

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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 UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>5.00 PM (Kenyan Time EAT+3.00) on Tuesday 3 August, 2021</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>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.ke@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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: 20 MB ▪ Mandatory subject of email: RFQ-1-07-2021- DEVELOPMENT OF IMS WEBSITE FOR KCFIC ▪ 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. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP 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>
Supplier Code of Conduct, Fraud, Corruption,	<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. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

	<p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP 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, UNDP: (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 UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP 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 a conflict of interest shall be disqualified.</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 UNDP 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 UNDP'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>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP 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 UNDP 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 UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	<p>Quotations shall be quoted in Kenya Shillings (Kes)</p>
Joint Venture,	<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</p>

Consortium or Association	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 UNDP 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.
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	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and inclusive of other taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last two (2) years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Upon delivery of milestones
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: undp.kenya.procurement@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP 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 three (3) days before the submission deadline. Responses to request for clarification will be communicated by email by 27 July 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Pass or fail method will be utilized to select the best offer. Proposal that attain a pass mark of 70% will be further reviewed financially. Qualifications and methodology will be assessed based on the items outlined in Article XII of ANNEX 1.
Right not to accept any quotation	UNDP 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, UNDP Kenya 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	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input checked="" type="checkbox"/> Contract for Professional Services
Expected date for	09 July 2021

contract award.	
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

I. Commercial forestry Web Based Decision Support System technical specifications

Item No.	Item	Technical Requirements
1.	Technology	<ul style="list-style-type: none"> The system will be developed with up-to-date technology and will have capability to integrate with existing operating systems and devices without distortion of information and user interface.
		<ul style="list-style-type: none"> The system will be user friendly, menu driven with extensive online help facilities. The system will have an extensive use of parameters and tables to ensure that the system is flexible to enable the Institute to accommodate future changes.
		<p>The proposed system will adopt good practice for the following architectures that will be embraced by the proposed platform.</p> <ul style="list-style-type: none"> System architecture. Information architecture Infrastructure architecture Security architecture
2.	Functional Interface	<ul style="list-style-type: none"> The platform will be accessible in all the web browsers i.e., Microsoft Edge, Internet Explorer, Opera, Google Chrome, Firefox etc. Have a Graphical User-friendly interface that is web-based. Simple and Intuitive navigation between functions such as dropdown menu-driven options for common/known data fields. Automatic population of known fields to reduce data re-entry. Ability to print any information displayed on a screen. Be service-oriented architecture and based on web technology standards, interoperability with open standards. Ability to allow for remote access to the System through a standard web browser, mobile. The ability for the system to grant access to users through a single sign-on/log-on facility.
3.	Scalability and Performance	<ul style="list-style-type: none"> One of the fundamental requirements of solution architecture to be provided will be its ability to scale up as and when new applications and services are added, and transaction volumes increase without compromising the performance of the overall solution. It will provide for Scale-Up and Scale out on the platform, Web Servers, Database Servers, Application Integration Servers, Business Intelligence (BI) and all other solution components.
		<ul style="list-style-type: none"> The system will be adaptable and scalable with changing technology
4.	Availability	<ul style="list-style-type: none"> Solution will be designed to remove all single points of failure. The solution will provide the ability to recover from failures, thus protecting against many multiple component failures.
5.	Manageability	<ul style="list-style-type: none"> All the components of the system will be managed from a remote management station. Shall provide custom reporting of current and historical system performance parameters. Performance parameters to be tracked include resource utilization (CPU, Memory, Hard Disk, I/O, and Processes), uptime, throughput, device alerts/failure etc.
6.	Architecture	<ul style="list-style-type: none"> The system will support a multi-tier architecture with each tier fully independent. It will have the ability to integrate with user authentication and e-mail system and also provide a flexible API for system integration and application development.
		<ul style="list-style-type: none"> The system will provide a modular facility to customize the document management interface to meet specific functional requirements
7.	Security	<ul style="list-style-type: none"> The ability for the system to grant access to users through a single sign-on/log-on facility. Login, password, and user settings are limited to administrator role and define password strength and alerts to change password for a defined period

Item No.	Item	Technical Requirements
		<ul style="list-style-type: none"> • Different confidentiality settings for groups and individuals to be managed by the administrator. • Modern threat protection, customizable content controls and an intuitive web-based console
	User Authentication	<ul style="list-style-type: none"> • Provide system's security driven by roles, to reduce the number of security profiles that need to be maintained? • The system will have adequate data entry security controls, validation, check digit, etc. • Definable password security permission with read, update, add, delete, and post. • Separation of business application system access and administration from that of Database Administration and Operating System access and administration. • Maintain Disk Storage of Audit Trail Log file (log password reinstructed) • The system will be modular allowing phased implementation of additional modules. <ul style="list-style-type: none"> • Each user will be authenticated with a unique user-id / username and password on the application. The User IDs / Usernames will be case sensitive. • All user accounts will be managed with reference to and in synchronization with an authoritative central user management system users NB: User accounts management activities include but not limited to new user creation, user maintenance, rights management with groupings and user authentication (during login). • The system will support password expiry features with a configurable frequency. This will be parameterized to allow flexibility in adjusting this value as required. • The system will not support automatic logins to guard against brute force attacks. • The system will implement the following Password Strength Controls: • Passwords will have a configurable minimum and maximum lengths • Password will meet a configurable combination of the following 4 complexity rules: <ul style="list-style-type: none"> i. at least 1 uppercase character (A-Z) ii. at least 1 lowercase character (a-z) iii. at least 1 digit (0-9) iv. at least 1 special character (punctuation) • These password features will be configurable to support future complexity requirements • During password change, if the new password doesn't comply with the complexity policy, the error message will describe EVERY complexity rule that the new password does not comply with • Any password reset/recovery mechanism option will not reveal whether or not an account is valid, preventing username harvesting • The login page and all subsequent authenticated pages will be exclusively accessed over TLS. All active sessions will be encrypted • The solution will support a password change notification and a configurable number of grace logins. The password will be changed after a configurable duration. This will be parameterized for flexibility • The solution will support password lock out after a configurable number of unsuccessful login attempts. This will be parameterized to allow flexibility in adjusting this value as required • The solution will respond with a generic error message regardless of whether the user ID or password was incorrect. It will also give no indication to the status of an existing account. The generic message will not reveal which of the authentication parameters is invalid • The solution will support re-authentication for sensitive features e.g., before updating sensitive account information such as the user's password, user's email, or before performing sensitive transactions. The function(s) requiring re-authentication will be configurable/determined

Item No.	Item	Technical Requirements
		<ul style="list-style-type: none"> The solution will not allow the re-use of a past password until a set period of time and a set number of password changes have been made. This will be parameterized to allow flexibility in adjusting this value as required
	Security plan	<p>Bidders are required to submit a comprehensive security plan considering physical security, network security, user, application and database-level security for the system platform.</p> <ul style="list-style-type: none"> User Authentication Logging & Auditing (audit trails) Session Management Session Expiration: etc
8.	Confidentiality	<ul style="list-style-type: none"> The system will ensure that data are accessible only to those authorized to have access. Time of changes to data will be recorded to the nearest second Accountability. The system will maintain complete, secure records of actions that affect security. Such action includes introducing new user to the system, assigning, or changing the security level of a subject or an object and denying access attempts.
9.	System integration	<ul style="list-style-type: none"> Seamlessly Integration with all existing relevant digitized systems for all relevant organizations and allow for future integration too. Will support both Synchronous and Asynchronous communication (information exchange) with the backend business applications
10.	Workflow	<ul style="list-style-type: none"> The bidder is to automate all the processes defined for the generation of appropriate reports, data analysis etc as per the requests. Develop workflow for each of the processes and allow for proper management of the same. The workflow will be accessible anywhere in the world. The System will provide a form generating tool which can be used to design a data entry form to feed into the database so that stakeholders who don't have a digitized system can open, fill and update the database. Creation of different action codes (attributions) for different tasks with different automatic alerts e.g., e-mail, Short Message Service etc. or notification for pending work to officers Allow for drill down of data and give a Clear overview in one window of all attributions to a person or to a department or item. The Workflow solution shall support dynamic rights allocation on objects after receiving the work item. The rights will be enabled / disabled automatically as the work is routed in the defined path. The system will support time and event-based reminders and automatic escalations to relevant user after specified time intervals pending work items, completed items, items pending with specific users etc. Workflow configuration utility will be defined to seamlessly move data from one module to the next (end to end configuration)
11.	Documentation	<ul style="list-style-type: none"> Provide technical documentation detailing how the system has been setup and how the various features will be utilized. Create backup and disaster recovery plan. Create documents and guides for day-to-day use of the system by end users. On-going support, user management and system administration On-going maintenance of the entire platform and related applications Core Integration architecture
12.	Notification	<ul style="list-style-type: none"> The system will have a capability sending notifications to the relevant user/stakeholder. This can be email and/or sms feature. The system will be configured to send system functionality and availability alerts to the administrator and will self-healing feature in case of an error, and enable Error logging
13.		<ul style="list-style-type: none"> Scheduled backup and real-time replication

Item No.	Item	Technical Requirements
	Business continuity:	<ul style="list-style-type: none"> • Have multi-user capability: with many users logging in at the same time -concurrent users • The system be accessible over LAN and WAN using client server. • Run on Relational Database Management System such as MS SQL • Provide Detailed Operational and Maintenance Manuals and On-line Reference Manual. • Training Operators on daily operations of the system. • Built in Backup Function and File Recovery Utilities. Provide back-up/recovery and restart procedures and programs as well as an active audit trail for continuity of operations. • The application will have a centralized database to be accessed by all authorized users. • The system will have process workflows, triggers, and escalation for report generation of analyzed data • The System will have the capability of performing incremental backups without system downtime. • Transaction Rollback After Crash, System Integrity Check for file and data corruption.
14.	Reports	<ul style="list-style-type: none"> • Ability to handle versatile reporting queries • Have an ad hoc report writer/report generating tool that will enable design and tailor reports to meet specific reporting requirements. Generate standard and customized reports with the provision for a drill-down capability. • The system will allow the reports to be exported to PDF, DOCX, CSV, Excel or any other file format required by the user. • Ability to email reports directly. • Ability to retain archived history transactions online for a specified period of time without affecting system processing capacity • Ability to develop custom menus and reports and assign to users to minimize and prohibit direct access to database records

HARDWARE

ITEM	TECHNICAL REQUIREMENTS
Brand and Model	Internationally Recognized Brand
Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter, or certificate of partnership, or any equivalent recognized document from the manufacturer or their Authorized Tier 1 Distributors. Where The distributor has issued the Authorization, it should be supported by Manufacturer Authorization to that Distributor issuing the Authorization.
Generation	Generation 10
Processor	2 CPU - Intel Xeon 5128 – 16 Core 32 Threads with Turbo Boost
Processor Speed	2.30 GHz
L3 Cache	22 MB Smart Cache Per Processor
Memory	HPE 128GB GB DDR4 Smart Memory Advanced ECC
Internal storage	HPE 2.4 TB * 3 Pieces (7.2TB) SAS 12G Enterprise 10K SFF (2.5-inch) SC, 512e Digitally Signed (DS) firmware HDD
RAID Array	RAID 0, RAID 1, RAID 5, RAID 6, RAID 10, RAID 50, RAID 60, RAID 1 ADM, RAID 10 ADM
Virtualization	Should Support Virtualization
Connectivity	HPE Embedded 4x1Gb,iLO
Pointing Devices	Wireless Keyboard with Touchpad

ITEM	TECHNICAL REQUIREMENTS
Display Screen	24 inch Full HD, IPS, LED backlight, antiglare, 16.9 Aspect Ratio, with VGA and HDMI Ports. Same Brand as Server. Include 10M HDMI and VGA Cables.
Operating System	Windows® Server 2019 16 Core License Pack with backup/recovery installation disk.
Power Supply	2 800W HPE FlexSlot Power Supply (Main and Redundant)
Power Backup	10KVA 8000W Online SMART UPS with AVR, Monitoring Software, Surge Protection, Cables with all accessories.
Form Factor	Rack Mountable – 2U
Warranty	2 years
After sales support	Must be authorized warranty support center

The proposed system will be intergrated with the KEFRI Website. This will enable use of the already existing brand name and network that the KEFRI Site has. In addition, this will enjoy the already existing hosting and security arrangements that the KEFRI site enjoys.

Selected functionalities of the system will be developed anchored in the KEFRIApp as mobile solutions.

II. OBJECTIVES OF THE SERVICE / WORK

Kenya Forestry Research Institute (KEFRI) is initiating the development of Kenya Commercial Forestry Innovation Center (KCFIC) which will act as a one stop centre for provision of technical information to stakeholders. The proposed centre will leverage on technology to deliver required information to spur commercial forestry investments in Kenya.

The objective of this procure is to acquire a service provider for develop an information management system for KCFIC.

III. SCOPE OF THE SERVICE / WORK

The deliveries of the services include the following:

- i. Development of a commercial forestry information management system with the following functionalities
 - a) Allow forest technologies players to register and document/share current forestry technologies
 - b) Allow market players (buyers and sellers) to register and document/share market information and perform trade in the platform (E-Commerce)
 - c) Allow financiers to register and document/ share available financial plans.
 - d) Allow researchers to register and disseminate research findings

Note:

- a) The candidate system should allow research investment feedback system to support commercial forestry investment in Kenya.
 - b) The players in the commercial forestry information system are researchers providing forest research information, market players providing market information, plantation management players, providers of advisory and linkage services.
 - c) It is envisioned that the system will be robust and scalable enough to accommodate the commercial forestry players.
 - d) The various modules should be intergrated and run on a single database.
 - e) The product expected should be a web portal and a mobile app. These should be intergrateable with the KEFRI website and KEFRIApp.
- ii. Server hardware having the provided specifications as a minimum.

IV. EXPECTED OUTPUTS / DELIVERABLES

1. Functional Commercial Forestry Decision Support System as a Web portal and mobile application

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

Service provider will ensure a high quality of service for the developed product. Servers deployed should have in built redundancy and failover mechanism to guarantee high availability.

Service provider will provide documentation in the form of detailed system documentation, user manuals for administrators and normal users, Installation Guide, SMS & cashless gateway integration guides, Training Manuals and System Credentials that will help in the setting up and usage of the service if need be.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

Nairobi, should be delivered within 45 days upon award.

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance of the KCFIC, the selected provider will develop detailed system documentation with necessary flow charts, storyline and workplan. The provider is expected to be able to clarify any questions with UNDP Africa Borderlands Centre Team Lead Programming and Partnership and Communications Specialist on matters that arise related to the footage provided in the beginning of the contract.

The team leader of the selected vendor to report to the Communications Specialist on a day-to-day basis, on the production process and progress.

VIII. PAYMENT MILESTONES AND AUTHORITY

A winning Proposer shall then be paid the upon delivery of platforms

IX. CRITERIA FOR SELECTING THE BEST OFFER

Pass or fail method will be utilized to select the best offer. Proposal that attain a pass mark of 70% will be further reviewed financially. Qualifications and methodology will be assessed based on the items outlined in Article XIII.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XII. PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Item No.	Item	Technical Requirements	Score
15.	Technology 10 Marks	<ul style="list-style-type: none"> The system will be developed with up-to-date technology and will have capability to integrate with existing operating systems and devices without distortion of information and user interface. 	<ul style="list-style-type: none"> 3 points
		<ul style="list-style-type: none"> The system will be user friendly, menu driven with extensive online help facilities. The system will have an extensive use of parameters and tables to ensure that the system is flexible to enable the Institute to accommodate future changes. 	<ul style="list-style-type: none"> 3 points
		<p>The proposed system will adopt good practice for the following architectures that will be embraced by the proposed platform.</p> <ul style="list-style-type: none"> System architecture. Information architecture Infrastructure architecture Security architecture 	<ul style="list-style-type: none"> 4 points
16.	Functional Interface (7 Marks)	<ul style="list-style-type: none"> The platform will be accessible in all the web browsers i.e., Microsoft Edge, Internet Explorer, Opera, Google Chrome, Firefox etc. Have a Graphical User-friendly interface that is web-based. Simple and Intuitive navigation between functions such as dropdown menu-driven options for common/known data fields. Automatic population of known fields to reduce data re-entry. Ability to print any information displayed on a screen. Be service-oriented architecture and based on web technology standards, interoperability with open standards. Ability to allow for remote access to the System through a standard web browser, mobile. The ability for the system to grant access to users through a single sign-on/log-on facility. 	<ul style="list-style-type: none"> 7 Points (1 point each)
17.	Scalability and Performance (7 Marks)	<ul style="list-style-type: none"> One of the fundamental requirements of solution architecture to be provided will be its ability to scale up as and when new applications and services are added, and transaction volumes increase without compromising the performance of the overall solution. It will provide for Scale-Up and Scale out on the platform, Web Servers, Database Servers, Application Integration Servers, Business Intelligence (BI) and all other solution components. 	<ul style="list-style-type: none"> 4 points
		<ul style="list-style-type: none"> The system will be adaptable and scalable with changing technology 	<ul style="list-style-type: none"> 3 points
18.	Availability (7 Marks)	<ul style="list-style-type: none"> Solution will be designed to remove all single points of failure. The solution will provide the ability to recover from failures, thus protecting against many multiple component failures. 	<ul style="list-style-type: none"> 7 points
19.	Manageability (4 Marks)	<ul style="list-style-type: none"> All the components of the system will be managed from a remote management station. Shall provide custom reporting of current and historical system performance parameters. Performance parameters to be tracked include resource utilization (CPU, Memory, Hard Disk, I/O, and Processes), uptime, throughput, device alerts/failure etc. 	<ul style="list-style-type: none"> 4 points

Item No.	Item	Technical Requirements	Score
20.	Architecture (10 marks)	<ul style="list-style-type: none"> The system will support a multi-tier architecture with each tier fully independent. It will have the ability to integrate with user authentication and e-mail system and also provide a flexible API for system integration and application development. 	<ul style="list-style-type: none"> 3 points 4 points
21.	Security (10 Marks)	<ul style="list-style-type: none"> The ability for the system to grant access to users through a single sign-on/log-on facility. Login, password, and user settings are limited to administrator role and define password strength and alerts to change password for a defined period Different confidentiality settings for groups and individuals to be managed by the administrator. Modern threat protection, customizable content controls and an intuitive web-based console Provide system's security driven by roles, to reduce the number of security profiles that need to be maintained? The system will have adequate data entry security controls, validation, check digit, etc. Definable password security permission with read, update, add, delete, and post. Separation of business application system access and administration from that of Database Administration and Operating System access and administration. Maintain Disk Storage of Audit Trail Log file (log password reinstructed) The system will be modular allowing phased implementation of additional modules. 	<ul style="list-style-type: none"> 3 points
	User Authentication	<ul style="list-style-type: none"> Each user will be authenticated with a unique user-id / username and password on the application. The User IDs / Usernames will be case sensitive. All user accounts will be managed with reference to and in synchronization with an authoritative central user management system users NB: User accounts management activities include but not limited to new user creation, user maintenance, rights management with groupings and user authentication (during login). The system will support password expiry features with a configurable frequency. This will be parameterized to allow flexibility in adjusting this value as required. The system will not support automatic logins to guard against brute force attacks. The system will implement the following Password Strength Controls: Passwords will have a configurable minimum and maximum lengths Password will meet a configurable combination of the following 4 complexity rules: <ul style="list-style-type: none"> v. at least 1 uppercase character (A-Z) 	<ul style="list-style-type: none"> 5 points

Item No.	Item	Technical Requirements	Score
		<ul style="list-style-type: none"> vi. at least 1 lowercase character (a-z) vii. at least 1 digit (0-9) viii. at least 1 special character (punctuation) • These password features will be configurable to support future complexity requirements • During password change, if the new password doesn't comply with the complexity policy, the error message will describe EVERY complexity rule that the new password does not comply with • Any password reset/recovery mechanism option will not reveal whether or not an account is valid, preventing username harvesting • The login page and all subsequent authenticated pages will be exclusively accessed over TLS. All active sessions will be encrypted • The solution will support a password change notification and a configurable number of grace logins. The password will be changed after a configurable duration. This will be parameterized for flexibility • The solution will support password lock out after a configurable number of unsuccessful login attempts. This will be parameterized to allow flexibility in adjusting this value as required • The solution will respond with a generic error message regardless of whether the user ID or password was incorrect. It will also give no indication to the status of an existing account. The generic message will not reveal which of the authentication parameters is invalid • The solution will support re-authentication for sensitive features e.g., before updating sensitive account information such as the user's password, user's email, or before performing sensitive transactions. The function(s) requiring re-authentication will be configurable/determined • The solution will not allow the re-use of a past password until a set period of time and a set number of password changes have been made. This will be parameterized to allow flexibility in adjusting this value as required 	
	Security plan	<p>Bidders are required to submit a comprehensive security plan considering physical security, network security, user, application and database-level security for the system platform.</p> <ul style="list-style-type: none"> • User Authentication • Logging & Auditing (audit trails) • Session Management • Session Expiration: etc 	<ul style="list-style-type: none"> • 2 points
22.	Confidentiality (7 Marks)	<ul style="list-style-type: none"> • The system will ensure that data are accessible only to those authorized to have access. • Time of changes to data will be recorded to the nearest second Accountability. The system will maintain complete, secure records of actions that affect security. Such action includes introducing new user to the system, assigning, or changing the security level of a subject or an object and denying access attempts. 	<ul style="list-style-type: none"> • 4 points • 3 points

Item No.	Item	Technical Requirements	Score
23.	System integration (7 Marks)	<ul style="list-style-type: none"> Seamlessly Integration with all existing relevant digitized systems for all relevant organizations and allow for future integration too. Will support both Synchronous and Asynchronous communication (information exchange) with the backend business applications 	<ul style="list-style-type: none"> 7 points
24.	Workflow (10 Marks)	<ul style="list-style-type: none"> The bidder is to automate all the processes defined for the generation of appropriate reports, data analysis etc as per the requests. Develop workflow for each of the processes and allow for proper management of the same. The workflow will be accessible anywhere in the world. The System will provide a form generating tool which can be used to design a data entry form to feed into the database so that stakeholders who don't have a digitized system can open, fill and update the database. Creation of different action codes (attributions) for different tasks with different automatic alerts e.g., e-mail, Short Message Service etc. or notification for pending work to officers Allow for drill down of data and give a Clear overview in one window of all attributions to a person or to a department or item. The Workflow solution shall support dynamic rights allocation on objects after receiving the work item. The rights will be enabled / disabled automatically as the work is routed in the defined path. The system will support time and event-based reminders and automatic escalations to relevant user after specified time intervals pending work items, completed items, items pending with specific users etc. Workflow configuration utility will be defined to seamlessly move data from one module to the next (end to end configuration) 	<ul style="list-style-type: none"> 10 points
25.	Documentation (3 Marks)	<ul style="list-style-type: none"> Provide technical documentation detailing how the system has been setup and how the various features will be utilized. Create backup and disaster recovery plan. Create documents and guides for day-to-day use of the system by end users. On-going support, user management and system administration On-going maintenance of the entire platform and related applications Core Integration architecture 	<ul style="list-style-type: none"> 3 points
26.	Notification (3 Marks)	<ul style="list-style-type: none"> The system will have a capability sending notifications to the relevant user/stakeholder. The system will be configured to send system functionality and availability alerts to the administrator and will self-healing feature in case of an error, and enable Error logging 	<ul style="list-style-type: none"> 3 points
27.	Business continuity:	<ul style="list-style-type: none"> Scheduled backup and real-time replication Have multi-user capability: with many users logging in at the same time -concurrent users The system be accessible over LAN and WAN using client 	<ul style="list-style-type: none"> 1 point 1 point 1 point

Item No.	Item	Technical Requirements	Score
	(10 Marks)	server. <ul style="list-style-type: none"> • Run on Relational Database Management System such as MS SQL • Provide Detailed Operational and Maintenance Manuals and On-line Reference Manual. • Training Operators on daily operations of the system. • Built in Backup Function and File Recovery Utilities. Provide back-up/recovery and restart procedures and programs as well as an active audit trail for continuity of operations. • The application will have a centralized database to be accessed by all authorized users. • The system will have process workflows, triggers, and escalation for report generation of analyzed data • The System will have the capability of performing incremental backups without system downtime. • Transaction Rollback After Crash, System Integrity Check for file and data corruption. 	<ul style="list-style-type: none"> • 1 point • 1 point • 1 point • 4 points
28.	Reports (5 Marks)	<ul style="list-style-type: none"> • Ability to handle versatile reporting queries • Have an ad hoc report writer/report generating tool that will enable design and tailor reports to meet specific reporting requirements. Generate standard and customized reports with the provision for a drill-down capability. • • The system will allow the reports to be exported to PDF, DOCX, CSV, Excel or any other file format required by the user. • Ability to email reports directly. • Ability to retain archived history transactions online for a specified period of time without affecting system processing capacity • Ability to develop custom menus and reports and assign to users to minimize and prohibit direct access to database records 	<ul style="list-style-type: none"> • 5 points
Total			100 points

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: 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.

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 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 service offered in our facility/Hotel are following Ministry of Health COVID-19 Protocols and Guidelines.
<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: Click or tap to enter a date.

ANNEX 3: FINANCIAL OFFER –DEVELOPMENT IMS WEBSITE FOR KCFIC

Bidders are requested to complete this form, sign it and return it as part of their bid 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.

Description	Quantity	Unit Cost (Exclusive of VAT) (Kshs)	Total cost (Exclusive of VAT) (Kshs)
Development IMS website for KCFIC	lot		
Server/hardware	1		
Total Amount (Kes)			

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of Facilities at the given date	<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.

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. 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.	Authorized Signature: Date: 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.
---	--

