

REQUEST FOR PROPOSAL

Founder Award (Founder Award 2020)

DOCUMENT DETAILS	
Owner	Ministry Of Education
Purpose	Founder Award (Founder Award 2020)
Version	1.0

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1 PROJECT INFORMATION AND BACKGROUND

1.1 Definition of Terms

- 1.1.1 In this Request for Proposals Document, the following capitalised words and expressions have the meanings hereby assigned to them, unless the context specifically requires otherwise. It should be noted that references to the singular include the plural and vice versa:
- 1.1.1.1 **MOE:** Ministry of Education
 - 1.1.1.2 **Authorised Representative:** means the nominated representative of the Bidder;
 - 1.1.1.3 **Bidder:** means any person, firm, or company/consortium that has been invited to compete for the award of the contract and who submits an RFP Response to MOE;
 - 1.1.1.4 **Closing Time and Date:** shall have the meaning given to it in Section 4 of this RFP;
 - 1.1.1.5 **Competition:** means the Competition for the award of contract by MOE;
 - 1.1.1.6 **Contractor:** means, if MOE awards the Contract following the Competition, the entity with which MOE enters into the MOE Contract;
 - 1.1.1.7 **MOE Contract:** means the contract for the carrying out of the Project;
 - 1.1.1.8 **Preferred Bidder:** means the Bidder who, on the basis of applying the scoring and award criteria established by MOE for the purposes of this procurement, will be invited to enter into the post tender negotiation stage.
 - 1.1.1.9 **Project Agreement:** means any contract or contracts awarded by MOE to any Contractor relating to the Project;
 - 1.1.1.10 **RFP Response:** means the response including the Annexes submitted by Bidders in response to the Request for Proposals (RFP) issued by MOE; and
 - 1.1.1.11 **UAE:** means the United Arab Emirates.

2 STATEMENT OF REQUIREMENTS

2.1 Scope of Required Services

Bidders are required to provide a full solution for the below:

Founder Award

In honor of Shaikh Zayed and as a contribution of MOE in Zayed Year, Strategy & Future department has initiated Founder Leader Award. This award will target individuals and entities according to a certain assessment criteria.

Therefore, a need for a system is raised to manage everything related to this award including the information related to this award, participation procedures and the evaluation processes as well.

The Project Scope will include the following capabilities and functionalities as system features:

The system shall be available as web application and a mobile application for Android and iOS.

The front end should be designed and developed on latest technology.

The successful vendor should have a proven record in designing and implementing both web and mobile apps.

The website should include infographics as needed. The website should be in English and Arabic.

The website should also include google analytics.

The project shall be developed in iterations and released in phases to our live environment. The first phase shall be live by 1st of August 2020 which is about content authoring and publishing through both channels Web and Mobile. The end users will be able to know about the Award, its policies and timelines by then in a very engaging and intuitive manner.

The second and last phase shall be live completely by 1st of October 2020 that includes all the other features as stated in this RFP.

PUBLIC WEBSITE SITEMAP

- Home Page
- Contact Us
- About Us including award timelines
- Award Main Categories with listing and details page for each
- Application/participation form for each award
- Login and registration (to participate in an award) via local membership provider or UAE pass
- FAQs
- Media Centre
 - Upcoming events and workshops with (Photo & Video Gallery)
 - Winners of previous editions with (Photo & Video Gallery)
- Social media links

BACKEND FUNCTIONALITY

The backend will have the following modules and features:

User & roles management module

1. Adding/Updating/ Deleting different types of users as listed but not limited to the below:
 - Super admin
 - Business admin
 - Editor
 - Assessor
 - Reviewer
 - Approver
2. Managing Security Roles/ Groups
3. Managing Entities and their representatives' information.
4. Email notifications / invitations to these users

Participants' management

1. When a user registers on the frontend, the system should send a verification email.
2. The admin should be able to view all verified and unverified users.
3. The admin should be able to activate or deactivate a certain user. Upon each action, a notification email should be sent to the end user.
4. The admin should be able to send invitations to users to register.

Award Management

1. The admin will manage the awards, including categories and details for each award.
2. Every award will have to be associated with its specific participation form.
3. The admin will be able to develop forms based on specific criteria. The form builder needs to include all type of fields and their validation (max number of words, email, required or not, etc..) as well as the success and error messages.
4. Once an applicant submits a form on the frontend, he/she will receive an email notification. All form submissions should be stored in the backend as per their category.
5. The admin will be able to filter the submissions per category as well as manage them (edit, delete)
6. The admin will be able to manage the evaluation process

Participation workflow management / evaluation process

1. The admin will be able to assign for each category the different users for the evaluation process (assessor, reviewer, approver, etc..).
2. As each application is being reviewed/evaluated/rejected/approved (different stages), a notification email should be sent to the next user in the process or the previous one in the event of return.
3. The admin should be able to view each application's stage and send notifications and reminders to the evaluators assigned as needed if no action is taken within the set timeframe. (SLA configuration)
4. The admin should set the timeframe of each stage of the application. (SLA configuration)
5. Workflow should be enabled for escalation and delegation of tasks
6. The admin should be able to define the score sheet per award. Matrix of the assessment shall be dynamic to calculate the results based on the weight of the criteria and calculation of the final score
7. The admin should view the list of shortlisted participants per award category.

Reports and Dashboards

1. Drill down reports for each award category – award type – award custom field defined
2. Ability to export reports PDF and excel format

About us

The admin should be able to manage the content of this page.

Contact us module

The admin should be able to manage the contact us form submissions and tag the status of the each entry (reviewed, accepted, etc..)

FAQ

The admin should be able to manage the content of the FAQ.

Media Centre

- The media centre will include events and workshops.
- The admin will be able to manage these entries where every entry will include: category, date, title, description, images and videos.
- The end user will be able to filter the media entries based on categories and tags (upcoming or past).

2.2 Non-Functional Requirements

This section describes the high-level non-functional requirements. The system expects to have all best practices to be implemented in non-functional requirements.

2.2.1 Performance Requirements

Following are high-level performance requirements.

- Stress: The system must be able to support 2,000 users accessing portal simultaneously.
- Response-Time: If user submits a request, then system should come back with a response within a second.
- Throughput: The system should be capable to process 500 transactions per second.

2.2.2 Usability Requirements

Following are some of key usability requirements.

- The system should have well defined elements e.g. menus and should be easy to understand.
- The system should be easy to learn.
- All the interface actions and elements should be consistent and should prompt proper error messages.
- The system should have proper exception handling.
- The system should be responsive which means it should be mobile friendly.
- The screen layouts and colours should be appealing.

- System shall support multilingual interface (ex. Arabic – English)

2.2.3 Security Requirements

Following are main security requirements.

- System should support role base access control (RBAC) for application logs.
- All system integration should support secure connections.
- System level access Audit logs should be available.
- Proper user and group access management.
- System should capture activity dates and activity users. Furthermore, should maintain the audit tables for all transactional related data.
- Detailed Audit logs to track any action done by any user (internal or external)
- Error logging accessible to the admin

2.2.4 Volume and Storage Requirements

Following are high-level storage requirements.

- Storage requirements with growth plan should be clearly mentioned.
- System should be capable to be hosted on virtual disks and virtual machines
- Recommended type of storage to be mentioned – (file / block)

2.2.5 Configuration Requirements

Following are high-level configuration requirements.

- System should support hosting in vSphere virtual machines and Docker Containers
- System should support High Availability architecture
- System should support Latest DBs & Latest OS.

2.2.6 Compatibility Requirements & Technology Stack used

The system should be compatible with all known browsers e.g. Safari, Internet Explorer, Chrome, Firefox etc.

Bidder shall provide the technology stack that will be used for building the system along a high-level architecture design.

- Hosting is on Premise in MOE Data Centres.
- MOE Applications are hosted and managed through virtualization. Moreover, the application by architecture shall be self-contained and can be deployed and run independently from other applications, if required.
- The technology stack shall be on Microsoft .NET, Java or JavaScript flavours like Angular, and react native.
- Mobile application is preferred to be built natively for iOS and Android. As a second preference, it can be built as Hybrid application using ionic or react native.
- The system should be compatible with all known browsers e.g. Safari, Internet Explorer, Chrome, Firefox etc.

2.2.7 Reliability Requirements

Following are high-level reliability requirements.

- System architecture should support component level redundancy and High availability (99.9%)
- System architecture should support Disaster recovery solutions with RPO and RTO defined.
- System architecture should support high reliability. (not more than 1 unplanned downtime per year)

2.2.8 Training Requirements

Following are high-level requirements for training requirements.

- Administration: How to administrate the system.
- Approvers: How to approve and reject requests.
- Management: How to view reports and dashboards.
- Technical Training: The setup of system, server administration & management, workflows.

2.3 Project Approach

2.3.1 Project Methodology

All bidder teams are required to familiarize themselves with the policies and processes for project management in MOE. Bidders shall provide the methodology (Agile, Scrum, Kanban, Waterfall, lean, Prince2 ... etc.) they follow for executing the project successfully.

2.3.2 Project Plans

For the purposes of responding to this RFP the bidder must provide a high-level project plan. The plan must be comprehensive enough in scope and detail to convey the bidder's ability to manage this project as specified in this RFP.

The bidder must stress work quality and how quality is ensured in all aspects of the project. The bidder must indicate in his plan how the status and visibility of project progress will be monitored. Bidders must describe their approach to project management during the implementation and operational phases as well as managing and coordinating different phases and activities of the project.

2.3.3 Project Approach Plan

The Bidder must describe their approach for delivering the project and create a structured project plan containing all project lifecycle phases and all related knowledge areas processes including Communication Management, Scope Management, Quality Management, Time Management, Risk Management, and stakeholders and Resource Management.

2.3.4 Project Change Management Plan

The bidder must clearly notify MOE officially of any change to the approved project plan in general and its impact with respect to scope, time, cost, and resource.

2.3.5 Project Scheduling Plan

The Bidder shall submit a master schedule, based on a work breakdown structure for defining and controlling the project.

The latest revision of the master schedule shall be used as the source of schedule data for developing all lower level subsidiary or supporting schedules and shall be used as the basis for all resource estimating and forecasting activities. The master schedule will also be used by the Bidder to monitor project milestones contained in the proposal. MOE reserves the right to approve or request changes to the Bidder's schedules.

2.3.6 Project Organization Plan and Stakeholders Analysis

The Bidder shall provide an organization and staffing plan that includes the organization for the management and execution of the project. Functions and responsibilities of each department or group shall be detailed. Interfaces between departments, sections or groups, and between the Bidder and MOE shall be portrayed and explained, as well as the practices and procedures that will govern the control and execution of the work by these departments, sections or groups.

The bidder shall provide Arabic and English speaking project management as well as submit staffing or manpower allocation details in accordance with the project organization plan. Phase-in of the staff at various stages of the project shall be clearly shown, in addition to the amount of office space required during each stage. The Bidder shall include in the proposal, the job description of each staff position. Resumes of staff intended to participate in the project are to be submitted within thirty (30) days of contract signature by the successful Bidder. MOE reserves the right to accept or reject any of the Bidder's staff.

2.3.7 Project Issues and Risk Management Plan

Bidder shall describe their approach to managing risk and issues on the project. The processes and procedures used for managing issues & Risks should align with MOE.

2.3.8 Project Communications Management Plan

Bidder must describe how project communications will be managed making reference to project status reporting, meetings, visits, information gathering sessions, facilitating sessions, brain storming sessions, and other communications events.

2.3.9 Project Quality Management

The Bidder shall provide a quality assurance plan to ensure that all delivered systems meet the stated requirements of this RFP. The Bidder shall insure that individuals appointed to measure quality (conformance to requirements) report directly to the manager of the project team and have status at least equal to other groups on the project team.

To achieve quality assurance objectives, the Bidder shall include in his quality assurance plan a detailed test plan that includes procedures and test reports.

2.4 Documentation Deliverables

The below list describes the minimum deliverables expected from the vendor. The vendor is also expected to add to the list any deliverables they deem important:

ANALYSIS / REQUIREMENTS

- Business Requirement Document (BRD)
- Statement of Work (SOW)
- System Requirement Specification (SRS)
- High level System Design Document
- Low level System Design Document
- System Architecture / Integration Design

PLANNING

- Project Charter
- Project Plan
- Risk mitigation Plan
- Change Management Plan

DESIGN

- Porotypes
- Wireframes

INTEGRATION

- Integration Test Plan
- Completed Integration Test Plan (eservices, e-payments)
- Integration Test Results Review/Signoff

FUNCTIONAL TEST

- Completed Requirements Validation Plan
- UAT process document
- Test Cases Document
- Functional Test Results Review/Signoff

RELEASE

- [Software Release Documentation](#)
- [User Manual](#)
- [Technical Manuals](#)
- [Administrative Manuals](#)
- [Deployment Guide and Installation Scripts](#)
- [Released Software](#)

3 SUBMISSION OF RESPONSE

3.1 Return of Completed RFP Response

- 3.1.1 A complete RFP Response must comprise **all** the following:
- 3.1.1.1 The detailed proposals as per the Instructions to Bidders
 - 3.1.1.2 Full commercial proposals
- 3.1.2 Fully completed RFP Responses must be received as published online
- 3.1.3 Bidders are required to submit 1 technical and 1 commercial proposal with signature and stamp
- 3.1.4 Each RFP Proposal delivered as per above must be sealed to ensure confidentiality of the information.
- 3.1.5 All RFP Responses submitted by a Bidder must contain identical information. No changes should be made to hard copy submissions delivered after the submission of the electronic copy. Any changes will make the hard copy invalid.
- 3.1.6 It is the Bidder's responsibility to submit their RFP responses on time.
- 3.1.7 A submission may be withdrawn in person at any time during the Competition by a Bidder or their authorized representative, if proof of identity is given and they sign a receipt confirming the withdrawal.
- 3.1.8 Should you submit an incorrect version of a bid, and you want to submit the correct version, this must be done before the submission deadline and by an Authorised Representative who can provide proof of identity. You will not be allowed to withdraw and re-submit a bid after the submission time and date, even if this bid is incorrect or contains mistakes.

3.2 MOE Requests for clarification

- 3.2.1 MOE can request clarification/samples of any item included in a completed RFP Response. Failure to respond fully and adequately to any requests for clarification by any deadline imposed by MOE may result in the Bidder being removed from the Competition.

4 OUTLINE OF PROCUREMENT PROCESS

4.1 Award Procedure

- 4.1.1 The evaluation will only be based on the information submitted by each Bidder in its RFP Response and related documents.
- 4.1.2 MOE may hold meetings with each Bidder to clarify, specify or fine tune any issue relating to the RFP Response, but such adjustments shall not involve changes to the core features of the RFP Response if those variations are likely to distort Competition or have a discriminatory effect.
- 4.1.3 The decision to proceed to contract award will require the consent of the MOE, and will ultimately depend upon the ability of the Bidder to meet the requirements and deliver value for money.

4.2 The Evaluation Process

- 4.2.1 MOE will conduct a compliance check to ensure all parts of the bid have been submitted by each Bidder. **You may be requested to submit any missing material**; it is likely you will be given a very short amount of time to do this once notified (**maximum 30 minutes**) as this will only be an opportunity to send in items which had been omitted by mistake.
- 4.2.2 Once your bid has passed the compliance check, an "Evaluation Panel" will assess all submitted documents. The Panel will be fully aware of the procurement and assessment processes.
- 4.2.3 If you have failed to provide all the information required or have failed to respond "comply" where required, the Panel may remove your bid from the Competition.
- 4.2.4 Each member of the Panel will evaluate the bids in isolation from other Panel members and will only base their assessment on the written information provided by you and not on any prior knowledge, experience, opinion or personal interest.
- 4.2.5 The Panel will not compare bids in order to assess them; each bid will be assessed on whether it meets the requirements.
- 4.2.6 The Evaluation Panel will then meet to decide on the final score to award your bid. At this stage they may seek further clarification from you. A final score will be awarded once these clarifications have been received, assessed and scored.
- 4.2.7 Every response or Appendix provided by you will be scored in the following way:

- 4.2.7.1 For a response that requires information or a written response:

Meets the requirement exactly as specified	3
The response has some minor shortcomings; a weak response	2
Fails to meet the requirement in most aspects; a very weak response	1
No response submitted, or response completely fails to answer any element of the question	0

Comply	3
Not comply	0

- 4.2.7.2 For comply/not comply responses, you may be eliminated from the Competition if you do not respond "Comply" where required.
- 4.2.7.3 Should you be selected as preferred bidder, and it is discovered after this section that you intend to change your provision so that it does not comply with requirements (as per your bid response), MOE reserve the right to remove you as their preferred bidder.

4.2.8 To assess the Bill of Quantities:

- 4.2.8.1 The Evaluation panel will consider the overall value for money of your proposal. That is, it will not base its judgement solely on price, especially if your response has failed to meet all of the requirements.
- 4.2.8.2 Value for money does not mean the lowest priced bid or the cheapest unit prices; rather it is a measure of how realistic and reasonable the overall offering is and whether the solution can be implemented without risk of any shortfall in delivery time and management, etc.
- 4.2.8.3 The Panel will also consider the Total Cost of Ownership (TCO) of your solution; that is what the long-term costs of your solution will be to MOE.
- 4.2.8.4 The Panel will consider whether the cost proposals are reasonable given the solution, you are proposing (including delivery, deployment, project and contract management, service support, etc.).

4.2.9 The following weighting will then be applied to these scores for these sections of the bid:

- | | | |
|---------|---|-----|
| 4.2.9.1 | Technical solution | 80% |
| 4.2.9.2 | Project Management and Project Delivery | 15% |
| 4.2.9.3 | Company profile and references | 5% |

4.2.10 Following evaluation of RFP Responses, MOE will reserve the right to negotiate with all Bidders whose proposals have a reasonable chance of being selected.

4.3 Queries

- 4.3.1 Bidders must not address queries to, or communicate with, MOE other than in the manner described in this section.
- 4.3.2 All questions about this RFP shall be directed through E-mail to Procurement department:
- 4.3.3 MOE may, if it chooses, reply to queries received after the close of the clarification period.
- 4.3.4 Queries received from Bidders will be treated as non-confidential and all responses will be shared with all Bidders.
- 4.3.5 No queries may be made in person or by telephone, all must be in writing.
- 4.3.6 MOE may amend or add to the RFP at any time. Any new RFP will be issued to all bidders as required. MOE does not accept responsibility for any communications issued by it which are missed or not received by a Bidder or for communications issued by Bidders which are not received by MOE.

5 GENERAL TERMS AND CONDITIONS OF PARTICIPATION

5.1 General Instructions to Bidders

- 5.1.1 By submitting an RFP Response, the Bidder accepts these general terms and conditions of participation as set out in this section to be legally binding on it.
- 5.1.2 The Bidder agrees that all proposals submitted become the property of MOE and that by submitting a proposal it agrees that all copyright in the proposal shall be automatically assigned to the MOE. To the extent that such assignment is not valid for any reason, the Bidder further agrees that by such submission it grants to MOE and its advisors, consultants, contractors, servants and/or agents a non-exclusive licence to use and reproduce the proposal in whole or in part.
- 5.1.3 All terms contained in the Bidder's proposal are final unless MOE requests changes. MOE, however, may negotiate, with the Preferred Bidder, any portion of the proposal and to accept or reject any portion thereof.

5.2 Substantive Technical Proposals

- 5.2.1 In signing the Declaration form in **Appendix 1**, the Bidder shall certify
- 5.2.1.1 That its proposal is genuine, duly authorised internally and is not made in the interest of, or on the behalf of, any undisclosed person, firm, or corporation, and is not submitted in conformity with, and agreement of, any undisclosed group, association, organization, or corporation
 - 5.2.1.2 That it has not solicited or induced any other person, firm, or corporation to refrain from submitting a Technical Proposal, and
 - 5.2.1.3 That it has not sought by collusion to obtain for itself any advantage over any other Bidder.
 - 5.2.1.4 All proposed terms and prices shall be binding for ninety (90) calendar days after the date of the proposal opening for review and evaluation purposes.

5.3 Costs

- 5.3.1 Each Bidder will be liable for its own costs and expenses in relation to the preparation and submission of any element of the RFP Response and any subsequent engagement with MOE during the remainder of the Competition.

5.4 Contingency Fees

- 5.4.1 Each Bidder certifies, by the submission of a proposal, that no agreement has been made by the Bidder to pay any company or person any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of the contract.
- 5.4.2 MOE and its appointed advisers have no obligation whatsoever to reimburse any Bidder in respect of any costs, economic loss or other loss of profit incurred by it either in the preparation and submission of the RFP Response or arising from clarifications and discussions with MOE in connection with the Competition, or otherwise as a result of its participation in the Competition regardless of whether or not the Competition results in the award of the contract.

5.5 Confidentiality

- 5.5.1 This Request for Proposal (RFP) contains information which is proprietary and confidential to MOE. Each recipient of this RFP must maintain the confidentiality of the contents of the RFP. The information contained in this RFP may not be reproduced in whole or in part without the express permission of MOE, and no use may be made of the contents of this RFP, other than for the purpose of responding to this RFP.
- 5.5.2 Accordingly, the recipient must keep all the information in this RFP confidential and will not, without prior written permission of MOE, disclose this information to any person other than its officers, employees, agents and advisers who are required in their course of their duties to prepare the proposal. The recipient of the RFP must, before disclosing this RFP to any such person, communicate to the person the confidential nature of the information contained in the RFP.

5.6 Rules of Proposal Creation

- 5.6.1 Bidders are requested to follow the rules outlined in this section while compiling their RFP Response.
- 5.6.1.1 The RFP Response is deemed to be a legal document and the final agreed form of drafting will, if the Bidder is awarded the contract, form the substance of the final Project Agreement.
 - 5.6.1.2 Bidders must sign the **Declaration and Conflict of Interest form in Appendix 1** confirming the truth of the information provided in the RFP response. Submitted bids not containing the Declaration signed by the authorised signatory will not be accepted.

- 5.6.1.3 The RFP Response must be signed on each page of the hard copies by the Authorized Signatory. Unsigned hard copy RFP Responses will not be accepted.

5.7 Disqualification

- 5.7.1 Any Bidder that contravenes any of the terms and conditions set out in this Request for Proposals may, at the sole discretion of MOE, be disqualified and prohibited from any further participation in the Competition. The disqualification of a Bidder will not prejudice any other civil or legal remedies available to MOE and will not prejudice any criminal liability that such conduct by the Bidder may attract.

5.8 News Release or Advertising Use

- 5.8.1 No publicity in relation to the Project, the selection of any Bidders, the appointment of the preferred Bidder, the award of the contract or the Competition in general will be permitted unless and until MOE has given express prior written consent to the relevant communication. In particular, no statements should be made to the press or other similar organisations regarding the nature of any RFP Response, its contents or any proposals relating thereto without the express prior written consent of MOE.
- 5.8.2 MOE retains the right to publicise or otherwise disclose to any third party, information in relation to the Project, the selection of the Bidders (including details of their respective subcontractors, representatives, advisers, consultants, servants or agents), the Competition in general or the award of the contract at any time.
- 5.8.3 a view to offering them work or employment.

5.9 Award of Contract and Contract Form

- 5.9.1 The results of the evaluation of the responses to this RFP will determine the best qualified Bidder, However, MOE reserves the right to reject any and all proposals received, and, in all cases, MOE will be the judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP.
- 5.9.2 MOE reserve the right to extend this contract, under the terms and conditions as set out by the Ministry of Education, up to an amount of 30% of the total contract value, without the need to re-run a full procurement.
- 5.9.3 Contracts will take the form of the standard Ministry of Education version and are not subject to change. All schedules to be appended to the contract are contained within this document and are not subject to change.
- 5.9.4 It is the normal practice of the MOE to require a Performance Bond from its suppliers. The details of the Performance Bond are contained in Schedule 6. This is non-negotiable.

APPENDIX 1: COMPLIANCE FORMS AND STATEMENTS

NB: All must be completed and submitted as part of RFP Response

DECLARATION

Name of Bidder: _____

Address: _____

THIS DECLARATION MUST BE SIGNED BY AN AUTHORISED OFFICER OF THE BIDDER OR, WHERE THE APPLICANT IS A CONSORTIUM, BY A DULY AUTHORISED OFFICER FOR AND ON BEHALF OF THE CONSORTIUM.

I certify, for and on behalf of the Bidder that the information provided in this completed RFP Response and accompanying information is, to the best of my knowledge, true, accurate and complete and that the above Bidder is competent to carry out the Project described in the RFP. I understand and accept, for and on behalf of the Bidder that the provision of inaccurate or misleading information in completing this RFP Response and accompanying documentation may lead to the disqualification of the Bidder from the Competition.

I confirm, for and on behalf of the Bidder that the Bidder irrevocably and fully agrees to the terms and conditions set out in the Request for Proposals.

SIGNATURE _____

NAME _____

POSITION _____

DATE _____

CONFLICT OF INTEREST DECLARATION

THIS DECLARATION MUST BE SIGNED BY AN AUTHORISED OFFICER OF THE BIDDER OR, WHERE THE APPLICANT IS A CONSORTIUM, BY A DULY AUTHORISED OFFICER FOR AND ON BEHALF OF EACH CONSORTIUM MEMBER (AND ANY ENTITY ON WHOSE RESOURCES THEY MAY RELY).

Please complete as appropriate.

I/We warrant that:-

1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract. ☐ No Conflict
2. There **could be** a possible conflict or perceived conflict of interest in relation to [*] and their involvement in this contract. ☐ Possible Conflict
3. Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

Signed:

Block Capitals:

for and on behalf of:

Date:
