology for executing the project
	☒ Proof of bidder's expertise in the field of Database Management System
	☒Two organisational references for the last five years
	☒ Overview of similar work done in the last five years
	The offer may be sent as a single PDF document containing all the above mentioned documents.
Quotation validity period	Quotations shall remain valid for **90** days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial Quotes	☒ **Not permitted** ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	☒ **Not permitted** ☐ Permitted
Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	☒ **Written Acceptance of Services based on full compliance with RFQ requirements** ☐ Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: **procurement@isolaralliance.org** Any delay in ISA's response shall be not used as a reason for extending the deadline for submission, unless ISA determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than **2 days** before the submission deadline. Responses to request for clarification will be communicated **procurement@isolaralliance.org**
Evaluation method	☒ **The Contract or Purchase Order will be awarded to the lowest price technically compliant offer**
Evaluation criteria	☒ **Full compliance with all requirements as specified in Annex 1** ☒ **Full acceptance of the General Conditions of Contract**
Right not to accept any quotation	ISA is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, ISA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	☒ **Contract for Services**
Expected date for contract award.	5th March 2023
Policies and procedures	This RFQ is conducted in accordance with ISA Programme and Operations Policies and Procedures

ANNEX 1: TERMS OF REFERENCE

1. **BACKGROUND**

The International Solar Alliance (ISA) is an inter-governmental organization headquartered in Gurgaon, India. Currently 112 Countries have signed ISA Framework Agreement of which 92 Countries have ratified the Agreement. The membership is open to all the UN recognized Countries. The vision and mission of the ISA is to provide a dedicated platform for cooperation among countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner. For further information about ISA, kindly refer ISA website- https://isolaralliance.org/.

Scope of work for Document Management System

The system should necessarily integrate the following features for smooth functioning:

1. Scan and File number (Metadata, indexing)
2. File creation
3. Workflow
4. Digital Signature
5. Setting Due Date (Reminders, Notifications)
6. Tracking file system based on pending work.
7. Advanced Search (Search by folder, file name, file number, date, user, country, programme name, recipient, and search by file content)
8. Requisition Forms Management
9. Policies, Guidelines, Acts, Circulars, Manuals Management
10. Physical files record management
11. Supports unstructured content.
12. Archival Management
13. Dashboard
14. Reports
15. Version control
16. Security and access control
17. Backup and Disaster recovery
18. Architecture and Scalability
19. Integration with SAP, Office 365 outlook and website
20. Audit trail
21. Availability of physical storage (On premise/warehouse)

The DMS should comprise of following elements, features & processes:

1. **Scanning:** A good scanning system for putting paper files into computer. The paper sizes will be A0, A3, A4 & Legal, including Blueprints for building drawings etc. The minimum scanning resolution should be 200 DPI black & white, in general. However the vendor should increase this if required, to ensure proper readability of output image.

The vendor shall be responsible for the following –
- Unbinding of the documents
- Physical Numbering each page of the document and folder as per predefined scheme (Preferably Meta data type)
- Scanning & indexing each page & document
- Upload in DMS in cloud storage platform
- Binding of the documents

The DMS shall have following features –

- Support for Bulk Scanning
- Support for Web Scanning / Distributed Scanning
- Support platform independent scanning
- Image Assisted Indexing/OCR of Scanned Documents
- Direct upload of Scanned Document to DMS

- Automatic file and document separation using blank page separator, barcode separator and fix page
- System should provide for built-in Document Quality Analyzer (DQA) for automatic correction of parameters like improper resolution, format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc during scanning
- Provide Image processing libraries that support image enhancements such as changing contrast, zoom in/out, cleaning etc and other imaging features like compression and extraction etc.
- Facility to upload scanned batches from different field offices with Auto folder/Subfolder creation document filing & indexing on user defined fields.
- System ability to provide Compression of scanned image files in TIF Format

2. **Architecture and Scalability:**

- System should be platform independent and support both Linux and Windows on client side i.e., it should support both Linux and Windows based browsers on client side. System should support open, scalable, multi-tier architecture with each tier fully independent with support for clustering.
- The system shall support separate Document/Image server for better management of documents and store only metadata information in database
- Support distributed Document Repositories for document upload and access at local level, which can be replicated with central repository at scheduled intervals
- The system should be capable of integration existing SAP and Office 365.

3. Storage & Archival of Documents

The vendor shall provide specifications for the cloud based Central storage servers, Communication & networking equipment's & bandwidth to be procured by ISA, for implementing the DMS, storage and retrieval of scanned data. The vendor should provide the process & details of archiving the documents and retrieval from archive as & when required. The storage system should provide long-term and reliable storage for documents and should accommodate changing documents, growing volumes, and advancing technology.

Following facilities should be provided by the DMS in this regard –

- Categorization of documents in folders-subfolders. There should not be any limit on the number of folder and levels of sub folder.
- Document Version Management with Check Out / Check In facility.
- Extensive document and folder level operation such as move / copy, email, download, delete, metadata association etc.
- Repository should be format agnostic.
- Indexing of the documents on user defined parameters. The index system should
- create an organized document filing system and make retrieval simple and efficient.
- Association of the key words with the documents
- Support archival of PDF/A format documents

4. DMS Administration
- System should provide web-based administration module.
- Adequate administrative controls and security features with ability to set access controls at multiple levels.
- It should support multiple level of access rights like read, create, modify, delete, encrypted, password protected sharing etc on documents and folders
- Roles and Privileges: Super User, Administrator Login, Group Manager and User profiles
- The system shall support extensive reporting facility at document, folder and user level
- It should empower to Manage Audit Trails and exporting reports.
- The system should have the capability for Exception Reporting, based on specified rules e.g., No. of documents accessed in specified period etc.
- The system should have an ability to generate automatic alerts in case of such exceptions.
- The DMS should Support various Meta Data Types like Numeric, Float, text etc
- System should have inbuilt health and monitoring tool for proactive monitoring of application and services.

5. Retrieval

A retrieval system should retrieve right documents fast and easy. Documents should be stored in html, xml, or pdf format.

- Extensive search facility to retrieve documents or Folders/Files
- Support saving of search queries and search results
- Advanced Search (Search by folder, file name, file number, date, user, country, programme name, recipient, and search by file content)
- Full Text Search on image and electronic documents
- Support for wildcard character-based search
- Extensive search facility to retrieve documents or Folders/Files

6. Document View & Reporting

Document viewing should be readily available to those who need it, with the flexibility to control access rights to the system and should be accessible in the office or at different locations over the Intranet, or over the Internet.

- Server based Inbuilt Document Image Viewer for displaying image document without native viewer
- Client should be platform independent and support all standard browsers on client side.
- Support comprehensive annotation features like highlighting, marking text, underlining putting sticky notes on documents, and support for text and image stamps etc.
- Automatic stamping of annotations with username, date and time of putting annotations
- Securing annotations for selective users
- Built in Support for rendering and viewing PDF/A document format with support of applying annotation
- Proposed DMS should provide Web Content Management capabilities for providing Web based access to Institutes and students over internet

7. Audit Trails
- Support Extensive Audit-trails at user end
- Facility to generate Audit trails on separate actions
- Log all the actions done by individual users with username, date and time modified and file owner etc.

The system should provide the following workflow features:

The solution should include Workflow management besides the following features.

Inward Receipt:

• Complete solution for inward receipts at all locations

File Creation Should provide fully functional:

- • Unique Numbering of File
- • Stores File Name, Subject, Creators Notes
- • Priority Indication (Immediate/Normal/Later)
- • Nature Indication (Confidential/Normal)
- • Files should be Version Numbered
- • Metadata Capturing ability for input whenever applicable/possible for fast search.

Workflow Creation & Assignment: Should support.

- Multiple Workflows
- Create a New Workflow at Run-Time
- Create Inter-Departmental & Intra-Departmental Workflows (Assignments)

Action on File Should print:

- Pending File Reminders
- Receipt Acknowledgement
- Noting
- Attachments - Any type of Attachment (incl. PDF, HTMS, JPEG, Docs, Excel Sheets, Audio/Video files etc in correct and recoverable format)
- Add/Update/Delete/View (Linked File) References facility.

- Tasks Assignments

File Approval should generate.
- Outgoing Draft Reply Letter Generation and outgoing reply by email, letter SMS etc.
- Reply – eMail, Letter, SMS etc.

Query / Views on following should provide
- Text Based, Keyword based, Wild Cards based search options
- Subject-wise Generalized Summery
- Inward number v/s. Outward number

User Creation & Other Security Features
- History of Positions held with Timeline
- Security Features like Password Complexity & Encryption, Audit Trails
- Database Triggers to Stop Direct Updations

Audit Trails (User Activity, File Movement Records)

Indexing Documents
The indexing methodologies used, should be easy to use and understood by the user who retrieve the documents, as well as those who file them.

Should organize documents as given below:

Index Fields
An imaging system should allow users to customize index templates, create multiple templates and have different types of index field data within each template, such as date, number and alphanumeric characters. Index fields should be used to categorize documents, track creation or retention dates, or record subject matter, among other uses. In addition, an imaging system should allow pull down boxes to speed index field entry and have tools available to help automate entering index information.

Folder/File Structure
An imaging system should provide a visual method of finding documents. An imaging system should have the ability to electronically re-create this filing system through multiple levels of nested folders.

Retrieving Documents
Whatever the method, document retrieval should be simple and user-friendly. The system should provide easy, fast and efficient retrieval of relevant documents.

Controlling Access
The system should provide appropriate levels of access to ISA data, without compromising confidentiality or security.

Broad Availability
The system should provide a client-based user interface that enables the scanning, indexing & retrieval of documents. Users should be able to search, retrieve and viewdocuments with any web browser.

Comprehensive Security
The system should allow the system administrator to control what folders and documents users can see, and what actions they can perform on those documents. (edit, copy, delete, etc.) The system should control access to folders, documents and even redacted images and text in a simple and complete manner.

System Implementation Steps:

1. **Collection & Preparation of Documents:** The documents should be collected, on a regular basis under the supervision of an Officer, scanned at the ISA site. Documents After scanning, they should be arranged in the same manner as they were received & returned the same day.

   a) **Document & batch Preparation**: Inspecting & separating documents, grouping documents into categories & designating the beginning & end of documents and batches.

b) **Document Ironing**: In case the documents are crumpled & in bad shape, they should be ironed before scanning.

c) **Document return & hands off'**: the documents should return back to the ISA officer with a check being done again for the integrity of the documents being returned.

2. **Scanning:** The Documents should be scanned in an organized manner, at the site. A manual index should be generated. Each batch of Documents should be given an address.

3. **Indexing & Image Cropping:** The images should be edited/cropped to remove any undesirable foreign spots/marks. The Retrieval Software should be provided by the vendor. The index should basically provide the name of the document.

4. **Quality Assurance:** Every image must be readable. The best image quality should be achieved by using state of the art Scanners, Processors & quality equipment, with automatic exposure control features. The minimum scanning resolution should be 200 DPI black & white, in general. However, the vendor should increase this if required, to ensure proper readability of output image.

5. **Merging into Database:** The images should be merged into the database. The fields may be decided mutually depending on the retrieval parameters.

6. **Retrieval Software:** The retrieval software should use information about the documents, including index and text-strings, to find images stored in the system. The documents should be stored in html, xml or pdf format also.

7. **Access:** Document viewing should be readily available to those who need it, with the flexibility to control access rights to the system. The access system should make documents. viewable to authorized persons, whether in the office or at different locations. The internal user size would be around 50 out of which the concurrency to the system shall be around 10-20 users.

Training:
The training program should be conducted for In-charge & administrator of the DMS at ISA Secretariat, all staff.

Vendor shall provide training free of charge for ISA end users, whenever required to so by ISA.

Document Management System Planning and Implementation

- Provide the necessary resources: services, consulting, and software to Implement and maintain a Document Management System. The plan shall include total solution for Document Management System.
- The vendor shall provide specifications for cloud servers, Storage devices, Communication & networking equipment's & bandwidth to be procured by ISA, for implementing the DMS, storage and retrieval of scanned data.
- The vendor should separately provide detailed specifications for Disaster Recovery requirement for the proposed DMS solution.

Annual Maintenance Support

After completion of the project vendor will provide the post go live support at least for 3 to 6 months.

After Go Live support vendor will provide the proposal for the AMC for 1 year which will cover the followings.
1. Software patch upgrade
2. Security Upgrade
3. Bug Fixing
4. Technical Support

Any new development, which require changing the architecture/core layer of the Document Management System, implementation/integration of new technologies apart from existing bugs will be estimated on man hour as per complexity and quantum of work. Charges for the hourly/daily cost of team (based on the amount of work), which will be billed at the end of the month consolidated on approved change request.

Any additional work to be carried out should be in prior consultation with ISA IT Team.

The duration of the contract will be 3 months from the contract start date. The successful bidder is expected to dedicate adequate time required to meet the timeline provided while ensuring the quality of the deliverable is satisfactory to the ISA. After completion of the project vendor will provide the post go live support at least for 3 to 6 months. After Go Live support vendor will provide the AMC support for 1 year.

Duty Station: ISA Headquarters, Gurugram

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	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.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability	☐ Yes ☐ No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)*	
Is your company a member of the UN Global Compact	☐ Yes ☐ No
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.

Previous relevant experience: 5 contracts

Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Terms of Reference, 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 Quote 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 RFQ ;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 ISA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA and we have read the ISA Supplier Code of Conductand acknowledge that it provides the minimum standards expected of suppliers to the ISA.
☐	☐	**Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	**Prohibitions, Sanctions:** I/We hereby declare that I, 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 or any other international Organization.

Yes	No	
☐	☐	**Bankruptcy**: I/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.
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*
- *proof of having developed a minimum of three (3) work in Database Management System.*

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. The offer should be submitted without taxes.

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

Deliverable	Financial Proposal in USD/INR
Total (excluding GST)	

*Financial proposals for AMC to be quoted separately.

Above amount should be exclusive of GST and other taxes.

All prices shall be quoted in the currency or currencies indicated above. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and

b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency of ISA's preference, using the conversion method specified above.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
ISA's General Terms and Conditions	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Terms of Reference	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company	Authorized Signature:
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.
Click or tap here to enter text.	Functional Title of Authorised Signatory:Click or tap here to enter text.
Phone No.:Click or tap here to enter text.	
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.