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**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR THE  
DEVELOPMENT OF A COLLABORATIVE WEB PORTAL APPLICATION FOR  
THE AFRICAN UNION NETWORK OF SCIENCES**

## TABLE OF CONTENTS

Section 1: LETTER OF INVITATION .....	2
Section 2: INFORMATION TO CONSULTANTS .....	4
1. Introduction.....	5
2. Clarification and Amendment of RFP Documents.....	8
3. Preparation of Proposal.....	8
4. Submission, Receipt, and Opening of Proposals.....	10
5. Proposal Evaluation .....	11
6. Negotiations .....	13
7. Award of Contract.....	14
8. Confidentiality .....	14
Section 3: DATA SHEET.....	15
Section 4: TECHNICAL PROPOSAL - STANDARD FORMS.....	19
Section 5: FINANCIAL PROPOSAL - STANDARD FORMS.....	29
Section 6: TERMS OF REFERENCES.....	36

**Section 1: LETTER OF INVITATION**

15 February, 2019

Dear Sir/Madam,

**REF: REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF A COLLABORATIVE WEB PORTAL APPLICATION FOR THE AFRICAN UNION NETWORK OF SCIENCES**

1. The African Union Scientific, Technical and Research commission (AU-STRC) would like to engage the services of a consulting firm to provide services for the development of a collaborative web portal application for the African Union Network of Sciences. The AU-STRC invites interested and eligible bidders to submit technical and financial proposals for the assignment as per the requirement of the request for proposal.

2. A firm will be selected under Quality and Cost Based Selection Method procedures. The technical and financial proposals must be delivered in two separate envelopes enclosed in an OUTER envelope to the address below. The minimum technical score required to pass is 70% to proceed for further financial evaluation.

3. The deadline for submission of proposal is 21 March, 2019 at 1600 hrs (GMT +1). Late bids will be rejected. The Outer envelope should bear the name and address of the bidder. Language of the bid or proposal should be in English.

4. Bidders may request for clarifications no less than 7 days from the deadline for submission, from the following email address:

*Email address: BayekaP@africa-union.org*

*Copied to: GilbertB@africa-union.org*

5. Bidders must provide the following documents: (i) Certificate of Incorporation (Company Registration) (ii) At least 3 contactable references in the last five (5) years (iii) Company profile demonstrating at least five (5) years

6. The address for deposit of bids is:

**The Local Procurement Committee  
African Union Scientific Technical and Research Commission  
Plot 114 Yakubu Gowon Crescent, Asokoro  
Abuja, Nigeria  
PMB 5368 Wuse Zone 2, Abuja Nigeria**

Yours sincerely,

**Chairman, Local Procurement Committee**

## **Section 2: INFORMATION TO CONSULTANTS**

## 1. Introduction

- 1.1 The Client named in the Data Sheet will select a firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 1.3 The assignment shall be implemented in accordance with any phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase.
- 1.4 The consultants must familiarise themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending any specified pre-proposal conference is optional. The consultants' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on any pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Note that: (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.7 African Union policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.
- 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
- (a) Conflict between consulting activities and procurement of goods, works or services: A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of

	<p>its affiliates, shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm's consulting services for such preparation or implementation (other than a continuation of the firms earlier consulting services for the same project).</p> <p>(b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.</p> <p>(c) Relationship with AUC staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.</p> <p>1.7.2 As indicated in paragraph 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.</p> <p>1.7.3 In the event of 1.7.2. and in order to ensure fairness and transparency in the selection process, it is required that consultants or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, all information that would in that respect give a consultant a competitive advantage shall be made available to all the short-listed consultants together with the request for proposals.</p> <p>1.8 The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.<sup>1</sup> In pursuance of this policy the AU:</p> <p>(a) defines, for the purposes of this provision, the terms set forth</p>
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<sup>1</sup> In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

	<p>below as follows:</p> <ul style="list-style-type: none"> <li>(i) “corrupt practice”<sup>2</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</li> <li>(ii) “fraudulent practice”<sup>3</sup> is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>(iii) “collusive practice”<sup>4</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</li> <li>(iv) “coercive practice”<sup>5</sup> is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</li> <li>(v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;</li> </ul> <p>(b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;</p> <p>(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.</p> <p>1.9 Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the AUC in accordance with the above sub-paragraph 1.8.</p> <p>1.10 Consultants shall furnish information as described in the Financial</p>
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<sup>2</sup> “another party” refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, “officer of the AU” includes staff and employees of other organisations taking or reviewing procurement decisions.

<sup>3</sup> a “party” refers to any officer of the AU; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>4</sup> “parties” refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

<sup>5</sup> a “party” refers to any participant in the procurement process or contract execution.

	<p>Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.</p> <p>1.11 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.</p>
<p><b>2. Clarification and Amendment of RFP Documents</b></p>	<p>2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by facsimile, courier or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.</p> <p>2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.</p>
<p><b>3. Preparation of Proposal</b></p>	<p>3.1 Consultants are requested to submit a proposal (paragraph 1.2) written in the language(s) specified in the Data Sheet.</p>
<p><b>Technical Proposal</b></p>	<p>3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.</p> <p>3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <ul style="list-style-type: none"> <li>(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to consultants who are Nationals of African Union Member States.</li> <li>(ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-</li> </ul>

	<p>budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p> <ul style="list-style-type: none"> <li>(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.</li> <li>(iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the Country specified for Performance of the Services.</li> <li>(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.</li> <li>(vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet.</li> </ul> <p>3.4 The Technical Proposal shall provide the following information using the Standard Forms attached in Section 4:</p> <ul style="list-style-type: none"> <li>(i) A brief description of the firm's organisation and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm's involvement.</li> <li>(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).</li> <li>(iii) A description of the methodology and work plan for performing the assignment (Section 4D).</li> <li>(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 4E).</li> <li>(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 4F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.</li> <li>(vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member (Sections 4E and 4G).</li> <li>(vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.</li> <li>(viii) Any additional information requested in the Data Sheet.</li> </ul>
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	3.5	The Technical Proposal shall not include any financial information.
<b>Financial Proposal</b>	3.6	In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow the Standard Forms in Section 5. These list all costs associated with the assignment, including (a) remuneration for staff, (foreign and local, in the field and at headquarters); and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilisation and demobilisation), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. Where appropriate, these costs should be broken down by activity, and, if appropriate, into foreign and local expenditures.
	3.7	The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).
	3.8	Consultants may express the price of their services in any freely convertible currency. The consultants may not use more than three foreign currencies. The Client may require consultants to state the portion of their price representing local costs in the Currency of the Country specified for performance of the Services if so indicated in the Data Sheet.
	3.9	Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 5A).
	3.10	The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.
<b>4. Submission, Receipt, and Opening of Proposals</b>	4.1	The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person signing the proposal.
	4.2	An authorised representative of the firm initials all pages of the proposal. The representative's authorisation is confirmed by a written power of attorney accompanying the proposal.
	4.3	For each proposal, the consultants shall prepare the number of copies

	<p>indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original will govern.</p> <p>4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Tender Opening Committee."</p> <p>4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.</p> <p>4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Bid Opening Committee. The Financial Proposal shall remain sealed and retained securely until all submitted proposals are opened publicly.</p> <p>4.7 The Firm may withdraw its Proposal after the Proposal's submission, provided that the written notice of the withdrawal is received by the Client prior to the deadline prescribed for submission of Proposals. The Firms' withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the firm on the Proposal Submission Form.</p>
<p><b>5. Proposal Evaluation</b></p>	
<p><b>General</b></p>	<p>5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.</p> <p>5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.</p>
<p><b>Evaluation of Technical Proposals</b></p>	<p>5.3 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal</p>

	<p>shall be rejected if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet.</p>
<p><b>Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)</b></p>	<p>5.5 After the evaluation of technical quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying score or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying score, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> <p>5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed that are subject to the African Union exemption on the payment of taxes and duties, and estimated as per paragraph 3.7.</p> <p>5.8 In case of QCBS, the lowest priced Financial Proposal (<i>Fm</i>) will be given a financial score (<i>Sf</i>) of 100 points. The financial scores (<i>Sf</i>) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (<i>St</i>) and financial (<i>Sf</i>) scores using the weights (<i>T</i> = the weighting for the Technical Proposal; <i>P</i> = the weighting for the Financial Proposal as indicated in the Data Sheet. <i>T</i> + <i>P</i> = 1); The firm achieving the highest combined technical and financial score using the formula:</p> $S = St \times T\% + Sf \times P\%$ <p>will be invited for negotiations.</p> <p>5.9. In the case of Fixed-Budget Selection, the Client will select the firm</p>

	<p>that submitted the highest ranked Technical Proposal within the indicated budget price. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest evaluated cost proposal among those that passed the minimum technical score. The selected firm will be invited for negotiations.</p>
<p><b>6. Negotiations</b></p>	<p>6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.</p> <p>6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.</p> <p>6.3 Financial negotiations will reflect agreed technical modifications in the cost of the services, and will include a clarification of the firm’s tax liability (if any) in the Country specified for performance of the Services, and the manner in which it will be reflected in the contract. The financial negotiations will not normally involve either the remuneration rates for staff (no breakdown of fees), or other proposed unit rates under QCBS, Fixed-Budget Selection, or the Least-Cost Selection methods. For other methods of selection, an Appendix will be provided for the firm to explain the required information on remuneration rates.</p> <p>6.4 Having selected the firm on the basis including an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the proposed experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.</p> <p>6.5 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.</p>

<p><b>7. Award of Contract</b></p>	<p>7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (paragraph 5.3).</p> <p>7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p><b>8. Confidentiality</b></p>	<p>8.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.</p>

### **Section 3: DATA SHEET**

ITC Clause Reference	
ITC Clause 1.1	<p>The name of the Client is: <b>African Union Scientific Technical and Research Commission</b></p> <p>The method of selection is: <b>Quality and Cost Based Selection Method</b></p>
ITC Clause 1.2	<p><b>Financial Proposal shall be submitted together with the Technical Proposal, in separate sealed envelopes</b></p> <p><b>CONSULTANCY SERVICES OF A CONSULTING FIRM FOR THE DEVELOPMENT OF A COLLABORATIVE WEB PORTAL APPLICATION FOR THE AFRICAN UNION NETWORK OF SCIENCES</b></p> <p>RPF No: .....</p>
ITC Clause 1.5	<p>The Client will provide the following inputs:</p> <ul style="list-style-type: none"> <li>• Background documentation for the project</li> <li>• The prototype developed for the AUNS</li> </ul>
ITC Clause 2.1	<p><b>The Local Procurement Committee</b>  <b>African Union Scientific Technical and Research Commission</b>  <b>Plot 114 Yakubu Gowon Crescent, Asokoro</b>  <b>Abuja, Nigeria</b>  <b>PMB 5368 Wuse Zone 2, Abuja Nigeria</b></p> <p style="text-align: center;">Electronic mail address: BayekaP@africa-union.org  Copied to: GilbertB@africa-union.org</p> <p>Requests for clarification should be received by the Employer no later than: <b>Seven</b> days to the deadline of the RFP.</p>
ITC Clause 3.1	Proposals should be submitted in the <b>English language</b> .
ITC Clause 3.3(ii)	The estimated number of professional staff-months required for the assignment is: <b>4 man-months</b> .
ITC Clause 3.3(iv)	The minimum required experience of proposed expert professional staff is: <b>10 years for Team Leader and 5 years for other experts</b> .
ITC Clause 3.3(vi)	Reports that are required under the assignment shall be submitted in the <b>English language</b> .
ITC Clause 3.4(viii)	Additional information required in the Technical Proposal is indicated in the <b>Terms of Reference (TORs). Refer to the TORs</b>
ITC Clause 3.10	Proposals must remain valid for <b>90 days</b> after the submission date
ITC Clause 4.3	<p><b>The Consultant must submit the Technical and Financial proposals separately sealed but enclosed in one outer envelope as follows:</b></p> <p>(a) <b>Technical Proposal:</b> one (1) original and three (3) copies; (b) <b>Financial Proposal:</b> one (1) original and three (3) copies</p> <p>Consultants shall use the standard templates provided under Section 4 and Section 5 of the RFP.</p>

ITC Clause 4.4	<p>The address for submission of proposals is:</p> <p><b>The Local Procurement Committee African Union Scientific Technical and Research Commission Plot 114 Yakubu Gowon Crescent, Asokoro Abuja, Nigeria PMB 5368 Wuse Zone 2, Abuja Nigeria</b></p> <p>Information on each envelope should also at the top left side, a clear mark Financial Proposal or Technical Proposal.</p> <p>E-mail submissions will not be allowed.</p>
ITC Clause 4.5	<p>Proposals must be submitted no later than 16:00 hours (+ 1 GMT) on <b>21 March, 2019</b></p>
ITC Clause 5.1	<p>The address for communications to the Client is:</p> <p><b>The Local Procurement Committee African Union Scientific Technical and Research Commission Plot 114 Yakubu Gowon Crescent, Asokoro Abuja, Nigeria PMB 5368 Wuse Zone 2, Abuja Nigeria</b></p> <p style="text-align: center;">Electronic mail address: BayekaP@africa-union.org <i>Copied to:</i> GilbertB@africa-union.org</p>
ITC Clause 5.3	<p>The number of points to be given under each of the technical evaluation criteria are:</p> <p>Approach – 25 points</p> <p>Operational capacity – 15 points</p> <p>Technical capacity – 45 points</p> <p>Evaluation and Performance Measurement – 15 points</p> <p>Total Points – 100 points</p> <p><b>The minimum technical score required to pass is: 70 points.</b></p>
ITC Clause 5.7	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: <b>United States Dollar (USD)</b>.</p> <p>The official source of the selling (exchange) rate is: UN Rates of Exchange</p> <p>The date of exchange rates is the deadline for the submission</p>

ITC Clause 5.8	<p>The formula for determining the financial scores is: <math>Sf = 100 \times Fm/F</math></p> <p>Where Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the technical and Financial Proposals are:</p> <p>Technical = 80% and</p> <p>Financial = 20%</p>
ITC Clause 6.1	<p>Negotiations will be held at :</p> <p><b>The Local Procurement Committee</b>  <b>African Union Scientific Technical and Research Commission</b>  <b>Plot 114 Yakubu Gowon Crescent, Asokoro</b>  <b>Abuja, Nigeria</b>  <b>PMB 5368 Wuse Zone 2, Abuja Nigeria</b></p>
ITC Clause 7.2	<p>The assignment is expected to commence immediately after contract signing at African Union Scientific Technical Research Commission</p>

#### **Section 4: TECHNICAL PROPOSAL - STANDARD FORMS**

- 4A. Technical Proposal submission form.
- 4B. Firm's references.
- 4C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 4D. Description of the methodology and work plan for performing the assignment.
- 4E. Team composition and task assignments.
- 4F. Format of curriculum vitae (CV) for proposed professional staff.
- 4G. Time schedule for professional personnel.
- 4H. Activity (work) schedule.

#### 4A. TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial<sup>6</sup> Proposal sealed under a separate envelope.

We declare that we have no conflict of interest as defined by Section 1.7 of the Information to Consultants in relationship to performance of this assignment.

If negotiations are held during the period of validity of the Proposal, i.e., before {Date} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

---

<sup>6</sup> In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete "and a Financial Proposal sealed under a separate envelope."

#### 4B. FIRM'S REFERENCES

##### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_

**4C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

#### **4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

**4E. TEAM COMPOSITION AND TASK ASSIGNMENTS**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**4F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_

Name of Staff: \_

Profession: \_\_\_\_\_

Date of Birth: \_

Years with Firm/Entity: \_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}*

\_\_\_\_\_

**Education:**

*{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}*

\_\_\_\_\_

**Languages:**

*{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}*

\_\_\_\_\_

**Employment Record:**

*{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}*

\_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_

*{Signature of staff member and authorized representative of the firm}*      *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_

**4G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: {key}                      Part-time: {key}  
 Reports Due: {key}  
 Activities Duration: {key}

Signature: \_\_\_\_\_  
 {Authorised representative}  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

<b>A. Field Investigation and Study Items</b>													
	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

**4H. ACTIVITY (WORK) SCHEDULE**

<b>B. Completion and Submission of Reports</b>	
Reports	Date
1. Inception Report	
2. Interim Report (a) First Status Report (b) Second Status Report	
3. Draft Final Report	
4. Final Report	

## **Section 5: FINANCIAL PROPOSAL - STANDARD FORMS**

- 5A. Financial Proposal submission form.
- 5B. Summary of costs.
- 5C. Breakdown of price per activity.
- 5D. Breakdown of remuneration per activity.
- 5E. Reimbursables per activity.
- 5F. Miscellaneous expenses.

**5A. FINANCIAL PROPOSAL SUBMISSION FORM**

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**5B. SUMMARY OF COSTS**

Cost Elements	Currency(ies) <sup>7</sup>	Amount(s)
Total Amount of Financial Proposal		<hr/>

<sup>7</sup> Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

**5C. BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.: \_\_\_\_\_

Description: \_\_\_\_\_

Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

**5D. BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

Names	Position	Input <sup>8</sup>	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

<sup>8</sup> \_\_\_\_\_  
Staff months, days, or hours as appropriate.

**5E. REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs <sup>9</sup>					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

<sup>9</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

**5F. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____ and _____					
2.	Drafting, reproduction of reports					
3.	Equipment: vehicles, computers, photocopiers, etc.					
4.	Software					
5.	Other (specify)					
	Grand Total					_____

**Section 6: TERMS OF REFERENCES**

## 1.0 INTRODUCTION

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. The Scientific, Technical and Research Commission (STRC) of the African Union is a specialized technical institution of the African Union with a long history, at the vanguard of promotion of science and technology in the past 6 decades at the continental level.

Knowledge development and utilization is one of the strategic objectives of the STRC to achieve an African knowledge based society, as part of the Science Technology and Innovation Strategy for Africa (STISA-2024). In this regard, the STRC is establishing the African Union Network on Sciences (AUNS).

AUNS is a virtual network that involves a wide range of individuals working together to address the African Science and Technology challenges. It is a platform where African Scientist, Engineers, Technology Developers, Innovators and Inventors will be able to interact, cooperate, exchange information/knowledge and complement one another in research and academic work. Also it is a breaking through to introduce the virtual lab, virtual library and open source to the African Scientists.

The goal of the network is to: (a) to enrich the African knowledge Society and to post the African Research and Innovation outputs and to uplift the intra Africa cooperation in Science, Technology and Research; and (b) to improve the quality and the application of science, technology and innovation through promoting and sharing experiences and virtual learning for development; a concept paper is attached for additional information.

A prototype version was developed to test the interest of the African researchers, to visualize the AU-STRC needs and for resource mobilization activities.

Against this backdrop, the African Union STRC invites call for proposal for the services of a reputable IT Consultancy Firm for the development of a collaborative Web application portal, for the African Union Network of Sciences, taking into consideration the experiences that resulted from the prototype.

## 2.0 PROJECT

The project falls under AU-STRC priority action: 'The African Knowledge Bank is enriched and Intra Africa Cooperation in Science, Technology and Research is boosted' and aims to develop a collaborative Web application portal for the African Union Network of Sciences.

## 3.0 SCOPE OF ASSIGNMENT

The Terms of Reference (TOR) for the portal covers the entire system architecture and technology with emphasis on vital aspects such as security, performance, hosting, and overall design. The system to be developed will also address the challenges and shortcomings of the prototype. Therefore, the following guidelines must be recognised and adopted as part of the scope of the assignment.

### High Level Functionality

The system should have the following functionality:

- Signup: Integration with Oauth for single sign-on via Facebook, Google, Microsoft accounts will be highly desirable.
- Login functionality.
- Enable password reset for forgotten passwords prior to login.
- User home page or dashboard which provides access to other resources based on the users role.
- User profile page for updating personal information including user photograph among others.
- Be able to follow users and vice-versa.
- Be able to post status updates
- Receive activity notification
- Engage in instant one-on-one chats and group chats

- Messaging capabilities.

## **System Architecture**

The system is grouped into three (3) main categories: the database layer, the business domain and service layer and finally, the presentation layer.

### 1. Database layer

All textual data generated from the system must be stored on a database. Other formats of data such images, audio and videos files must be stored on a separate datastore such as AWS S3, Google Cloud Storage, Microsoft Azure and Rackspace. The choice and specifications for database technology is outlined in Technology Requirements section under Database.

### 2. Business domain and service layer

This is the server side of the application which should have two components. The business domain or business logic which responsible for the application logic and the service layer is exposes the logics as RESTful Web service endpoints. This is outlined in the Technology Requirements under RESTful Web services.

### 3. Presentation layer

The presentation layer should have a simple and elegant user interface and must deliver a compelling user experience. It should highly responsive on all pages regardless of screen size it is being displayed upon and compatible with all popular Internet browser applications. It should strictly adhere to the theme, colours, fonts and capture the underlying essence of AUNS.

## **Technology Requirements**

The system should be built using either of the following technologies:

### Server / Client Side

- Java Enterprise Editions (Java EE) with Java EE or Spring Boot frameworks for Server.
- PHP with Laravel framework
- Python with Django framework
- Node JS with Express framework
- ASP.NET

### Client side

- Angular 2 JS
- React JS
- Vue JS

### RESTful Web services

To ensure data transfer between client and server, the following principles should be adhered to:

- Resource identification through URI
- Uniform interface. (PUT, GET, POST, DELETE)
- Self-descriptive messages
- Stateful interactions through hyperlinks

### Database

- Mysql Server not less than version 5
- Postgres SQL not less than version 8
- MongoDB

## **Security**

The three A's in security must be adopted as follows:

## 1. Authentication

Each user must have a user ID and a password to access the platform. All passwords must be at least 8 characters long, include numbers, symbols, capital letters, and lower-case letters. This should be enforced on sign-up and resetting of passwords by users.

## 2. Authorization

The system should have clearly defined user roles and privileges which will serve as different access levels. This should be an integral part of the design. The overall system admin should be able to create custom roles and privileges and assign to users as per the requirements of the system.

## 3. Accounting

This system should always store a comprehensive and activity logs for auditing on operations performed on any accounts. These logs should include date time, user info, activity performed, OS type, network information, etc.

### Secure Sockets Layer (SSL)

The hosted website host have an SSL certificate registered.

### Data encryption

All sensitive data such user passwords, answer to security questions stored on databases must be encrypted using strong encryption techniques such as Bcrypt, etc.

### 2 - Layer Input validation

The system should not only have input validations on the client side, but there has to be corresponding checks on data validity at the server end. This should include access level check, data size constraints etc.

### Data Backup and Recovery

There has to be an efficient data backup and recovery plan implemented.

## **Software Engineering Best Practices**

The engineering best practices for the project include:

- Well-structured and normalized Database schema that conforms to the Third Normal Form (3NF) standard.
- A complete continuous integration and continuous delivery (CI, CD) pipeline with staging and production environments.
- Agile development methodology and a tool to manage track and assign tasks. Recommended tools are: JIRA, Trello, Bugzilla or any other tool of the same calibre.
- Source Code Management (SCM) platform for collaboration and peer reviews. Recommended platforms are Github, Bitbucket and GitLab.
- Integration of static code analysis tools for code quality. The following should be integrated:
  - Findbugs (For JAVA platforms)
  - Checkstyle (All platforms)
  - PMD (All platforms)
  - Coverity / Jacoco
  - Sonarqube

## **Hosting**

Hosting should be on an elastic cloud platform with robust architecture for auto scaling, load balancing, health check monitoring, cost management etc. The AU-STRC is interested in reputable cloud hosting providers such as Amazon AWS, Google Cloud, Microsoft Azure, etc.

The firm will work with the AU-STRC to identify the best cloud hosting options, and the optimal hosting requirements. The firm will configure and upload the application portal on the cloud server. The firm will advise on the future requirements for hosting envisioning the increase growth in usage of the application.

### **Backup and Maintenance**

Ensure and guarantee a seamless integration of all functions of the application portal including database replication and the implementation of master-slave relationship with the Cloud server for real time/heart-beat backup of the system. The data will initially be backed-up on an available local server (128 GB of RAM, 8 TB of HDD, 2.7 Ghz Processor), for which the installation of appropriate software and the configuration of related infrastructure (firewall, router, etc.) must be implemented.

### **Technical support**

Provide technical support and on-site assistance to resolve technical and other related problems of the web application portal to the satisfaction of the AU-STRC within four hours after it was reported by the STRC through telephone or email for the period of the maintenance (6 months starting after the official launch of the AUNS application) at no additional cost.

### ADDITIONAL TERMS OF REFERENCE

1. Analysis and reflection of the user requirements identified under the prototype and develop a requirement document in consultation with AU-STRC;
2. Development of a systems and architectural design document the general system organization, menu structures, data structures, business scenarios, entity diagrams, the list of modules and their functionality, interface relationships, dependencies and database tables, etc.;
3. Development of the AUNS application, basing on the appropriate software engineering, scientific and mathematical models/analysis;
4. Testing the application and the delivery of test analysis reports for determining the quality assurance of the application are to be developed. The testing will be carried out in conjunction with the AU-STRC;
5. Installation and adaptation of the software application developed on to a reputable cloud hosting platform, taking into consideration aspects such as load balancing, etc.;
6. Provide installation and configuration of the hardware, software applications for the backup system and assume a primary role in the testing of the entire backup system;
7. Implement information assurance/security best practices in the development of the portal and the backup system. Ensure robust Information Security procedures and principles pertaining to relevant data protection and confidentiality aspects.
8. Provide technical knowledge and recommendations to AU-STRC as required including the evaluation of the hardware and software options that would cater for the AUNS application;
9. Develop technical reports, user manuals reports pertaining to the application.
10. Develop a technical report on the possible future architecture of the application envisioning the growth of the AUNS five years ahead.
11. Present an adequate maintenance support plan for maintenance of the application. The firm must commit to providing technical support and maintenance of the system for a period of six months starting after the launch of the AUNS application at no additional cost.
12. Perform maintenance of the application, considering the changes in technologies for upgrades and performance tuning during the maintenance period.
13. Deliver and guarantee faultless system synchronization of all aspects of the entire application portal.
14. Perform any other duties related to the scope of the assignment that will ensure the smooth running of the application portal.

### **4.0 SCHEDULE OF ACTIVITIES**

The action plan on how to achieve the tasks will be developed by the firm as part of the contract in consultation with the AU-STRC

## **5.0 TIME LINE**

1. The time period of the assignment is for a period of four (4) months from the date of signing the contract
2. The maintenance of the application for 6 months beginning from starting after the launch of the AUNS application.

## **6.0 EXPERTISE REQUIREMENTS**

1. African owned firms with demonstrable experience in designing, developing, testing, and implementing information systems and web applications, and preference for organizations with additional proven experience implementing systems according to ISO standards and best practices pertaining to digital repositories.
2. Include and illustrate the managerial and technical capacity to implement the scope of assignment including resumes of key staff, highlighting skills and experiences related to carrying out the proposal
3. The firm should submit an organizational chart (organogram) for the wider organization including the staffing structure for the implementation of the project as per the scope of assignment.
- 4.
5. The firm should provide a 1-2 page executive summary from three consecutive audit years. If relevant, submit a copy of national registration, incorporation or other documentation showing legal status of operation in a Member State within the African Union.
6. Demonstrable experience working with international organizations and/or in several of the 55 Member States of Africa is an added advantage

## **7.0 LICENSE AND COPYRIGHT**

AU-STRC shall hold all copyrights and license(s) of the entire web application portal.

## **8.0 DELIVERABLES**

The deliverables shall include the following:

1. Inception Report:
  - a) The inception report will indicate the requirement technical and functional specifications of the application portal.
2. Software Development and Enhancement:
  - a) A fully functional application portal including database and website, with user friendly GUI and a dashboard to provide clear data analysis and statistical reports.
  - b) A seamless integration of all functions of the application and the implementation of master-slave relationship with local server for backup purposes as per the scope of the assignment
3. Documentation:
  - a) Operational and user manual of the application portal.
  - b) All source code for the application portal in a softcopy format.
  - c) A systems, network, database administration and security management report for the application portal
  - d) Work report of the project
  - e) Change control/management procedure
  - f) Technical report on the possible future architecture the application
4. Technical Support and maintenance:
  - a) Maintenance action plan for the entire system including the application portal and backup process for the AUNS for six month after the launch of the AUNS system
  - b) Training to the AU-STRC on the design and administration of the AUNS application portal

## **9.0 TERMS OF PAYMENT**

The terms of payment will be result-based on the deliverables specified in 8.0 subject to approval by the AU-STRC project manager for the AUNS as follows:

	<b>DELIVERABLE</b>	<b>PAYMENT</b>
<b>1</b>	<b>Inception Report</b>	<b>10%</b>
<b>2</b>	<b>Software Development and Enhancement</b>	<b>45%</b>
	Development of full functional application after testing of application	25%
	Implementation of the backup mechanism with the seamless integration of the application	20%
<b>3</b>	<b>Documentation</b>	<b>25%</b>
<b>4</b>	<b>Technical support and maintenance</b> (To be paid 6 months after the launch of the AUNS portal)	<b>20%</b>
	<b>TOTAL</b>	<b>100%</b>

## 10.0 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an Evaluation Team under the authority of the African Union. All actions submitted by firms will be assessed according to the following steps and criteria.

### Step 1: Opening & Administrative Checks

The following will be assessed:

1. The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
2. Completeness of the Application to meet all the criteria specified in 6.0 of this proposal guidelines.
3. The quality of firms' efforts to address the purpose and intent of the application.

### Step 2: Evaluation of the Application

The selection and award criteria allows for the quality of the applications submitted to be evaluated in relation to the set objectives and priorities. The selection of applications will be based on the firms' ability and willingness to comply with the objectives and priorities, set out in the Request for Proposal.

The bids applications will include a technical proposal and a financial proposal and the Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation is completed. The technical proposal shall not include any financial information and the financial proposal must list all costs associated with the assignment.

### **Evaluation Criteria for the Technical Proposal**

	<b>Maximum Score</b>
<b>1. Approach</b>	<b>25</b>
1.1 Does the proposal clearly outline strategies with measurable outcomes, timelines and documentation to address all the aspects described in the scope of assignment?	20 points
1.2 Does the firm's planned approach appear to be feasible to meet the goals of the AUNS?	5 points
<b>2. Operational capacity</b>	<b>15</b>
2.1 Does the firm clearly document experience building strong web platforms and information management systems to support information exchange and to prepare reports, monitor and evaluate activities by the application?	10 points
2.2 Is evidence of a recent audit report available? Is an organizational chart (organogram) of the firm as specified in 6.0 included? Are there recent financial statements (within the last 3 years) and any reports to demonstrate the financial strength of the firm?	5 points
<b>3. Technical Capacity</b>	<b>45</b>
3.1 Does the firm document a clear and concise understanding of the current priorities as per the scope of assignment and contain reports or any proof to clearly demonstrate that the organization has experience working in all technical areas and provide documentation of experience in capacity development of activities in all	20 points

technical areas?	
3.2 Does the firm document experience working with international organizations and/or in several of the 55 Member States of Africa?	5 points
3.3 Does the firm's curricula vitae (CVs) or other documents demonstrate experience and qualifications for designing, developing, testing, and implementing information systems and web applications, preferably in implementing systems according to ISO standards and best practices pertaining to digital repositories?	20 points
<b>4. Evaluation and Performance Measurement:</b>	<b>15</b>
4.1 Does the firm include a performance monitoring plan that clearly and accurately tracks each activity, documents all deliverables, and describes action that will be taken if performance does not proceed as proposed?	15 points
<b>Maximum Total Score</b>	<b>100</b>

**The minimum technical score required to pass is: 70 points**

**Weights for combined evaluation**

**Technical Weight is 80%**

**Financial Weight is 20%**

After the evaluation of technical quality is completed, the AU-STRC shall notify those firms whose proposals did not meet the minimum qualifying score or were considered non-responsive to the Request for Proposal. The notification may be sent by registered letter or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the firm's representatives who choose to attend. The name of the consultant, the firm's scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened.

The Evaluation Committee will determine whether the Financial Proposals are complete (i.e., whether they have cost all items of the corresponding Technical Proposals; if not, the AU-STRC may cost them and add their cost to the initial price or may reject them).

The firm to be awarded the contract will be selected in accordance with the Quality and Cost Based Selection (QCBS) method as set out in the African Union Procurement Manual.

In case of QCBS, the lowest priced Financial Proposal will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed by dividing the lowest price Financial proposal by the price of the specific Financial Proposal and multiplying by 100%. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weighting for the Technical Proposal; P = the weighting for the Financial Proposal as indicated in the above. T + P = 1); The firm achieving the highest combined technical and financial score using the formula below would be invited for negotiations

$$\text{Score} = St \times T\% + Sf \times P\%$$

Having selected a firm to be awarded, the AU-STRC expects to conduct negotiations on the aspects of the technical proposal and/or financial proposal before signing the contract. If negotiations fail, the firm whose proposal received the second highest score will be invited to negotiate a Contract.

**11.0 DEADLINE FOR SUBMISSION OF APPLICATIONS**

All bid applications shall include a technical proposal and a financial proposal in three hard copies (one original and two photocopies). The financial proposal MUST be enclosed in a separate sealed envelope from the technical proposal. The technical and financial proposals must be delivered in TWO SEPARATE envelopes, with each envelope clearly marked with 'Financial proposal' or 'Technical proposal'; these should be enclosed in an OUTER envelope.

All the documents must reach the African Union Scientific Technical and Research Commission not later than **21 March, 2019: 16.00 hours (+1 GMT)** on the address below.

**The Local Procurement Committee**  
**African Union Scientific Technical and Research Commission**  
**Plot 114 Yakubu Gowon Crescent, Asokoro**  
**Abuja, Nigeria**  
**PMB 5368 Wuse Zone 2, Abuja Nigeria**

**Clarification on the Request for Proposal**

Any request a clarification concerning the Request for Proposal must be sent in writing by electronic mail to the addresses below not later than seven days before the deadline for the submission of the proposals

*Email address: BayekaP@africa-union.org*

*Copied to: GilbertB@africa-union.org*

**Note: No applications submitted by electronic mail will be accepted.**