**Request for Quotation (RFQ)**

RFQ Number: Abt. 2020-005

Issuance Date: July 21, 2020

Deadline for Offers: August 18, 2020

Description: Management Information System (MIS) Development

For: Feed the Future Bangladesh Nutrition Activity (BNA)

Funded By: United States Agency for International Development (USAID),

Contract No. AID-388-18-CA-00005

Implemented By: Abt Associates Inc.

Point of Contact: [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com)

Abt. Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt. Associates expects suppliers to comply with our Standards of Business Conduct, available at <https://www.abtassociates.com>

Abt. Associates does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Abt. Associates are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt. Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

* Disclose any close, familial, or financial relationships with Abt. Associates or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
* Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* Certify that all information in the proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to Abt. Associates prohibitions against fraud, bribery and kickbacks.

Please contact Ekramul Hossain F& A Director with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt. Associates US Office.

**Section 1: Instructions to Offerors**

**Adherence to Instructions, Terms and Conditions**: Abt Associates Inc. (Abt) invites qualified organizations to submit a technical and cost proposal for the *“USAID Feed the Future Bangladesh Nutrition Activity (BNA) Management Information System (MIS) Development”* (Scope of Work in Part 3 of the attached RFQ). The anticipated period of performance of this project is end of August, 2020 to October 31, 2020.

* Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFQ
* Questions should be submitted no later than **July 28, 2020, 5:00 PM (BST)**
* Any information given to one prospective offeror concerning this solicitation will be furnished to all such offerors as an amendment of the solicitation
* Interested parties should submit their final proposals no later than **August 18, 2020, 5:00 PM (BST)**

Responding offerors are advised that this solicitation does not in any way obligate Abt to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, Abt may award a subcontract without conducting negotiations; therefore, all proposals should be submitted initially using your most favorable terms. Abt reserves the right to award any resultant subcontract to other than the offeror submitting the lowest price proposal based on technical, quality, schedule priority or client request.

All communications regarding this RFQ should be addressed via email to [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com). Kindly advise Abt Associates, Inc., within two (2) business days of receipt of this RFQ of your intentions to respond.

1. Offerors are responsible for ensuring that their offers are received by Abt. in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration
2. **Offer Deadline and Protocol**: Offers must be received no later than 5.00 PM local Dhaka time on August 18, 2020 by only email to [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com)

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Abt Associates Inc.

1. **Terms of Reference**: Section 3 contains the specifications of the required items.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only to provide a common reference point for all offerors in terms of specifications. Other brand names are acceptable provided they meet the salient technical specifications

1. **Quotations**: Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis, including transportation and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.   
     
   Offerors are requested to provide quotations on their official letterhead.

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license, TIN Number, Bank a/c information along with VAT Registration copy.

1. **Delivery**: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf). The cooperating country for this RFQ is Bangladesh.

1. **Quality**: Quality of Service is required under this RFQ. In your offer, please advise how you will maintain the Quality of Service.
2. **Taxes and VAT**: In accordance with the agreement under which this procurement is financed, VAT and Tax will be deducted at source as per rules of Government of Bangladesh. Abt Associates Inc. will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
3. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
4. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt Associates Inc. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
5. **Evaluation and Award**: Award will be made to the most advantageous offer; the following factors considered:

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Abt. reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Abt Associates Inc. reserves the right to conduct any of the following:

1. Negotiations with and/or request for best and final offer (BAFO) prior to award.
2. Cancel this RFQ at any time. Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Bangladesh Nutrition Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.
3. **Evaluation and Award Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Abt Associates Inc. to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Abt Associates Inc. standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request after awarding the contract. Please note the following terms and conditions will apply:

1. Abt. Associates Inc. standard payment terms are net 30 days after receipt and acceptance of service. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
3. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

Cover letter, signed by an authorized representative of the offeror

Official quotation, including technical and financial proposal of offered service

Copy of offeror’s registration or business license/TIN/VAT number/Bank information

Minimum 60 days quote validity confirmed.

List of Key Personnel

Brief Work Experience

**Section 3: Term of Reference:**

## Instructions to Offerors

## I. GENERAL INSTRUCTIONS TO OFFERORS

1. The offeror is requested to submit a firm fixed price (FFP) type proposal directly responsive to the terms, conditions, and clauses of this RFQ. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.
2. Proposals must be received no later than August 18, 2020, 5:00PM BST. Proposals must be signed and remain valid for a minimum of sixty (60) days. The Offeror may submit its proposal accordingly:

1. Electronically - email document compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to: [BNA](mailto:Ekramul_Hossain@abtassoc.com)Procurement@abtassoc.com

2. The Technical Proposal and Cost Proposal must be kept as separate parts of the total proposal package. Accordingly, the overall proposal shall consist of two (2) physically separated parts, as follows: Volume I – Technical Proposal; and Volume II – Cost Proposal. Technical Proposals must not make reference to pricing.

1. Any proposal received in response to this solicitation will be reviewed as submitted and in accordance with the evaluation criteria specified in Part 2 – Evaluation Factors for Award.
2. The person signing the offeror’s proposal must have the authority to commit the offeror to all the provisions of the offeror’s proposal.
3. Abt Associates Inc. is not obligated to make an award or to pay for any costs incurred by the offeror in preparation of a proposal in response hereto.
4. The Offeror should submit its best proposal initially as Abt intends to evaluate proposals and may make an award without discussions.

H. Proposals must be clearly and concisely written and must describe and define the offeror’s understanding and compliance with the requirements contained in Scope of Work, which can be found in Part 3 – Scope of Work. The proposal should clearly address each of the evaluation factors set forth in Part 2. All pages of each volume (cost and technical) must be sequentially numbered and identified with the name of the offeror and the RFQ number.

## II. SPECIAL RFQ CONSIDERATIONS

A. The anticipated type of contract to be awarded under this solicitation is firm fixed price (FFP) Subcontract. For the purposes of cost analysis, offerors must prepare a detailed budget in accordance with Subpart IV below “Instructions for the Preparation of the Cost Proposal.”

B. Offerors are informed that Abt Associates Inc. complies with U.S. Executive Order #13224 on Terrorist Financing, which effectively prohibits transactions with persons who commit, threaten to commit or support terrorism. Any person or entity that participates in this procurement process, either as a prime or sub to the prime, must certify as part of the proposal that it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Any proposal received by a person or entity that is found to be on the List or otherwise ineligible will be disqualified.

C. Financing of subcontracts/awards resulting from this RFQ will come from the United States Agency for International Development (USAID). Awards financed by USAID may be subject to prior approval requirements.

## III. INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

A. The Technical Proposal should provide a straightforward, concise delineation of how the offeror intends to carry out and satisfy the requirements of the Scope of Work described in Part 3 – Scope of Work. No price information is to be included in the offeror’s technical proposal in order that it will be evaluated only on its technical merit.

B. Technical proposals shall be limited to 15 (fifteen) pages in total. Pages in excess of 15 (fifteen) pages total will not be read or evaluated. The front and back of a single page shall be counted as two pages when information is provided on both the front and back sides of a single sheet. Detailed information should be presented only when required by specific RFQ instructions. Items such as maps, graphs, charts, tables may be used as appropriate and will not be considered part of the page limitation. Key personnel resumes, biodata sheets, dividers, and past performance report forms are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.

C. Technical Proposals shall be written in English, typed on standard 8 1/2" x 11" paper, single spaced, only 12 font size type or larger may be used, with each page numbered consecutively.

D. The technical proposal should include the following sections:

1. **Technical Approach**

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the Scope of Work. The technical proposal must include the following:

1. Understanding of the assignment.
2. Clear and detailed approach to fulfilling the requirements of the scope of work and detailed description of how each task and deliverable will be achieved.
3. Clear approach to project management and a clear plan for communicating with the Abt team on a regular basis during development including in-person, email, and phone communication.
4. Detailed work plan including proposed sequence of required tasks.
5. **Capabilities and Experience of the Firm/Organization**

The Offeror shall demonstrate its experience implementing assignments of similar size and scope. This section must include the following:

1. The specialized competence the firm possesses with regard to the requirements described in the Scope of Work, including knowledge of and experience completing software/database projects and experience developing GIS-based web tools. Experience on USAID-funded projects is strongly preferred.
2. Organizational systems and procedures are adequate related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas in order to successfully comply with contract requirements and accomplish the expected results.
3. **Capabilities and Experience of the Proposed Personnel**

The Offeror shall identify in summary format the names and anticipated positions of the individuals proposed to perform the requirements described in the Scope of Work. The Offerors shall indicate the level of effort for each proposed person who will perform under the contract.

The Offeror’s team should be comprised of system development engineers with first-hand experience in online web-based information system development. The team members should have at least a bachelor’s degree in computer science/engineering or a relevant technical discipline from an authorized national or international institution. Team members should have experience and expertise in:

* Minimum five years of relevant experience in designing and developing web-based database applications and software.
* GIS-based web tool development for large-scale development project or government initiatives.
* Completing software/database projects for USAID- or other donor-funded projects.
* Experience with relevant programming languages, frameworks, platforms, cloud environments, and software packages such as geospatial, database, and data visualization tools.
* Experiences in data collection (both offline and online) from Android-based platforms — KoboToolbox in particular.
* Proven expertise in Data Management, Analysis and Visual Reporting.

The Offeror shall submit a current resumes for proposed personnel that highlight responsibilities, the proposed role on this project, years of experience, expertise and skill set, and educational qualifications. Offerors are encouraged to include links to relevant examples of team members’ work in resumes. Relevant team roles may include these personnel or skill sets:

* Team Leader
* Systems Analyst
* Database Expert
* Developer (Web and UX)
* Developer (Android/Mobile)
* Developer (GIS Analyst)
* Business Intelligence/Data Visualization Expert
* Quality Assurance Advisor

1. **Past Performance of the Organization**

The Offeror shall submit a list of current contracts and subcontracts completed within the last five (5) years that are similar in size, scope and complexity to the Scope of Work in this RFQ. Additionally, the Offeror will complete the Past Performance Reference Template. The template is attached as Annex A - Past Performance Reference Template.

These lists shall be attached as an annex to the Technical Proposal, which will not count against the page limit.

## IV. INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL

1. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror’s technical approach.
2. The offeror shall prepare a budget denominated in Bangladeshi Taka.
3. The Offeror shall provide a complete budget in Excel by the cost elements described below in section E that includes all tasks and deliverables in the SOW.
4. The Offeror shall also provide a Cost Narrative or Budget Notes further explaining the method of calculating costs listed in the budget.
5. All cost and financial data should be fully supported and organized in a manner that facilitates review and permits cost analysis. Each offeror may present the budget in their own format, however the cost and financial data must be organized in the following manner (if applicable):
6. Direct Employee Salaries – List each employee name, position and duration of assignment (in terms of person days). The daily salary of an employee is that individual’s basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses.
7. Allowances – Describe any allowance paid directly by your company on behalf of an employee/position.
8. Consultants – List consultant name (if available), position and duration of the assignment (in terms of person days) and daily rate
9. Travel, Transportation & Per Diem – Provide the number of trips, destination, purpose and cost by traveler for all direct employees and consultants. The proposal shall specify, for each traveler the itinerary, in terms of points of origin/destination and the estimated air fares, and any ground transportation (e.g., taxi) costs.
10. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred. Likely ODCs include, but are not limited to enumerator training (venue and meals), printing/photocopying, communication (i.e. airtime), etc.
11. Indirect Costs (Optional) – please provide audited financial statements, which will be used to justify the proposed indirect rate. Describe the allocation method and base used. The detailed budget breakdown shall be structured and formatted to clearly and easily identify the rate(s) applied, the base of calculation and the resulting dollar amount.

Please note that the offeror may be asked to verify/substantiate the proposed costs.

## Evaluation Factors for Award

## I. GENERAL – PROPOSAL EVALUATION

A. Proposals received in response to this RFQ will be evaluated using the evaluation factors set forth in Part 2 Section III of this RFQ.

B. Part 1 provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each proposal. The Offeror must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered deficient, unacceptable, or unreasonable in which prices are inordinately high or unrealistically low. In the event a proposal is rejected, the Offeror will be sent a notice stating the reason(s) that the proposal will not be considered for further evaluation.

C. In conducting its evaluation of proposals, Abt may seek information from any source it deems appropriate to obtain or validate information regarding an Offeror’s past performance.

D. Abt reserves the right to award one or more contracts under this RFQ on the basis of initial offers without discussions or without establishing a competitive range.

## II. BASIS FOR CONTRACT AWARD

A. The criteria presented below will serve as the basis upon which proposals will be evaluated. The relative weight accorded to each factor is expressed in points with 100 points possible.

B. Offerors are reminded that Abt is not obliged to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Although for this procurement technical proposal merits are considered more important than cost relative to deciding that might best perform the work, cost factors and Abt’s budget must also be considered. Therefore, after the final evaluation of proposals, Abt will make the award to the Offeror whose proposal offers the best value to Abt and USAID, considering both technical and cost factors.

## III. EVALUATION FACTORS

A. Technical Approach (35 points) – Understanding and soundness of approach to carrying out objectives described in the Scope of Work, as well as management and communication plans.

B. Capabilities and Experience of the Firm/Organization (25 points) – Demonstrated organizational capabilities and experience as related to the services sought.

C. Capabilities and Experience of the Proposed Personnel (20 points) – Qualifications and demonstrated track record of the proposed personnel in carrying out tasks similar to those outlined in the Scope of Work.

D. Past Performance of the Organization (20 points) – Expertise and experience of the Offeror related to the nature of the services sought, as well as quality of product or service, including cost control, timeliness of performance, meeting goals and targets, and customer satisfaction with performance.

E. Cost Proposal (evaluated separately) – Cost Proposals will be evaluated for allowability, allocability and reasonableness and for responsiveness to the solicitation requirements.

## Scope of Work

## I. BACKGROUND INFORMATION AND OBJECTIVES

The Feed the Future Bangladesh Nutrition Activity, implemented by Abt Associates, aims to improve the nutrition and health of children under 5 years of age, pregnant and lactating women, and adolescents (girls and boys, 10–18 years old) in the Zone of Influence, which comprises 21 districts in Barisal, Dhaka, and Khulna divisions, and the Zone of Resilience, which includes Cox’s Bazar and Bandarban. Implementation of this Activity will generate evidence on effective social and behavior change and market development approaches that lead to improved nutrition and water, sanitation, and hygiene behaviors and outcomes. The Activity’s expected results are:

* Improve household consumption of nutritious, diverse, safe foods
* Increase social and economic empowerment of women
* Increase adoption of improved water, sanitation, and hygiene (WASH) behaviors

Abt Associates is recruiting a firm to develop a web-based management information system (MIS) to manage and analyze performance and routine monitoring data for the Feed the Future Bangladesh Nutrition Activity. The MIS will ensure systematic recording and extraction of project information for indicator result measurement and informed decision making. It will also support reporting of relevant data in USAID-prescribed formats. The MIS will include information related to project participants, project-led trainings, tracking of indicator progress, and monitoring record management, and will feature structured reports for project management.

The tasks below present a detailed breakdown of each responsibility expected of the Subcontractor.

## II. SERVICES TO BE PERFORMED

The Offeror will be required to develop a robust web-based MIS for efficient information management and provide services for maintenance support for twelve (12) months following the initial development phase. The following deliverables and modules are required.

1. Server and hosting support and management plan
2. Administrative controls — roles and user management
3. Data warehousing — data collection tool integration, records management according to project needs (e.g., for participants of some interventions), and project tracking (e.g., training events, workshops, etc.)
4. Indicator progress presented in Performance Data Table format (to be provided by the project)
5. Dynamic dashboard reporting views that include geospatial visualizations (interactive maps overlaid with relevant project data).

**Task 1: Project Management**

The Offeror will provide a single point of contact for the activity BNA team, with availability for frequent interactions.

* *Deliverable:* Upon award, the Offeror will finalize its detailed work plan with timelines to ensure timely service provision.

**Task 2: Design Specifications**

The Offeror will work with the activity team, including users of the system at different levels, to translate service requirements into detailed design specifications. This will include a detailed requirements analysis, a proposed user case, and mockups.

* *Deliverable:* Service requirement specifications, based on discussions and design sessions with the activity team. To include database system architecture and dashboard/web interface wireframes.

**Task 3: Develop Database Solution**

The Offeror will write code for the database in accordance with the Activity’s design specifications, ensure software quality assurance, and field test the database and report results. The Offeror will debug and improve the code based on the field test, train BNA staff to use the solution, and deploy it.

At a minimum, the database must link with the Activity’s existing data collection tools (e.g., Kobo Toolbox, ODK Collect), enable data collection relationally linked with the database, allow for data import from CSV or Excel formats, and export data to CSV or Excel formats.

* *Deliverable:* Beta version of database for testing
* *Deliverable:* Field*-*tested version of database deployed

**Task 4: Develop Dashboard and Web Interface Solution**

The Offeror will write code for the dashboard and web interface in accordance with the Activity’s design specifications, ensure software quality assurance, and field test the database and report results. The Offeror will debug and improve the code based on the field test, establish user interfaces and passwords, train the activity staff to use the solution, and deploy it.

* *Deliverable:* Beta version of dashboard and web interface for testing
* *Deliverable:* Field*-*tested version of dashboard deployed

**Task 5: Quality Assurance and Service Support**

For twelve months after Tasks 3 and 4 are complete, the Offeror will provide support and troubleshooting to address failures in database or dashboard performance. This should be estimated at 60-70 hours per month, approximately.

* *Deliverable:* The Offeror will outline its process for quality assurance over the twelve-month service period.
* *Deliverable:* User training manual
* *Deliverable:* Software documentation

## III. SCHEDULE AND DELIVERABLES

The subcontractor shall provide to Abt all reports, documents, and plans mentioned above in Section II “Services to be Performed.”

Payment will be tied to the approval of designated deliverables. The subcontractor shall propose specific completion dates for each deliverable below for review and approval by Abt. The subcontractor shall provide the deliverables listed in the below table at the specific completion date that will be included in the final SOW. Payment will be made within 30 days of the Abt’s approval of the deliverables:

Feed the Future Bangladesh Nutrition Activity requires the system to be completed **within three months** of signing the contract. The Offeror should propose a service contract for 12 months following the final release for approximately 60-70 hours/month.

| **Deliverable** | | **Completion[[1]](#footnote-1) Date** | **Payment % of Total Subcontract Value** |
| --- | --- | --- | --- |
| **Task 1 – Project Management** | | | |
| 1 | Submit detailed work plan | TBD | 10% |
| **Task 2 – Design Specifications** | | | |
| 2 | Identify detailed system requirements with BNA team. | TBD | 15% |
| 3 | Develop and submit database system architecture and wireframes. | TBD |
| **Task 3[[2]](#footnote-2) – Develop Database Solution** | | | |
| 4 | Beta version of database for testing | TBD | 25% |
| 5 | Report of issues identified during field testing | TBD |
| 6 | Field-tested version of database deployed | TBD |
| **Task 4 – Develop Dashboard and Web Interface Solution** | | | |
| 7 | Beta version of dashboard for testing | TBD | 25% |
| 8 | Report of issues identified during field testing | TBD |
| 9 | Field-tested version of dashboard deployed | TBD |
| **Task 5 – Quality Assurance and Service Support** | | | |
| 10 | User training manual that describes each function of the system and how to use it, including troubleshooting guidance. | TBD | 25% |
| 11 | Training for BNA and partner staff on use of the system. | TBD |
| 12 | Documentation of the system, including architecture descriptions and source codes. | TBD |
| 13 | Twelve-month service contract for troubleshooting and support. | TBD |
| Total | | | 100% |

The anticipated period of performance is end of August 2020 to October 31, 2020.

Payments will be made after acceptance of the required deliverables and receipt of proper invoices. All payments to the Subcontractor are subject to timely and complete performance, and acceptance of the services by Abt Associates and/or Abt Associates’ client, as applicable.

**ANNEX A - PAST PERFORMANCE TEMPLATE**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
|  |  |  |
| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Project Description** | | |
|  | | |
| **Relevance to survey implementation/data collection in Bangladesh** | | |
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|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
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| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
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| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
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| **Project Description** | | |
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| **Relevance to survey implementation/data collection in Bangladesh** | | |
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| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
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| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
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| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Project Description** | | |
|  | | |
| **Relevance to survey implementation/data collection in Bangladesh** | | |
|  | | |

results. The Offeror will debug and improve the code based on the field test, establish user interfaces and passwords, train BNA staff to use the solution, and deploy it.

* *Deliverable:* Beta version of dashboard and web interface for testing
* *Deliverable:* Field*-*tested version of dashboard deployed

**Task 5: Quality Assurance and Service Support**

For twelve months after Tasks 3 and 4 are complete, the Offeror will provide support and troubleshooting to address failures in database or dashboard performance. This should be estimated at 60-70 hours per month, approximately.

* *Deliverable:* The Offeror will outline its process for quality assurance over the twelve-month service period.
* *Deliverable:* User training manual
* *Deliverable:* Software documentation

**III. SCHEDULE AND DELIVERABLES**

The subcontractor shall provide to Abt all reports, documents, and plans mentioned above in Section II “Services to be Performed.”

Payment will be tied to the approval of designated deliverables. The subcontractor shall propose specific completion dates for each deliverable below for review and approval by Abt. The subcontractor shall provide the deliverables listed in the below table at the specific completion date that will be included in the final SOW. Payment will be made within 30 days of the Abt’s approval of the deliverables:

Bangladesh Nutrition Activity requires the system to be completed **within three months** of signing the contract. The Offeror should propose a service contract for 12 months following the final release for approximately 60-70 hours/month.

| **Deliverable** | | **Completion[[3]](#footnote-3) Date** | **Payment % of Total Subcontract Value** |
| --- | --- | --- | --- |
| **Task 1 – Project Management** | | | |
| 1 | Submit detailed work plan | TBD | 10% |
| **Task 2 – Design Specifications** | | | |
| 2 | Identify detailed system requirements with BNA team. | TBD | 15% |
| 3 | Develop and submit database system architecture and wireframes. | TBD |
| **Task 3[[4]](#footnote-4) – Develop Database Solution** | | | |
| 4 | Beta version of database for testing | TBD | 25% |
| 5 | Report of issues identified during field testing | TBD |
| 6 | Field-tested version of database deployed | TBD |
| **Task 4 – Develop Dashboard and Web Interface Solution** | | | |
| 7 | Beta version of dashboard for testing | TBD | 25% |
| 8 | Report of issues identified during field testing | TBD |
| 9 | Field-tested version of dashboard deployed | TBD |
| **Task 5 – Quality Assurance and Service Support** | | | |
| 10 | User training manual that describes each function of the system and how to use it, including troubleshooting guidance. | TBD | 25% |
| 11 | Training for BNA and partner staff on use of the system. | TBD |
| 12 | Documentation of the system, including architecture descriptions and source codes. | TBD |
| 13 | Twelve-month service contract for troubleshooting and support. | TBD |
| Total | | | 100% |

The anticipated period of performance is August 1, 2020 to October 31, 2020.

Payments will be made after acceptance of the required deliverables and receipt of proper invoices. All payments to the Subcontractor are subject to timely and complete performance, and acceptance of the services by Abt Associates and/or Abt Associates’ client, as applicable.

**ANNEX A - PAST PERFORMANCE TEMPLATE**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
|  |  |  |
| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Project Description** | | |
|  | | |
| **Relevance to survey implementation/data collection in Bangladesh** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
|  |  |  |
| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Project Description** | | |
|  | | |
| **Relevance to survey implementation/data collection in Bangladesh** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Contract/TO Number** | **Period of Performance (Start Date – End Date)** | **Value** |
|  |  |  |
| **Technical Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Contractual Point of Contact (POC)** |  |  |
| **Name** | **Email** | **Tel. Number** |
|  |  |  |
| **Project Description** | | |
|  | | |
| **Relevance to survey implementation/data collection in Bangladesh** | | |
|  | | |

**ANNEX 4:**  
\*\*All prices must be in Bangladeshi Taka (BDT) \*\*

**Item wise total cost (Fee + other direct cost + other indirect cost):**

**Advance Income Tax: (percentage and amount)**

**VAT: (percentage and amount)**

**Total cost including AIT and VAT:**

**Offer validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Terms (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar days**

**Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: Finance and Administration Director

Bangladesh Nutrition Activity (BNA)

Concord Bilkis Tower, Level-13

40/6, Gulshan Avenue, (Madani Road), Gulshan-2

**Reference: RFQ No. Abt. 2020-003**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all motorcycles and after sale services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any Abt Associates Inc. or BNA project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Abt Associates Inc.’s prohibitions against fraud, bribery, and kickbacks.

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

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company VAT #:

Company DUNS Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

Company Trade License/Registration document (Please attached a copy)

**Bank Accounts Details Information** (*completed/signed/stamped by a representative authorized to sign on behalf of the offeror*):

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Information** |
| 1 | Account Name: |  |
| 2 | Account Number: |  |
| 3 | Account Type: |  |
| 4 | Name of Bank: |  |
| 5 | Name of Bank Branch: |  |
| 6 | Address of Branch: |  |
| 7 | Bank Routing Number: |  |

**Signature with seal:**

**Name:**

**Designation:**

**Date:**

1. Offerors are to fill out this column with illustrative dates. [↑](#footnote-ref-1)
2. Note that tasks can be pursued concurrently (i.e. the Offeror may propose that Tasks 3 and 4 are pursued at the same time, with deliverables 4 and 7 submitted around the same time, then deliverables 5 and 8, etc.). [↑](#footnote-ref-2)
3. Offerors are to fill out this column with illustrative dates. [↑](#footnote-ref-3)
4. Note that tasks can be pursued concurrently (i.e. the Offeror may propose that Tasks 3 and 4 are pursued at the same time, with deliverables 4 and 7 submitted around the same time, then deliverables 5 and 8, etc.). [↑](#footnote-ref-4)