

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 05/01/23RFQ/ISA	Date: 19th January 2023
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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: Schedule of Requirements

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, for whatever reason, 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:

Signature:

Name: Sudhakar Upadhyay

Title: Procurement Convenor

Date: 19.01.2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Introduction</p>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by ISA.</p> <p>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.</p> <p>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.</p>
<p>Deadline for the Submission of Quotation</p>	<p>2nd February 2023 18.00 Hrs (IST)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement@isolaralliance.org</p> <ul style="list-style-type: none"> ▪ 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 IT agency/Web Designer agency for a Regulation Resource Repository ▪ 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.
<p>Cost of preparation of quotation</p>	<p>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.</p>
<p>Supplier Code of Conduct, Fraud, Corruption,</p>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.</p> <p>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.</p>
<p>Gifts and Hospitality</p>	<p>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.</p>
<p>Conflict of Interest</p>	<p>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.</p>

	<p>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.</p> <p>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.</p> <p>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.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>✓ General Terms and Conditions / Special Conditions for Contract.</p>
Special Conditions of Contract	<p>✓ Cancellation of PO/Contract if the delivery/completion is delayed by [15 days]</p> <p>✓ Cancellation of contract if the contractor does not show diligent action and processes for contract delivery.</p>
Eligibility	<p>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.</p> <p>1. Relevant Experience:</p> <ul style="list-style-type: none"> a) At least 2 experiences in development and supporting operations of similar web based knowledge-sharing platforms. Adequate proof to be shown. b) At least 5 years of progressive experience in web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;. Proven through portfolio of designed products and websites. c) At least 2 experiences in development of interactive websites including tracking user–engagement. d) Understanding of End Users needs to match with adequate technical solutions. e) Strong track record in web site design; security and administration; Google analytics; Search Engine Optimization. f) Demonstrable working experience with multicultural teams and international organizations <p>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.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD</p>
Joint Venture, Consortium or Association	<p>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,</p>

	<p>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 Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>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:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>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:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	ENGLISH
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. Needs to be submitted separately in password protected document (PDF)</p> <p><input checked="" type="checkbox"/> The CVs of the proposed staff.</p> <p><input checked="" type="checkbox"/> The supporting document proving the expertise requested.</p> <p><input checked="" type="checkbox"/> The signed statements of availability.</p> <p><input checked="" type="checkbox"/> The methodology.</p> <p><input checked="" type="checkbox"/> Proof of development and supporting operations of similar web based knowledge-sharing platforms.</p> <p><input checked="" type="checkbox"/> Portfolio of designed products and websites using web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java</p>
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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted												
Payment Terms	<p>It is expected that the successful bidder will provide a fixed price chargeable to ISA for the development of the website/online platform, irrespective of the time taken for the development of the same. Thereafter, the successful bidder should provide a fixed price it shall charge on a monthly basis for maintenance, bug fixing and updating the website.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Development of Design Concept</td> <td>20%</td> </tr> <tr> <td>Completion of website/online platform</td> <td>20%</td> </tr> <tr> <td>Testing of website/online platform</td> <td>20%</td> </tr> <tr> <td>Website/online platform going live</td> <td>40%</td> </tr> <tr> <td>Bug fixing and maintenance of website</td> <td>Payment on monthly basis of the agreed price</td> </tr> </tbody> </table> <p>ISA will not reimburse/pay the successful bidder for the following:</p> <ol style="list-style-type: none"> 1. Any travel undertaken for the completion of any deliverable; 2. Any amount/fees charged by a subcontractor or vendor engaged by the successful bidder; 3. Any cost for software or hardware purchased by the successful bidder for the development of the website/online platform. 4. Any cost for preparation of the user manual or training of ISA staff on uploading the content or maintaining the website/online platform. 5. Any additional charges incurred for the development or maintenance of the website/online platform not mentioned in the financial proposal. 	Deliverable	Percentage	Development of Design Concept	20%	Completion of website/online platform	20%	Testing of website/online platform	20%	Website/online platform going live	40%	Bug fixing and maintenance of website	Payment on monthly basis of the agreed price
Deliverable	Percentage												
Development of Design Concept	20%												
Completion of website/online platform	20%												
Testing of website/online platform	20%												
Website/online platform going live	40%												
Bug fixing and maintenance of website	Payment on monthly basis of the agreed price												
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]												
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement@isolaralliance.org</p> <p>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.</p>												
Clarifications	<p>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 copied to sunayanabhatnagar@isolaralliance.org</p>												
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer												
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract												
Right not to accept any quotation	<p>ISA is not bound to accept any quotation, nor award a contract or Purchase Order</p>												
Right to vary requirement at time of award	<p>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.</p>												
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract for Services												
Expected date for contract award.	<p>Mid February 2023</p>												
Policies and procedures	<p>This RFQ is conducted in accordance with ISA Programme and Operations Policies and Procedures</p>												

ANNEX 1: SCHEDULE OF REQUIREMENTS

1. BACKGROUND

The International Solar Alliance (ISA) is an inter-governmental organization headquartered in Gurgaon, India. Currently 110 Countries have signed ISA Framework Agreement of which 90 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/>.

2. Scope of work:

A. Project Title

Development of an online information platform and repository on Regulations in ISA member countries relating to Solar Energy.

B. Project Description

Energy access, energy security and Energy Transition are ISA's highest priorities for the future, as a key driver for inclusive growth. To achieve this, ISA developed a 5 year strategic plan which primarily focused on Analytics & Advocacy, Capacity Building and Programmatic Support. Under the Analytics & Advocacy arm, the ISA seeks to support Member Countries in the formulation of policies and regulations by developing a repository which collates all regulations relating to solar energy including but not limited to electricity, renewable energy, import, export, taxes etc from all its member countries.

The primary objective is the establishment and development of an internet platform which would serve as a resource repository dedicated to the collation of all laws, regulations, policies and rules relating to clean energy in ISA member countries.

C. Scope of Work

- a) The successful bidder will participate in a planning session with the relevant units of the ISA to understand the overall objectives and expectations for the repository. Based on the planning session and this TOR, the company will develop a design concept for the online resource repository platform.
- b) The design concept among other features will have the following:
 1. responsive CSS and graphic design elements
 2. web sections and content upload
 3. basic "blog" function with integrated twitter and Facebook posting
 4. comprehensive search functionality to the web site which includes tagging of content and search engine optimization.
 5. automated testing system that checks for broken hyperlinks on the site.
 6. Functionality which allows to see most popular pages and downloads.
 7. Functionality which allows analysis of progress or trends and track feedback from users.
 8. Optimization for low bandwidth users.
- c) The successful bidder will develop the visual concept and language for the site adapting it to the different components based on feedback.
- d) The successful bidder will develop the website based on the final agreed visual concept and test the site before going live.
- e) Browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- f) Web site content updates: The successful bidder will assist with content update when the changes that have to be made are not possible from the CMS user interface.
- g) The successful bidder will verify regularly for the contract period that the site is up and running, and will revert to the back up whenever necessary.

- h) Develop a user manual and deliver an orientation training for the support staff and system administrators to perform content upload, system maintenance and administration.
- i) Support and maintenance: Administrative and technical support, quality control for a period of 6 months after the website is live.
- j) The successful bidder will give guidance on using the admin interface of the online platform.
- k) Source code handover: Full source code including all developed libraries shall be handed over to ISA.
- l) The successful bidder will maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.

E. Reporting

- a) The contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from legal unit.
- b) The contractor will provide an update on the progress on a weekly basis through an email and report any hurdles in meeting the scope of work as soon as possible. In addition, the Contractor will provide a detailed progress report every fortnight outlining the progress made against the timeline.

F. Duration of the Work

- a) The total duration of the establishment and management of the platform will be 1 year from the contract start date (tentatively, 10th February 2023), provided that actual establishment of the platform does not exceed one month for establishment and installation. 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 ISA.
- b) ISA expects that the information repository will be live for public use in the first 2 months of the contract. The remaining months, the successful bidder shall maintain the website, fix bugs and make any changes as requested by ISA.

G. Duty Station

Remote working. However, upon request from ISA, the successful bidder may have to travel to the ISA Headquarters (Gurgaon, India) at the successful bidder's own expense.

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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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: 3 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	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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 development and supporting operations of similar web based knowledge-sharing platforms.
- Portfolio of designed products and websites using web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java

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	Percentage	
Development of Design Concept	20%	
Completion of website/online platform	20%	
Testing of website/online platform	20%	
Website/online platform going live	40%	
Bug fixing and maintenance of website	Monthly price to be quoted	

Above amount should be exclusive of GST.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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 Company Name Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text.
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Address: Click or tap here to enter text.

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.

Name:Click or tap here to enter text.

Functional Title of Authorised

Signatory:Click or tap here to enter text.

Email Address: Click or tap here to enter text.