



Global Expertise. Local Solutions.  
Sustainable Democracy.

IFES Ukraine  
Vasylkivska St 72  
Entrance 3, 8th Floor  
Kyiv, 03150, Ukraine  
Phone: +380 44 300 1344  
info@ifesukraine.org  
www.ifes.org

**Date: November 23, 2017**

**Ref.: RFP 23-11-2017**

**Subject: Request for Proposal (RFP) for Development and Installation of Automatic Information System "Official Website of the Central Election Commission".**

The International Foundation for Electoral Systems (IFES Ukraine) invites your organization to submit a proposal for participation in the tender with submission of quotation and conditions of these services for IFES in Ukraine.

## BACKGROUND

### Customer

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### Beneficiary

Central Election Commission of Ukraine (CEC) is a permanent and independent collegiate body of the Ukrainian government, which is vested with authority to supervise and conduct presidential, parliamentary, and local self-government elections in Ukraine, as well as Ukrainian and local referendums.

## SCOPE OF WORK

IFES seeks an independent company for development and installation of automatic information system "Official Website of the Central Election Commission" (hereinafter "System") in full accordance with technical requirements outlined in **Annex 1** to this RFP.

**Briefly, the scope of work includes but is not limited to the following:**

- To develop the Terms of Reference for the Systems in close coordination with the Central Election Commission (CEC);
- To develop the Terms of Reference for the CISS (Complex Information Security System) in close coordination with the CEC;
- To develop the System, including all the related supporting documents;
- To install the developed System based on the CEC existing technical resources; to assure data transposing; to provide training for users; and to conduct all the relevant operation and acceptance tests;
- To develop and install the CISS along with the new System;
- To provide full technical support during the official examination with the further obtaining of the CISS state certificate of conformity;
- To provide maintenance services of the System during the next 12 months from the date of acceptance.

## BIDDERS QUALIFICATIONS REQUIREMENTS

### Qualifications:

- Experience of full cycle web development and corporate portals maintenance along with all the related supporting documents in full compliance with the current Ukrainian technical and legal requirement;
- Experience of using specific technologies and tools specified in Section 2.5 of **Annex 1** (Technical Specifications) to this RFP ;
- Experience in the CISS development, as required for the public information systems;
- Holding all the needed licenses / permits for the CISS development;
- Highly qualified staff/specialists;

**As the evidence of compliance with the required based qualifications, the bidders have to provide the following:**

- State registration documents
- Information on previously completed projects along with customers' recommendations/supportive letters; links to the developed products; and a brief description of the used technologies;
- Copies of documents confirming the bidder's experience in the CISS development and testing;
- Copies of licenses and/or links to the appropriate state registers proving the bidder's ability to provide services related to the public information security systems;
- CV of key staff/ specialists that will be involved in the proposed project, including their previous relevant experience and the works completed.

## SUBMISSION REQUIREMENTS

**The tender offers have to contain the following:**

1. The proposed project timeline (please use Annex 2. Table 1 "TIMELINE" to show detailed plan and description of the works will be completed within the project);
2. Detailed Price Offer (please use Annex 2. Table 2 "PRICE OFFER" to submit the proposed prices *in Ukrainian Hryvnia (UAH)* reflecting all the human and technical resources shall be involved to complete the project in accordance with the timeline table);
3. Scanned copies of the relevant documents confirming the bidder's experience within the "Bidders qualifications requirements" listed above;
4. Corporative document within the "Requirements for prospective contractors' legal status" listed below;
5. At least two web-page design templates that could be proposed for this tender showing the system's functions, namely:
  - the main page for external user; and
  - the I-see web page to work with "Regulations of the Central Election Commission" database.

### Table 1: TIMELINE

The Timeline table should include a list of all stages with the tasks/objectives, expected results/outcomes, deadlines (on weekly basis), and the need for involvement of the CEC representatives to complete the set tasks.

It is assumed that the total project period (except technical support services) will not exceed 8 months. The technical support under the contract should be provided at least during one year after the System installation. Approximate workplan with the milestones and the tasks description is provided within the Technical Specifications (Annex 1). The bidders have to propose a timeline based on the technical requirements and

their own experience in the project management, including the System development and its following maintenance.

**Table 1: TIMELINE (Example)**

Stages and objectives	Expected results	Participation of CEC representatives	Deadlines, calendar weeks
1. Terms of Reference a. Development of requirements and approval of Technical tasks for the System and CISS; b. Development and approval of design of the System.	(1) Terms of Reference for System (2) Terms of Reference for CISS	Interviews (1st week, 3 hours) Approval of design (3rd week)	1st Week - 4th Week

**Table 2: PRICE OFFER**

- Vendors should submit their price offers following the format provided above in the Price Offer Table 2 (below);
- The proposed price offer should be detailed enough to reflect all the human and technical resources shall be involved to complete the task, as well as the milestones in accordance with the timeline table;
- The proposed price offer should contain detailed cost in Ukrainian Hryvnia (UAH), with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.

**Table 2: PRICE OFFER (Example)**

Stage name / Role	Cost of services per hour, UAH	Number of hours	The cost of services, UAH
Step 1. Terms of Reference			
Project Manager			
Architect			
Designer			
Subtotal:			
Step 2. -----	-----	-----	-----
The cost in total	x	x	

**REQUIREMENTS FOR PROSPECTIVE CONTRACTORS LEGAL STATUS**

**Tender offers must be provided from a legal entity - the future provider of services.**

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. If a government, its agents, or agencies, have an ownership or managerial interest in the vendor, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
3. A brief outline of the vendor (Annex 2. Table 3), including:
  - Full legal name and address of the vendor;
  - Full name of the legal representative (president or managing director) of the vendor;

- Name of any individuals or entities that own 50% of more of the vendor;
  - Year business was started or established.
4. Corporate and tax registration documents (scan)
  5. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor's offer being removed from consideration.
  6. All the cost must be in UAH, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
  7. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
  8. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
  9. All Responses shall be in English or Ukrainian language.

## CRITERIA FOR SELECTION

IFES conduct the evaluation of proposals according the following criteria:

**1. Budget proposal** **30%**

Evaluated per specific service and based on cost effectiveness of the financial quotations compared against the services being offered.

**2. Timeline/ Technical Proposal** **25%**

Evaluation will be based on the proposed timeline, technical resources and comprehensive explanation of processes to ensure high quality of services, along with the submitted two web-page design templates showing the system's functions.

**3. Staff qualification** **20%**

Evaluation will be based on number and proved experience of qualified staff that would be involved in the project completion, by reviewing the enclosed CVs of key staff / specialists that will be involved in the proposed project, including their previous relevant experience and the works completed.

**4. Previous experience** **25%**

Evaluation will be based on information about previously completed projects along with the customers' recommendations/supportive letters; links to the developed products; and a brief description of the used technologies.

**Evaluation Criteria Grading for Each Criterion:**

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

## SCHEDULE OF EVENTS

Release of RFP	November 23, 2017
Questions Due	December 6, 2017
Answers from IFES members	December 12, 2017
The deadline for submitting proposals	December 17, 2017

**The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Ms. Olesia Liesnikova [oliesnikova@ifes.org](mailto:oliesnikova@ifes.org), with "CEC WEBSITE 2017 TENDER" in the subject line.**

## **GENERAL TERMS AND CONDITIONS**

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for 90 days minimum.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability before signing the contract.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFP is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

**IFES has zero tolerance for fraud. Fraud - means any act or omission for the purpose of misleading to obtain undue advantage or avoid implementation of previously assumed commitments. In case you suspect of any fraudulent activities related to the project IFES, including the execution and performance of contracts or any activity, please inform on hotline fraud prevention IFES [compliance@ifes.org](mailto:compliance@ifes.org) or call +1 202-350-6791.**

***End of announcement***