

TECHNICAL PROPOSAL FORMAT

Note: Technical Proposals not submitted in this format may be rejected. Price Schedule should be included in separate envelope.

Name of Proposing Organization/Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
Fax:	
Email:	

Section 1: Expertise of Firm / Organization Submitting Proposal

This section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Management Approach and Key Staff:

Provide a brief description of the organization / firm submitting the proposal, including the year and country of incorporation, types of activities undertaken, and approximate annual billings. The Offeror shall demonstrate its corporate capability with regard to the requirements of the Terms of Reference. Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in. Describe management approach for this project and identified relevant key staff to complete this project successfully.

1.2 Litigation and Arbitration History:

Include reference to any history of litigation and arbitration in which the organization / firm has been involved.

1.3 General Organizational Capability:

Please provide General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls). Also provide the Offeror's latest Audited Financial Statements certified by Public Accountant.

1.4 Subcontracting:

Explain whether any work would be subcontracted, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Provide profile of subcontractor for this project if any.

1.5 Quality Assurance / Warranty Procedures and risk mitigation:

Please describe the QA mechanism/measures for the implementation of this project that will mitigate any risks and threats to UNDP achieving a successful upgrade.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects:

Describe the experience of the organization performing similar project. Provide at least 3 references.

Project	Client	Contract Value	Period of activity (from/to)	Role on the Project	Reference Contact Details (Name, Phone, Email)
1-					

2-						
3-						

Section 2: Proposed Work Plan and Approach

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the Terms of Reference (TOR).

2.1 Analysis approach, methodology, and timeline:

Please provide a description of the Offeror's approach, methodology, and timeline for how the organization / firm will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR.

Offer should contain sufficient information in the form of network diagrams and brief technical descriptions so that the architecture and technology required can be quickly and comprehensively understood without the need to read lengthy brochures and technical specifications. Any lead times for other equipment procurement, and personnel recruitment should be clearly identified. Please provide the sequence of activities, realistic and logical planning promising efficient implementation of the project

2.2 Project Management Services:

Please provide a description of how the Offeror will deliver project management services meeting or exceeding the stipulations of the TOR

2.3 Properly define the scope of work

Please provide a description of how the Offeror will deliver the scope of work as per TOR.

2.5 Clear presentation with logical planning logical and realistic

2.4 Appropriate technical quality review mechanisms

Please describe is how the Offeror will demonstrate appropriate technical quality review mechanisms?

2.5 Understand the deliverables and reporting requirements

Please elaborate in the proposal whether the Offeror understands the deliverables and reporting requirements required by the Terms of Reference

Section 3: Sustainability/Reliability/Fault tolerance/Resilience to breakdowns

This section should demonstrate the Offeror's responsiveness to the Sustainability/Reliability/Fault tolerance/Resilience to breakdowns of solutions proposed including hardware.

3.1 Sustainability, is the capacity of the system to endure: this refers to the combined effect of the simplicity of use of the system, the quality of the technical training envisaged for the operational staff in the room, the fault tolerance embedded in the design of the system etc.

3.2 Reliability, is the extent to which the system yields the same results on repeated trials (use)

3.3 Fault tolerance, is the ability to continue operation in the event of a power failure.

3.4 Resiliency, refers to the contractor's capacity to provide organizational arrangements for insight or remote interventions allowing the Crisis Room to recover easily and quickly from malfunctioning or broken down terminals and peripherals.

Section 4: Personnel

Offerors are required maintain the adequate number of qualified technical staff throughout the contract period.

Please include Curriculum Vitae for the team of Consultants (managerial and staff) being proposed that will be involved either full time or part time on this project. CVs should demonstrate qualifications in areas relevant to the Terms of Reference in Annex II. The quality of key personnel proposed will be an evaluation factor.

Please use the format below, with each CV no more than THREE pages in length.

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience:		
Relevant Experience (From most recent):		
Period: From – To	Name of project/organisation:	Job Title and Activities undertaken:
<i>Etc.</i>		
References (minimum 3):	<i>(Name/Title/Organization/Contact Information – Phone; Email)</i>	

BELOW TABLE IS PART OF TECHNICAL PROPOSAL FORMAT WHICH WILL BE MEASURED BASED ON PASS/FAIL CRITERIA

Indicative List of Equipment for the Crisis Response Center

Item	Comply YES/NO (if not please provide explanation)
PROJECTION MODULE (LED based solution or alternative)	
Dimensions Minimum Width: 2800 mm Minimum Height: 2100 mm HD	
Videoconferencing	
TANDBERG (or alternative vendor) Integrator Package C60- includes Codec C60, Precision HD 1080p camera, 2 HDMI cables and table +NPP microphone. Natural Presenter Package + TANDBERG Precision HD 1080p Camera - includes Lens Hood, HDMI cable, Control cable, Daisy-chain cable, 2 x NPP microphone	
Touch Panel	
12" Tilt Touch panel Media Center, Ethernet connected panel with full-motion video display, communicates with two-way RF and one-way IR up to 200 feet.	

IR Audio Headphones	
Infrared Receiver Infrared Transmitter (min. 5 Channels) with Power Supply Infrared Radiator with wall mount Headphone with hard plastic earphone Charging Case for 20 receivers with power supply	
Video/Audio Streaming Server	
Streambox , or alternative technology (Streaming Server - 8 outputs)	
DAKS Digital Alarm and Communications Server DAKS Release 7 HiPath DAKS V3 R1 (alternative vendor is possible see details above)	
DAKS Broadcasting & Alerting Hardware and Software :	
<ul style="list-style-type: none"> - Connectivity to traditional PBX systems (via S0/S2M) as well as to VoIP/SIP systems (e.g. via Gbit Ethernet) - Communicates with telephones (stationary, cell phones, DECT, WiFi), pagers & smartphones, - Accepts calls and dials users, but also through-connects audio sources and switches subscribers to bilateral calls or conferences, - Informs with voice announcements and display texts or SMS messages, and delivers multi-media information (e.g. videos), - Offers special emergency call functions in HiPath networks, - Communicates with host systems and external sensors or actuators, - Locates handsets, tags or medallions, both in DECT and in WiFi infrastructures, - Can control public address (PA) systems. 	
Mail-to-Phone application	
Emergency and High Performance Conferences application	
Call Profiles application	
Info Telephone application	
Internet-Controlled Telephone Conferences (short ICTC).	

