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| **Version Control** | | | |
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# INTRODUCTION

## 1. PURPOSE of the RFP (REQUEST FOR PROPOSAL)

[Describe clearly and objectively the purpose of the RFP]

The \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ invites through this document consolidated companies in the market with proven experience in \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.

The project aims at \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.

The main deliverables will be:

## 2. About the \_ \_ \_ \_ \_ \_ \_ \_ \_

[Information to help suppliers better understand the business of the company]

The \_ \_ \_ \_ \_ \_ \_ was founded in \_ \_ \_ \_ \_ \_.

# STATEMENT OF WORK

All details regarding the work to be performed are described in the SOW-Statement of Work attached.

### 

# PROPOSAL

The proposal should be presented as contents detailed below.

## 1. Delivery of the PROPOSAL

The proposal must be delivered by the day \_ \_/\_ \_/\_ \_ \_ \_ \_ to the e-mail \_\_\_\_\_\_\_@\_\_\_\_.com.

All additional requested documentation must be sent via REGISTERED MAIL to the address \_ \_ \_ \_ \_ \_ \_.

## 2. CLARIFICATION

Any doubt or clarification must be sent to the e-mail\_\_\_\_\_\_\_@\_\_\_\_.com.

The answers will be forwarded to all suppliers who participate in the RFP in order to ensure transparency of the process and the information symmetry.

## 3. CONTENT of the PROPOSAL

The proposal to be submitted by the supplier must contain the sections below in the suggested sequence:

|  |  |  |
| --- | --- | --- |
| Seq. | Topic | Expected content |
| 1 | About the company | Brief description of the company, not to exceed one page |
| 2 | Necessary infrastructure | Detail all infrastructure as equipment, licensing and any additional resource required to develop the product |
| 3 | Project management methodology | Project methodology and tools used to manage the project |
| 4 | Scope | Any information which he considers relevant Scope contemplated |
| 5 | Premises | Premises which will be required for the execution of the project |
| 6 | Delivery strategy | Detail the strategy of how the product will be delivered |
| 7 | Timeline | Detail the project timeline with your activities and duration, preferably in MPP format |
| 8 | List of resources allocation/hours | Detail the resources needed for the project |
| 9 | Budget | Drill down into the desired form of payment through deliveries expected by the project |
| 10 | Additional information | Include any information which he considers relevant that does not fit in previous topics |

## 4. SELECTION CRITERIA

### Elimination Criteria

If you do not meet any of the criteria set forth below, we require that predatory tell us for we leave aside your company

|  |  |  |
| --- | --- | --- |
| **Criterion** | **REF.** | **Elimination criterion** |
| Negative certificate of Debts | YES | Company did not submit the certificate |
| Monthly Revenue | 50000 | Company with revenues less than the reference |
| Number of employees | 100 | Company with number of employees less than the reference |
| Time of Foundation (Number) | 5 | Company with less than 5 years of existence |
| (Current liabilities + long-term liabilities) Total/Asset | 0.6 | Good Financial Standing. Total indebtedness greater than the reference value |
| Previous experience in similar projects | YES | Company did not have previous experience in similar projects |

### Classification criteria

The classification criteria of the proposals and their respective scores are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criterion** | **Weight** | **Best Note** | **Final Note** | **Classification** |
| **Proposal on-time delivery?** | 5 | 5 | 25 | If the proposal is delivered on time, Note 5, otherwise 0.  The proposal must be submitted until 16/09. |
| **Cost ($)** | 10 | 5 | 50 | If the cost is less than the budgeted, 5, Until 20% above, 3, above 20%, 0. |
| **Period (days)** | 10 | 5 | 50 | If the period is less than the legal deadline, Partial Delivery 5 0, otherwise -5.  Deadline: 29/10 |
| **Business knowledge** | 5 | 5 | 25 | If you know the business, medium 5, 3, 1, unknown -1.  (Classification will be provided by the company) |
| **Technological Knowledge** | 5 | 5 | 25 | Technological domain, 5, medium, 3, bit 1, unknown -1.  (Classification will be provided by the company) |
| **Quality level** | 10 | 5 | 50 | Historical basis of the level of delivery quality is very good, 5, 3, low average 1.  (Classification will be provided by the company) |
| **Historical basis of delivery** | 10 | 5 | 50 | Historical basis of deliveries within is very good, 5, 3, low average 1.  (Classification will be provided by the company) |

# CONTRACTUAL REQUIREMENTS

Below some of the requirements that will be included in the contract:

**Confidentiality**

For purpose of this Agreement shall be deemed confidential information any written or verbal information or by any other means made available by the parties that have as object any studies, projections, analyses, designs, materials, reports, as well as any conclusion or proposal regarding this contract. If confidential information is incorporated or reflected in other documents, either separately or jointly raised by the parties, these other documents shall be considered as confidential information subject to the terms of this agreement.

**Employment**

The parties don't keep any employment bond with employees, managers and / or representatives of the other or between them, neither will be established between them any form of corporate bond, competing, so every one of them, especially and exclusively, the fulfillment of their respective social labor and social security obligations, in the form of legislation in force.

**Product marketing**

Is forbidden under any circumstances cede, sell, lease or give as security, donate, sell or otherwise transfer in any way, in whole or in part, under any form, free of charge or outside bodies, temporary or permanently, the product developed for the contractor.

**Warranty**

Regarding the possible responsibility of the company winning this competition due to addiction or defect in the provision of services, will be subject to make all fixes due from that notified within one year after the full delivery of the product.

**Copyright**

Any information used by the company winning this competition should be acquired legally, being the responsibility of the winner of this competition the purchase of copyrights and any legal responsibilities regarding this subject.