



Trust for Democratic Education and Accountability (TDEA) is implementing
“AFGP” funded by United States Agency for International Development (USAID)
under the
Contract No. AID-391-C-17-00006

Request for Proposals (RFP)

RFP Number:	RFP No. 0217
Description:	Accounting Software
Release Date:	Thursday, November 15, 2018
Pre-Bid Conference:	Tuesday, November 20, 2018 between 1530 hrs to 1700 hrs
Due Date:	Friday, November 30, 2018 (1700 hrs)
For Project:	USAID/Pakistan - Ambassador's Fund Grant Program (AFGP)
Contracting Entity:	Trust for Democratic Education and Accountability (TDEA)
Funded by:	United States Agency for International Development (USAID)
Place of Performance:	Islamabad

Contents of RFP:

Section – 1: Instructions to Offerors
Section – 2: Description/Specifications/Statement of Work
Section – 3: Eligibility and Selection Criteria.
Section – 4: Contractual Requirements and Other Terms
Attachment A: Letter of Transmittal
Attachment B: Required Certifications
Annex-1: Technical Proposal Template
Annex-2 Financial Proposal Template

Trust for Democratic Education and Accountability (TDEA) is seeking a reputed Company/Firm (hereinafter referred to as “Company/Firm” or “bidder” or “offeror”) to design and develop mobile-accessible webpages for the Ambassador’s Fund Grant Program (AFGP), funded by the United States Agency for International Development (USAID), based on specific guidance from TDEA and using content provided by TDEA.

The authority for the RFP is found in contract number AID-391-C-17-00006 between TDEA and USAID. The purpose of this RFP is to disseminate information to prospective bidders so that they may develop and submit proposals for the description of work defined in **Section 2** titled “**Description/Specifications/Statement of Work**” of this RFP.

This RFP:

- (A) Describes the types of activity for which proposals will be considered;
- (B) Describe the process and requirements for submitting proposals;
- (C) Explain the criteria for evaluating proposals;

The successful bidder will be responsible for ensuring achievement of the assigned objectives described in Section – 2 of this RFP.

Proposals must be directly responsive to the terms and conditions of this RFP. Eligible bidder interested in submitting a proposal must read this RFP thoroughly to understand the type of activities sought and the proposal submission requirements and the evaluation criteria. The complete downloading, receipt and follow-up for any amendments of this



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RFP remain the responsibility of the bidder. TDEA is not liable for any technological or data related issues and will not be responsible for communicating changes to this solicitation on an individual basis.

To be considered for the award, the bidder must provide all required information in its proposal and subsequent amendments to it, if any.

TDEA reserves the right to award any or none of the proposals submitted with or without giving any reasons. TDEA also reserves the right to make any final decisions with respect to this solicitation and intends to award the proposal(s) which meet the criteria laid down in the RFP are deemed as most-advantageous for project objectives and provide(s) the best value for money. Issuance of this RFP does not constitute an award commitment on the part of the TDEA or USAID, nor does it commit the TDEA or USAID to pay for costs incurred in the preparation and submission of a proposal. In addition, award of the agreement contemplated by this RFP cannot be made until funds have been appropriated, allocated and committed through internal TDEA procedures.

While TDEA anticipates that these procedures will be successfully completed, potential bidders are hereby notified of these requirements and conditions for the award. No costs chargeable to the proposed Contract may be incurred before receipt of a fully executed Contract.

In the event of an inconsistency between the documents comprising this RFP, it shall be resolved at the discretion of the Chief Executive Officer (CEO), TDEA. It is the responsibility of the recipient of this RFP document to ensure that it has been downloaded in its entirety from the email and the proposal is filled correctly/completely. TDEA bears no responsibility for data errors resulting from transmission or conversion processes. Bidders are encouraged to submit offers before the closing date and time indicated in the RFP document.

All guidance included in this RFP takes precedence over any reference documents referred to in the RFP. Bidders must retain a copy of their offer and accompanying enclosures for their records.

By submitting proposal under this RFP, the bidder certifies that all the information contained in the technical and cost proposals, their attachments and all supporting documentation provided with the proposal or subsequently during rounds of clarifications to the time an award is made are correct to the best of his/her knowledge and belief. Any misrepresentation or falsification will result in rejection of the offer. This requirement will survive the solicitation phase and even after the award of contract, if it is discovered that information provided was misrepresented or falsified or even invalid, TDEA may terminate the contract for default by the Contracting firm without any damages to be paid.

Late or incomplete applications will not be considered for award. By telegraphic transmission, soft copy through email or fax applications (entire proposal) is not authorized for this RFP and will not be accepted. Once again, bidders are encouraged to submit proposals much before the end date.

SECTION 1: INSTRUCTIONS TO OFFERORS

1. Introduction

The Trust for Democratic Education and Accountability (TDEA) is a not-for-profit organization focused on governance oversight, election observation and governance reforms in Pakistan since 2008. TDEA strives to strengthen public accountabilities by enhancing capability of citizens’ associations for the promotion of civil liberty, peace, improved governance and democracy in Pakistan. TDEA manages projects of varying size and scale. The execution methodologies also vary from direct implementation to working through partners.

TDEA has been awarded the five-year Ambassador’s Fund Grant Program (AFGP) by the United States Agency for International Development (USAID). On behalf of USAID, the AFGP will manage grants to civil society and other entities in all regions and provinces of Pakistan on a range of diverse themes.



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2. Purpose and Objective

The Purpose of this RFP is to obtain services of IT/Software firm to design and develop Accounting Software. This solicitation requires proposal for software as detailed in the Section – 2 of this RFP.

3. Pre-Bid Conference

TDEA will conduct a pre-bid conference to answer vendor’s queries. The interested organizations should attend this conference in order to have better understanding of the requirements. The organizations attending this conference should send following information of their representatives (max. 2) via email to imraan.ashraf@afgp-tdea.org

Name of Participant:

Designation:

Contact No:

Email Address:

A pre-bid conference will be conducted on **Tuesday, November 20, 2018 between 1530 hrs to 1700 hrs**. The pre-bid conference will be held at TDEA office, Building No. 1 Street 5 (Off Jasmine Road) G-7/2, Islamabad.

4. Services and Payment

Payment for services in result of this RFP shall be processed within 15 working days (on satisfactory deliverables basis) after submission of appropriate documentation and invoice for services duly approved by TDEA

Administrative costs (equipment’s, travel to TDEA office etc.) in connection with the assignment will be borne by the bidder.

5. Proposal Information

The technical proposal must be prepared on Annex -1 at the end of this document. The technical proposals are required to be in English language and not more than 10 pages of A-4 size against statement of work provided in Section – 2 of this RFP. The technical proposal must include; technical approach, previous relevant experience (development of Softwares, apps etc), organizational capacity to design, develop and implementation of software.

The Financial proposal must be prepared on Annex -2 at the end of this document and it should include the total cost of software inclusive all (without GST).

6. Deadline & Protocol for Submission of Offers

All offers must be “received” **by hand or courier** no later than **Friday, November 30, 2018** no later than **1700 hrs PST**. Late offers will not be considered for award. In the event of lesser qualified proposals, the procurement committee may decide upon reviewing the proposals received shortly after the deadline.

The bidders shall seal the proposal in **ONE OUTER** and **TWO INNER ENVELOPES**, as detailed below. The outer envelope should clearly state:

“RFP -0217”
Procurement Specialist
TDEA-AFGP
Building No. 1 Street 5 (Off Jasmine Road)
G-7/2, Islamabad



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Two inner envelopes shall indicate the name and address of the bidder as well as the type of proposal. First inner sealed envelope shall contain technical proposal while the second inner sealed envelope shall include the financial proposal thereof.

7. Award Decision

TDEA may award a contract resulting from this RFP to the responsible bidder(s) whose proposal(s) conforming to this RFP offers the greatest value (see Section 3 of this RFP). TDEA may (a) reject any or all proposals, (b) accept other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of the proposal instead of whole and (f) waive informalities and minor irregularities in proposals received.

TDEA may award a contract on the basis of initial proposals received and presentations made, without discussions or negotiations. Therefore, each initial offer and presentation should contain the bidder's best terms from a cost and technical standpoint. As part of its evaluation process, however, TDEA may elect to discuss technical, cost or other pre-award issues with one or more bidders. Alternatively, TDEA may proceed with award selection based on its evaluation of initial proposals received and/or commence negotiations solely with one bidder.

Awards will be made to responsible bidders whose proposal offer the greatest value, technical, cost and other factors considered. Please note that until an executed contract is received by you, which is duly signed off by the Chief Executive Officer of TDEA, no expenditures will be paid by TDEA.

A written award/ contract mailed or otherwise furnished to the successful bidder(s) within the time for acceptance specified either in the proposal(s) or in this RFP (whichever is later) shall result in a binding agreement without further action by either party. Before the proposal's specified expiration time, if any, TDEA may accept a proposal, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations or discussions conducted after receipt of a proposal do not constitute a rejection or counteroffer by TDEA. Since the funding allocation is limited and defined, TDEA may only award to the bidders deemed as “the best” for the program objectives while not awarding a contract to any otherwise qualified proposals.

8. Source/Nationality

All goods and services supplied under this order must meet USAID Geographic Code 937 in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#). OFAC sanctions, may apply to particular procurements of specific source or nationality.

9. Proposed Price

Prices must be quoted on a lump-sum, all-inclusive basis (including: inspections, transportations, taxes, etc). The quoted price should be without GST.

Please note that TDEA do not pay General Sales Tax (GST) for USAID funded projects, as we are an exempted entity. However, we arrange the GST exemption certificates for our vendors through Economic Affairs Division (EAD) and Federal Board of Revenue (FBR) on case to case basis. The GST exception process may take 90 days or above.

(End of Section – 1)



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SECTION 2: DESCRIPTION / SPECIFICATIONS / STATEMENT OF WORK

A. Background

- The Ambassador’s Fund Grant Program (AFGP) is funded by the United States Agency for International Development (USAID) and managed by the Trust for Democratic Education and Accountability (TDEA). The AFGP aims to improve the economic and social conditions of the people of Pakistan.
- The five-year AFGP will support grant projects in all parts of Pakistan at the federal, provincial, district and/or local levels. Grant projects may be in any of the four provinces, Federally Administered Tribal Areas (FATA), Azad Jammu and Kashmir (AJK) and/or Gilgit-Baltistan (G-B).
- The AFGP will provide grants to the private sector and community groups in five priority areas.

B. Objectives of the Software

TDEA is desirous of procuring an accounting system that will enhance data entry, budgeting, reporting, cash management, and fixed assets management.

C. Scope of Work

TDEA expects the system should:

- Be web based as well as client based.
- Have flexibility of customization and integration to meet emerging requirements.
- Have a comprehensive audit trail feature to provide clear trail/ logs of all users’ actions.
- Have Period lockout restricting any posting or editing in the closed financial period.
- Have the session and remote desktop automatically logoff after being idle for prescribed period of time.
- Have lock out threshold to be set up to at least 5 invalid log-in attempts. The system must allow for unlimited users with different level of security and roles, concurrently using same set of data.
- Must control user access via an authentication mechanism based on a unique username and password login for each user.
- Must include multi-layered approval process
- Be able to capture the chart of accounts, which will maintain posted transactions. The System should have a provision for mapping chart of accounts to specific budget lines of different projects.
- Have option of being integrated with existing Grants Management Information System of TDEA.
- Be able to host and manage multiple projects accounting, recordkeeping and financial reporting in single file.
- Be able to generate serially numbered vouchers and dated including receipts vouchers, payment vouchers and journal vouchers. The voucher numbers and dates should not be manually editable.
- Be able to automatically calculate withholding tax where applicable, and post it in the withholding tax payable account.
- Be able to handle multi-currency accounting.
- Have a provision for carrying out monthly bank reconciliations.
- Have provision for inter-projects reconciliations.
- Be able to capture the organizations purchased fixed assets details such as:
 - (a) detailed description of each item
 - (b) original cost of the item
 - (c) date of its acquisition
 - (d) classification of the item
 - (e) the location and/or the custodian of the item
 - (f) the rate of depreciation
 - (g) accumulated depreciation



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- (h) depreciation charge for the period
- (i) the department / cost center / product to which the depreciation is charged
- (j) date of revaluation (if any)
- (k) revalued amount (if any) of the items
- (l) depreciation on revalued amount
- (m) accumulated depreciation on the revalued amount

- Be able to capture the organization’s employee information such as salary and benefits package, advances given, compute taxes in accordance with applicable rates. Payroll makes all the appropriate entries to offset the A/R and A/P of employee account. It should have expandable memory to increase the staff numbers and related information.
- The General Ledger must be fully integrated with Accounts Payable, Accounts Receivable, Cash Book and Fixed Assets interfaces.
- Allow scheduling bill payments to vendors, keeping accurate information about procurement process including money owed, due dates, payables’ aging analysis and generate accounts payable report.
- Allow tracking payments due to the organization from its employees or third parties. It should keep accurate information about due dates, receivables’ aging analysis and generate accounts receivable report.
- Have the ability to generate regular, automatic journals to simplify the posting of overhead allocations to cost centers, projects, activities etc. The timesheets are uploaded in it at the end of every month so costs associated to every project and overheads can be allocated instantly on the basis of Level of Effort or any other charging mechanism. The system should provide a seamless link to the General Ledger allowing such basis to be used.
- Have an added security feature that detects and give alerts for unusual payments.
- Be able to generate flexible and customized reports. The reports should specifically provide information by cost category, project or funding source, intervention or any other specific activity or reporting dimension to satisfy the different requirements of financial reporting, donor reporting, budgeting and management reporting.
- Be able to produce complete set of financial statements including Statement of Financial Position, Statement of Comprehensive income, Cash Flow Statement, Statement of Changes in Equity.
- Allow all users to be able to export and import the reports to and from the following file formats: • Microsoft Access • Microsoft Excel • CSV file
- Have full back up, recovery and restore facilities within the package to enable complete file restoration and recovery.
- Have the functionality of end-to-end encryption.
- Tools and techniques must be aligned with the existing expertise to ensure smooth post-deployment operation.
- Financial application must allow post-deployment modular extension.
- The vendor will be responsible to share all source code files with technical documentation to TDEA technical team upon completion of the assignment.
- Have various pop up/ alert features.
- The vendor will be required to provide an operational accounting system that is able to perform the above efficiently. Data for last desired number of years from QuickBooks will be migrated to the new system. The vendor shall also provide training to finance and grants staff on use of system. A complete User manual will be required with the software. The software offered by the bidder must be ready for deployment and implemented no later than three months after the acceptance of the proposal. The proposed solution should have a proven record of successful implementation at more than 5 reputable clients. The service provider must demonstrate experience and willingness to provide after sales support. The software offered by the bidder should meet flexibility for possible system updates.
- Vendor will provide minimum six months services after deployment of final version of accounting software regarding removing of bugs, troubleshooting etc.
- Non-disclosure agreement must be signed by the agreed parties.



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D. Coordination

The contracting firm will work closely with TDEA focal person.

E. Stakeholders

Accounts & Finance Unit

F. Copyright & Intellectual Proprietary Rights

All material, software, reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials produced by the Contracting firm under this Contract shall be the sole and exclusive property of TDEA.

G. Duration of Assignment

The total time span of the development of software, including its designing, development, testing and implementation/installation is six months after signing of contract. (Ideally from Dec 2018 to May 2019).

Tasks	Timeline
Pilot testing of software	March 15, 2019
Training of Accounts & Finance staff (3-5 Persons)	March 31, 2019
Re-alignment/ Transfer of data from existing system to new system/ implementation	May 15, 2019

(End of Section – 2)



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SECTION 3: SELECTION CRITERIA

1. Evaluation of Proposals:

The bidders should respond to the following information and be organized as specified below.

Section I. Executive Summary Maximum of 2 pages

Summarize all components of the technical proposal and how the scope of work will be met. This section is not scored, but it is mandatory.

Section II. Technical Approach Maximum of 4 pages.

Provide the following information:

- 1- Elaborate the firms’ understanding of Scope of Work
- 2- Detailed Methodology & Plan for designing, developing & deployment of the software along-with realistic timelines
- 3- Strategy & technology to execute the software
- 4- Innovative and share creative ideas

Section III. Previous relevant experience Maximum of 2 pages

Provide the following information:

- 1- Experience of development of similar software on accounting
- 2- The samples/screenshots should be provided on DVD

Section IV. Organizational Capacity Maximum of 2 pages

Provide the following information:

- 1- Details of the Team proposed to be deployed to work with the TDEA, with qualifications and experience of the team members must be provided

2. Selection Criteria and Distribution of Marks

For this RFP, ‘Single stage - Two Envelope Procedure for open competitive bidding shall be adopted.

The technical evaluation will be done in two stages. In first stage technical proposals will be evaluated and in second stage presentations will be arranged after which the financial proposal being opened and compared.

A tabular presentation of marks allocation is provided below:

Criteria for technical evaluation of proposals	Marks	Total Marks
Technical Approach		20
1- Understanding of Scope of Work	03	
2- Detailed methodology & Plan for designing, develment & deployment of the software along-with realistic timelines	10	
3- Strategy & technology to execute the software	05	
4- Innovative and creative ideas	02	
Previous relevant experience		10
1- Experience of development of similar software on accounting	07	
2- The samples/screenshots should be provided on DVD.	03	
Organizational Capacity		10
1- Details of the Team proposed to be deployed to work with the TDEA, with qualifications and experience of the team members must be provided.	10	
Marks assigned to Technical proposal (annex -1)		40



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Contract No. AID-391-C-17-00006

Marks for presentations		15
Marks assigned to Financial proposal (annex -2)		45
Cumulative total for Bid evaluation		100

In the second stage of technical evaluations, the bidders will be invited for presentation sessions. The financial proposals will be opened and compared of only those firms - who successfully qualify the evaluation of their technical proposals and presentation, by obtaining a minimum of **33 marks out of a total of 55 marks i.e. 60 %**.

3. Presentation:

The presentation session will cover the details of the proposed software provided in the technical proposal on multimedia projector; discuss their understanding of accounting software ; The session will also be utilized for acquaintaining the bidder staff with TDEA team who will be dedicated to this project. The key staff to be assigned to this project should be present at the time of presentation. A tabular presentation of marks allocation is provided below:

Marking Criteria for Presentations	Marks
Understanding and potential implementation plan of scope of work	5
Clarity of proposed Methodology & Plan for designing, development & deployment of the software along-with realistic timelines	4
Strategy & technology to execute the software	2
Present demo of similar Softwares developed in past if any	2
Expertise/Knowledge of proposed team for development of software	2
Total Marks	15

4. Final Award :

The Offeror/Offerors with the highest overall score i.e. **the sum of the Technical Proposal (max. 55 marks) and the Financial Proposal (max. 45 marks) may be proposed for award.** This is a way of structuring the decision and shall not overrule the best value or interest based decisions.

TDEA reserves the right to reduce this ceiling or the qualifying marks’ percentage with or without giving any information to the bidders. Only short listed bidders will be contacted.

5. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, TDEA may at its discretion, ask the Offeror for clarification of its Proposal in any form deemed appropriate including presentations by the proponent. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

6. Best/ Greatest Value Decision

Award will be made to the Applicant whose application offers the best value to TDEA. Best value is defined as the expected outcome of a process that, in TDEA’s estimation, provides the greatest overall benefit in response to the requirement.

For this RFP, technical proposal merits are considered significantly more important than cost relative to deciding which bidder might perform the work best. Cost realism, effectiveness and reasonableness will be the determining factors in the event that the proposals receiving the highest ratings are closely ranked. Therefore, after the final evaluation of the proposal, TDEA will make the award to the bidder whose proposal offers the best value to the project considering technical, cost and other factors.

Other areas of review and discussion will vary according to the circumstances pertaining to the proposal. TDEA will acknowledge the receipt of proposals.

(End of Section – 3)



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SECTION 4: CONTRACTUAL REQUIREMENTS AND OTHER TERMS

Contractual Requirements

1. Required Qualifications

The bidder must be registered company having relevant experience.

2. Confidential and privacy requirements

The Contracting firm shall be solely responsible for complying with Privacy Act requirements governing any personal financial information provided by TDEA / USAID and its implementing partners. The Contracting firm will treat all documentation requested by any party as “Confidential” and will not discuss any analysis or estimate or detail with anyone without the express permission of TDEA / USAID.

Other Terms and Conditions

1. Validity Period

Offers must remain valid for 120 calendar days after the offer deadline. TDEA might, after lapse of 120 days, reconfirm the offers keeping in view the processing time involved at TDEA and USAID.

2. Negotiations

Best offer proposals are requested. It is anticipated that awards will be made solely on the basis of these original proposals. However, TDEA reserves the right to conduct negotiations and/or request clarifications prior to awarding a subcontract. TDEA reserves the right to make multiple awards, if it is in the best interest of TDEA.

3. Terms and Conditions of Subcontract

Issuance of this solicitation does not in any way obligate TDEA or USAID to award a subcontract, nor does it commit TDEA or USAID to pay for costs incurred in the preparation and submission of a proposal.

This solicitation is subject to the Fixed Price Subcontract Terms and Conditions detailed in Section 4. Any resultant award will be governed by these terms and conditions. TDEA reserves the right to make revisions to the content, order, and numbering of the provisions in the actual subcontract document prior to execution by TDEA and the selected awardee.

Please note that in submitting a response to this solicitation, the offeror understands that TDEA is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to TDEA for consideration, TDEA, at its sole discretion, will make a final decision on the protest for this procurement.

4. Confidentiality

The Contracting firm recognizes that, in performing this proposed contract, the Contracting firm may obtain access to non-public information that is confidential or proprietary in nature. Except as permitted by the contract, the Contracting firm agrees that it, its employees, its sub-Contracting firms, and its subcontract employees will not disclose to any third party, or otherwise use, any information it obtains or prepares in the course of performance of this agreement for any purpose other than to perform work under the contract without first receiving written permission from TDEA’ focal person.

5. Cooperating with Other Organizations

The Contractor agrees to cooperate with representatives of other contractor, Regional Inspector General/Pakistan, USAID’s other offices, Government of Pakistan’s offices, Federal agencies, governmental entities, and other organizations as may be required by TDEA.



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6. Conflicts of Interest

The Firm/Company will ensure compliance with USAID’s policies and directives on conflict of interest and other related pronouncements. TDEA /USAID HAS NOT WAIVED any potential conflicts of interest as defined by USAID.

7. Anti-Fraud Hotline

USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and Firm/company is encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); e-mail at complaints@anti-fraudhotline.com; fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website www.anti-fraudhotline.com

(End of Section – 4)



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ATTACHMENT A: LETTER OF TRANSMITTAL

The following letter must be completed and submitted with any offer:

To: TDEA
Attention: Procurement Department

Reference: RFP No. 0217

Date: _____ (*insert date*)

_____ (*Insert name of Individual*) hereby proposes the attached offer to perform all work required as described in the above referenced RFP. Please find attached our detailed Technical Proposal (including relevant past performance information and required certifications and other material, as called for in the RFP.

We hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced RFP. We further certify that _____ (*insert name of Individual*), as an *Individual* and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms and conditions of this solicitation and under TDEA regulations.

We hereby certify that the enclosed relevant experience, certifications, and other statements are accurate, current, and complete.

Name of the Individual

Signature

Date



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ATTACHMENT B: REQUIRED CERTIFICATIONS

The following certifications must be completed and submitted with any offer:

ATTACHMENT B-1: CERTIFICATION OF COMPLIANCE

_____ (Hereinafter called the "offeror")
(Insert name of organization)

The offeror hereby certifies the following:

1. Authorized Negotiators

The _____ (insert name of organization) proposal in response to RFP No. _____ may be discussed with any of the following individuals. These individuals are authorized to represent _____ (insert name of organization) in negotiation of this offer in response to TDEA RFP No.XXXXX.

List Names of Authorized signatories

These individuals can be reached at _____ (insert name of organization) office:

Address
Telephone/Fax
Email address

2. Adequate Financial Resources

Organization Name has adequate financial resources to manage any subcontract resulting from this offer.

3. Ability to Comply

_____ (Insert name of organization) is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

_____ (Insert name of organization) 's record of integrity is outstanding. _____ (Insert name of organization) has no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Volume.

5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Offeror should explain which department will be managing the contract, type of accounting and control procedure they have to accommodate the subcontract type.)

6. Equipment and Facilities

(Offeror should state they have necessary facilities and equipment to carry out the subcontract.)



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7. Eligibility to Receive Award

(Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulation and if they have performed work of similar nature under similar mechanisms for TDEA. They should provide their DUNS number here as well, if applicable.)

8. Commodity Procurement

Not applicable to this RFP.

9. Cognizant Government Audit Agency

(Offeror should provide name, address, phone of their auditors, and whether it is DCAA or independent CPA, if applicable)

10. Acceptability of Subcontract Terms and Conditions

The offeror has reviewed the solicitation document and attachments and agrees to the terms and conditions set forth therein.

11. Organization of Firm

(Offeror should explain how their firm is organized – for example regionally or by technical practice)

Organization Name

Name and title of authorized representative

Signature

Date



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ATTACHMENT B: CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

_____ (Hereinafter called the "offeror")
(Insert name Individual)

(a) The offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a) (1) through (a) (3) of this provision _____ [insert full name of person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror’s organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a) (2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

BY (Signature) _____ TITLE _____

TYPED NAME _____ DATE _____



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Annex – 1

Technical Proposal Template

a) Technical Approach (20 marks)

Executive Summary

Understanding of scope of work (3 marks)

Detailed Methodology & Plan for designing, development & deployment of the software along-with realistic timelines

(10 Marks)

Strategy & technology to execute the software (5 marks)

Innovative and creative ideas (2 Marks)

b) Previous Relevant Experience (10 marks)

Experience of development of similar software' on accounting. (7 marks)

The samples/screenshots should be provided on DVD. (3 marks)



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c) Organizational Capacity (10 marks)

Details of the Team proposed to be deployed to work with the TDEA, with qualifications and experience of the team members must be provided (10 marks)

d) Presentation (15 marks)

Note: The bidders will be invited for presentation on multimedia projector; the schedule will be shared later on.

