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**PREPARATORY COMMISSION FOR THE  
ESTABLISHMENT OF THE INTERNATIONAL REGISTRY  
FOR MAC EQUIPMENT PURSUANT TO THE MAC  
PROTOCOL**

UNIDROIT 2021  
MACPC/Registrar/W.G./5/Doc. 1  
English only  
October 2021

***Registrar Working Group  
Fifth session (remote)  
16 November 2021***

**EVALUATION PLAN AND ISSUES TO CONSIDER**

**CONTENTS**

<b>I. Introduction</b>	<b>1</b>
<b>II. Timeline</b>	<b>2</b>
<b>III. Evaluation Committee</b>	<b>3</b>
<b>IV. Evaluation Process</b>	<b>4</b>
<b>V. Clarifications Process:</b>	<b>7</b>
<b>VI. Complaint Process</b>	<b>7</b>
ANNEX	8
TECHNICAL PROPOSAL	8
FORM 1: CERTIFICATE OF ELIGIBILITY AND AUTHORITY TO SIGN PROPOSAL	9
FORM 2 : CAPABILITY ASSESSMENT	12
FORM 3: RESPONSES AGAINST THE TECHNICAL REQUIREMENTS	14
FORM 4: RESPONSES AGAINST THE FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS	15
FORM 5: REFERENCE FORMAT	16
FORM 6: RESUME FORMAT	17
FORM 7: RESPONSES AGAINST CONTRACT TERMS & CONDITIONS	18
FINANCIAL PROPOSAL	19
FORM 8: DECLARATION	20
FORM 9: PRICE SCHEDULE TO BUILD AND DELIVER	21
FORM 10: OPERATING EXPENSE SCHEDULE	22

**I. Introduction**

1. This document contains a list of issues identified during the third meeting of the MAC Preparatory Commission and during meetings held by the Secretariat with experts and international organisations. The document also proposes solutions to certain issues and provides recommendations in other instances.

2. This is not an exhaustive list of problems or solutions. The Members of the Registrar Working Group and nominated experts are invited to identify additional matters and propose alternative solutions as appropriate.

## II. Timeline

3. The following annotated chart describes the timeline for the work of the Registrar Working Group, and the process for the selection of a Registrar for the MAC International Registry:

16 November 2021	5 <sup>th</sup> Session of the Registrar Working Group <ul style="list-style-type: none"> <li>- Review document related to evaluation prepared by Secretariat</li> <li>- Identify any areas within the RFP that need further elaboration</li> </ul>
6 December 2021	6 <sup>th</sup> Session of the Registrar Working Group <ul style="list-style-type: none"> <li>- Review updated RFP</li> <li>- Review updated Evaluation Document</li> </ul>
17-18 January 2022	4 <sup>th</sup> Meeting of the MAC Preparatory Commission <ul style="list-style-type: none"> <li>- Give consideration to, and approve RFP</li> <li>- Establish an Evaluation Committee (EC), including establishing processes to ensure no conflicts of interest. See Section III of this paper for details.</li> </ul>
15 February 2022	Launch tender process
15 May 2022	Publish Clarifications, if any requested, to the RFP
15 June 2022	Tender process closes
Late June 2022	Evaluation Committee Meeting 1 EC1 to undertake first stage of evaluation process, assess proposals submitted on pass-fail basis.  Scheduling of EC meetings will depend on how many tenders are submitted. If many, EC will need longer to consider each proposal, if few, it is possible to schedule the first meeting in late June.
Late July 2022	Evaluation Committee Meeting 2 EC2 to undertake second stage of evaluation process, give remaining proposals financial and technical scores)  This meeting might need to be undertaken in September if there are many proposals that proceed to the second stage of the evaluation process.
September 2022	Preparatory Commission Meeting 5 PC5 to consider reports of EC, determine preferred tenderer and confirm rankings of other tenderers; and either (i) approve SA (depending on progress in SA process) to begin contract negotiations with preferred tenderer or (ii) PC begins negotiation with close involvement of SA.
October 2022	Beginning of contract negotiations between SA/PC and preferred tenderer.  Para 147 of the draft RFP provides for 6 months of negotiations with preferred tenderer
April 2023	Preparatory Commission Meeting 6 PC6 (approval by PC of the final contract between SA and preferred tenderer)  RFP provides for 1 additional month after finalisation of contract for approval by PC
July 2023	Submission to PC/SA by the Registrar of System Design Document (SDD)
October 2023	Commencement of test phase of Registry  Para 147 of the draft RFP provides for 3 months for Registrar to submit SDD

March 2024	Completion of test phase of the Registry
July 2024	Beginning operation of Registry, entry into force of MAC Protocol

4. The following is taken from Paragraph 147 of the RFP and has been outlined here for an illustrative purpose to showcase how the RFP process would move forward. It uses the hypothetical of 15 February 2022 for the date of publication:

- (a) **15 February 2022** – RFP is issued;
- (b) **15 June 2022** (a + 4 months) – final date for the request to participate and preliminary offer to be submitted;
- (c) **15 September 2022** (b + 3 months) – evaluation by Preparatory Commission and notification of all tenderers on their ranking, notification to the preferred tenderer – preferred tenderer should be prepared to commence contract negotiations within 4 weeks of the notification – although may be subject to change;
- (d) **15 March 2023** (estimated) (c + 6 months) – finalisation of contract negotiations between the Preparatory Commission and the preferred tenderer;
- (e) **15 April 2023** (estimated) (d + 1 month) – approval by the Preparatory Commission of the final contract between the Supervisory Authority and the preferred tenderer;
- (f) **15 July 2023** (e + 3 months) – submission to the Supervisory Authority by the Registrar of the System Design Document (SDD) as referred to in;
- (g) **15 January 2024** – No later than 6 months after (f) – commencement of test phase of the International Registry;
- (h) **15 March 2024** – No later than 9 months after (f) – completion of test phase of the International Registry;
- (i) **15 July 2024** – No later than 12 months after (f) – full implementation and commissioning of the International Registry. The full implementation and commissioning of the International Registry refers to the preparedness for the International Registry to immediately begin full operations. However, the precise date of the entry into force of the MAC Protocol, and of the actual commencement of full operations of the International Registry, will be determined in accordance with Article XXV of the MAC Protocol, and that date may be after the date that the full implementation and commissioning of the International Registry is achieved.

### III. Evaluation Committee

5. During PC3, it was agreed that an Evaluation Committee (EC) would carry out the process of evaluating all the bids received. It was also agreed that: *no experts from States that submitted tenders should be included in the Evaluation Committee to avoid any potential conflicts of interest.*

6. However, during the Secretariat's discussion on best practices regarding ECs at other international organisations, and input from members of the Preparatory Commission, it has been suggested that rather than excluding individuals from States from which entities have submitted bids, all members of the Evaluation Committee could be required to sign a Non-Disclosure Agreement, as well as sign a No Conflicts of Interests Statement.

7. This approach ensures that there is sufficient time available for setting up the EC. Should the Registrar Working Group support this proposal, the fourth meeting of the Preparatory Commission can be requested to consider this approach and establish the EC accordingly at the same time as potentially approving the RFP.

8. With regard to the composition of the EC, it is suggested that the EC comprise of 5-7 Members nominated by Member States of the Preparatory Commission, and confirmed by the Preparatory Commission. These Members must be experts in the area of procurement, IT, and/or registry design and operation. Member States may nominate the same experts they have nominated to support the work of the Registrar WG. It is suggested that the EC be Chaired by the Chair of the Preparatory Commission.

9. With regard to the meetings of the EC, it is suggested that the first meeting of the EC would take place shortly after the deadline for submission of Proposals, with a view to revert back to bidders within 3 months of the deadline for submission. Depending upon the number of proposals received, the EC may meet on additional occasions.

#### IV. Evaluation Process

10. This section outlines and elaborates the processes set out in the RFP relating to submission and evaluation of the tenders. The RFP presently relies on a two-stage process which includes a first step 'Pass-Fail Test', and a second step of giving technical and financial scores to all the proposals received.

11. The Preparatory Commission requested the Secretariat to develop additional guidance in this regard. As such, it is proposed that the two-step process be changed to a four-step process which uses standardised forms to the highest degree possible to ensure fairness. It is proposed to replace Paragraphs 142 – 149 with the following:

##### a. Phase I – Initial Screening

11.1. Only tenderers who provide sufficient evidence of their eligibility (see Form 1 at Annex 1 of this document (this will replace the Appendix A, B and C of the RFP)) will pass the initial screening phase and will be further evaluated with regard to their technical and financial offer.

11.2. The eligibility criteria are designed to ensure that, to the degree possible in the initial phase of the RFP process, only those Tenderers with sufficient experience, stability, demonstrable technical knowledge, and superior customer references, qualify for further consideration.

##### b. Phase II - Technical Proposal Evaluation (60 points)

11.3. The Preparatory Commission, with support from technical experts as required, will evaluate the technical offer (see Forms 2, 3, 4, 5 and 6 at Annex 1 of this document) along the following criteria and may award a total maximum technical score of 60 points. This score shall be determined with the following criteria:

##### Evaluation Criteria:

Capability and relevant experience operating registries	10 points
Registry operating team composition and qualification of personnel	10 points
Technical solution fitness for purpose	30 points
Solution build & implementation team composition and qualification of personnel	10 points
<b>TOTAL</b>	<b>60 points</b>

11.4. The technical solution fitness for purpose will be scored using the following matrix to ensure appropriate weighting between 'mandatory', 'important', and 'desirable' requirements.

	Mandatory requirements	Important requirements	Desirable requirements
100% compliance	15	10	5
75-99% compliance	12	7	4
50-74% compliance	9	5	3
25-49% compliance	6	3	2
0-24% compliance	3	1	1

11.5. The maximum possible score for technical solution fitness for purpose is 30 points.

For example:

- A proposal that complies with all the mandatory, important and desirable requirements will receive a score of 30 points (15+10+5)
- A proposal which complies with 100% of mandatory requirements, 40% of the important requirements, and 80% of the desirable requirements will receive a score of 22 (15+3+4).

**c. Phase III - Oral Presentation Evaluation (20 points)**

11.6. Tenderers whose proposals meet the minimum cumulative score of 45 points in Phase II of the technical evaluation will be required to make an oral presentation. Information from the oral presentation will also be used as part of the technical evaluation process.

As part of the oral evaluation processes, Tenderers will be asked to:

- Describe their experience in building and operating international registries or similar systems, including working with sub-contractors where relevant.
- Describe the top 3 possible challenges with building and implementing a fully operational MAC registry and possible solutions to handle such challenges.
- Describe the measures that will be taken to ensure reliability of the solution (trust in the data, information security, and system availability).
- Describe how they will you ensure the MAC registry personnel can operate this system long after the Contractor leaves in terms of long-term sustainability.

**Evaluation Criteria:**

Confirmation of the proposed technical solution, adaptability and problem-solving skills.	10 points
Confirmation of approach to supporting sustainability, building institutional capacity and security of solution.	10 points
<b>TOTAL</b>	<b>20 points</b>

**Oral Presentation Rules**

11.7. The selected Tenderers as specified above must make an oral presentation to the Preparatory Commission's evaluation panel and participate in a question-and-answer session. The purpose of the oral presentation and question and answer session is to test the Tenderer's understanding of the work that will be performed under the prospective contract, which will be a factor in the overall technical evaluation of the proposals. Each Tenderer will be allowed 90 minutes to conduct their oral presentation.

11.8. The Preparatory Commission will determine the date and time for each eligible Tenderers' oral presentation and notify Tenderers of the scheduled date and time, as well as the agenda for their presentation 14 calendar days in advance. At its sole discretion, the Preparatory Commission reserves the right to reschedule any Tenderer's presentation. Tenderers must confirm their availability for the presentation within 4 calendar days of receipt of the invitation.

11.9. The presentation must be made by one or more of the personnel whom the Tenderer will employ to manage or supervise contract performance. The proposed Project Manager must be present and must, at a minimum, answer questions directed to him/her during the question-and-answer session. Tenderers may not use other employees or consultants to make the oral presentation. The Tenderer should be prepared to answer detailed technical questions from the Preparatory Commission.

- 11.10. During the presentation, interaction between the evaluation team and the Tenderer will be limited. A member of the evaluation team will chair the meeting and ensure compliance with the ground rules. The presentation does not constitute discussions with Tenderers.
- 11.11. In order to advance to Phase IV (Financial Evaluation), a proposal must have achieved a combined score of 55 points, in which at least 10 should be obtained from the Oral Presentation.

**d. Phase IV - Financial Proposal Evaluation (20 points)**

- 11.12. Financial proposals (see Forms 8, 9, and 10) will be evaluated following completion of the technical evaluation. The Tenderer with the lowest evaluated cost will be awarded 20 points. Financial proposals from other Tenderers will receive pro-rated points based on the relationship of the Tenderer's prices to that of the lowest evaluated cost.

Formula for computing points:

$$\text{Points} = (A/B) \times \text{Financial Points}$$

Example: Tenderer A's price is the lowest at \$100. A receives **20** points  
 Tenderer B's price is \$125. B receives  $(\$100/\$125) \times 20$  points = **16** points

- 11.13. The Preparatory Commission reserves the right to conduct a Best and Final Offer (BAFO) if in the Preparatory Commission's exclusive determination such procedure is appropriate. However, Preparatory Commission's right to do a BAFO as herein reserved should not be interpreted to allow Tenderer to introduce changes or request negotiation of items not specifically addressed by the Preparatory Commission in the BAFO. Tenderers are forewarned that they must make their best offer at the time of their Proposal.

**RANKING TO ESTABLISH PREFERRED TENDERER**

- 11.14. The Preparatory Commission will rank the preliminary offers as follows:

$$\text{Final score for tender X} = \text{Technical score} \times 0.6 + \text{Oral presentation score} \times 0.2 + \text{Financial score} \times 0.2$$

**Contract**

- 11.15. The Proposed Contracts Matrix in Part 4 of the RFP contains Mandatory and Non-Mandatory terms and conditions for Tenderer's review and acceptance. The Preparatory Commission will not entertain proposed changes to the Mandatory Articles which must be accepted As-Is.
- 11.16. All firms responding to this RFP shall acknowledge by submission of a completed Draft Contract Matrix using Form 7 of this RFP, that the Preparatory Commission terms and conditions are acceptable. This will be examined in Phase II of the Evaluation Process. If any of the terms and conditions are not acceptable, excluding Mandatory terms, the Tenderer must specify any reservation(s) that it has in respect of any of them and must provide alternative language to the particular clause. Please note however that such reservation(s) or deviation(s) will be taken into account at the sole discretion of the Preparatory Commission, in the evaluation of the Proposal.
- 11.17. The Tenderer's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

12. This approach is more granular and detailed compared to the one presently found in the RFP. The approach also closely follows best practices in procurement as shared by other international organisations and domestic agencies. Moreover, the approach ensures that proposals are judged purely based on their merit.

*Question for the Working Group: Is the new process identified above sufficient? If yes, the Secretariat will work with the relevant experts and further develop the forms presently found in the ANNEX to this document.*

#### **V. Clarifications Process:**

13. Paragraph 130 of the RFP allows interested bidders to seek clarifications using the following process:

This RFP Document is intended to provide all information necessary to enable entities to prepare and submit requests to participate. Any entity requiring clarification or additional information should send an email request to: [macrfp@unidroit.org](mailto:macrfp@unidroit.org) no later than one month prior to the closing date for the receipt of proposals (**that is, no later than DD MM 202X**). The Preparatory Commission shall consider such requests and if clarification or additional information is provided, this shall also be posted on the UNIDROIT website without information that would identify the entity that made the request. All clarifications will be posted on the UNIDROIT website by **DD MM 202X**.

*Question for the Working Group: Who will issue the clarifications and what is the process for their preparation?*

*Secretariat Recommendation: The Secretariat prepares an initial draft of responses to the clarifications and circulates it via email to all the members of the Registrar Working Group for approval.*

#### **VI. Complaint Process**

14. It was noted that a process should be provided for in the RFP which allows bidders to notify the PC of their dissatisfaction of the procurement processes followed. As such, it is proposed that a practice similar to the UN's debriefing mechanism be included in the RFP.

15. This process would operate as follows:

<b>STEP 1:</b>	Letters of Regret are issued within 7 business days of the issuance of an award.
<b>STEP 2:</b>	Unsuccessful bidders must request formally a debriefing within 10 business days from the date of their Letter of Regret. The request should be made by email to <a href="mailto:macrfp@unidroit.org">macrfp@unidroit.org</a>
<b>STEP 3:</b>	The PC, with support from the Secretariat, will send a letter of invitation, within 10 business days from the date of receipt of the request for a debrief, and inform the unsuccessful vendor of the administrative details for the debrief.

16. No other appeal process or remedies shall be made available to the unsuccessful bidders. Some UN agencies with extensive procurement practices have recently started to introduce a 'procurement challenge' mechanism into their procedures. The UNIDROIT Secretariat does not possess the resources to adequately undertake such an exercise, and it has been suggested that such provisions are not essential to the procurement process.

*Question for the Working Group: Is the aforementioned debriefing process sufficient?*

**ANNEX 1****TECHNICAL PROPOSAL**

Tenderers Technical Proposal shall comprise all the forms as indicated below, fully completed:

- Technical Form 1. **CERTIFICATE OF ELIGIBILITY & AUTHORITY TO SIGN PROPOSAL**
- Technical Form 2. **CAPABILITY ASSESSMENT**
- Technical Form 3. **RESPONSES AGAINST TECHNICAL REQUIREMENTS**
- Technical Form 4. **RESPONSES AGAINST FUNCTIONAL & NON-FUNCTIONAL REQUIREMENTS**
- Technical Form 5. **RESPONSES AGAINST CONTRACT TERMS & CONDITIONS**
- Technical Form 6. **REFERENCE FORMAT**
- Technical Form 7. **RESUME FORMAT**

**FORM 1: CERTIFICATE OF ELIGIBILITY AND AUTHORITY TO SIGN PROPOSAL**

<b><u>Tenderer Eligibility Confirmation and Information</u></b>	<b><u>Tenderer's Response</u></b>
<b>1.</b> In which State (country) is your firm/organisation established?	
<b>2.</b> Does your State support your proposal?	Yes ___/No ___ If yes, provide a letter from the State in support of your proposal and their intention to ratify the Protocol.
<b>3.</b> State the number of years your business has been in operation for:	___ Years
<b>4.</b> Has your organisation implemented similar software solution over the past 3-5 years in accordance with international best practice standards.	Yes ___/No ___ If yes, provide two customer references for similar solution/s using the Form 5 template.
<b>5.</b> Has your firm/organisation ever filed or petitioned for bankruptcy?	Yes ___/No ___ If yes, provide the facts of the case, filing date, and status.
<b>6.</b> Has your firm/organisation or any of your subcontractors* been terminated for non-performance on a contract in the last 5 years?	Yes ___ No ___ If yes, please describe in detail in a separate sheet, as necessary.
<b>7.</b> Does your firm/organisation have any pending legal actions which could impact your performance under any resulting contract with the Preparatory Commission?	Confirm Yes, we do have pending legal action _____ No, we do not have any pending legal action _____
<b>8.</b> Has your firm/organisation or any of your subcontractors been suspended or debarred by any government, a UN agency or other international organisation?	Confirm Yes, we have been suspended/debarred _____ No, we have no suspensions or debarments _____ If YES, provide details, including date of reinstatement, if applicable. Attach additional sheets, as necessary.
<b>9.</b> Officials not to benefit: Confirm that no official/s of the Preparatory Commission or official/s of its Member States has received or will be offered by your organisation or your subcontractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.	Yes, we confirm that no official has or will benefit _____ No, we are not able to confirm _____
<b>10.</b> Confirm that your firm/organisation, your proposed key personnel and your subcontractors are not engaged in any activity that would put your firm/organisation, if selected for this assignment, in a conflict of interest with any member or Member State of the Preparatory Commission.	Yes, we confirm no conflict of interest _____ No, we are unable to confirm _____
<b>11.</b> Confirm that your firm/organisation and your subcontractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, specifications and / or other documents used as a part of this solicitation.	Confirm Yes, we have been involved _____ No, we have not been involved _____
<b>12.</b> Please confirm that your firm/organisation has the financial capacity to complete this assignment	Yes, we confirm that we meet these requirements _____  Complete the table below and submit a complete set of audited financials for

	<p>the previous two fiscal years that demonstrates you have the financial capability to successfully support the entire contract.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;"><b>Balance Sheet Items</b></th> </tr> <tr> <td>* Total Current Assets</td> <td style="width: 50px;"></td> </tr> <tr> <td>* Total Assets</td> <td></td> </tr> <tr> <td>* Total Current Liabilities</td> <td></td> </tr> <tr> <td>* Total Liabilities</td> <td></td> </tr> <tr> <td>* Retained Earnings/Accum. Deficit</td> <td></td> </tr> <tr> <td>* Total Shareholder's Equity</td> <td></td> </tr> <tr> <th colspan="2" style="text-align: left;"><b>Income Statement Items</b></th> </tr> <tr> <td>* Income Before Tax</td> <td></td> </tr> <tr> <td>* Interest Expense (Income). Net Operating +</td> <td></td> </tr> <tr> <td>* Interest Income (Expense). Net Non-Operating -</td> <td></td> </tr> </table>	<b>Balance Sheet Items</b>		* Total Current Assets		* Total Assets		* Total Current Liabilities		* Total Liabilities		* Retained Earnings/Accum. Deficit		* Total Shareholder's Equity		<b>Income Statement Items</b>		* Income Before Tax		* Interest Expense (Income). Net Operating +		* Interest Income (Expense). Net Non-Operating -	
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* Income Before Tax																							
* Interest Expense (Income). Net Operating +																							
* Interest Income (Expense). Net Non-Operating -																							
<p><b>13.</b> Confirm that you have read and accepted the Non-negotiable Terms and Conditions included in this solicitation.</p>	<p>Yes, we confirm acceptance of the Non-negotiable Terms and Conditions</p> <p>_____</p>																						

*\*Subcontractor(s) – means any person, firm or organisation that has entered into a subcontract with the firm/organisation or any of the firm’s subcontractors to perform part of the services in the solicitation. The term includes consultant(s) who work in the capacity of a subcontractor.*

I, \_\_\_\_\_, certify that I am \_\_\_\_\_ (Position/Title) of \_\_\_\_\_ (your firm/organisation’s name). By signing the Proposal submitted for and on behalf of \_\_\_\_\_ (your firm/organisation’s name) I also certify that all information stated here and in the Proposal is accurate and true and that signing the Proposal is within the scope of my powers as \_\_\_\_\_(Position/Title).

\_\_\_\_\_  
(Firm/Organisation Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)

(Seal)

(Date)

Provide the name and contact information for the primary contact from your company for this solicitation:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**FORM 2 : CAPABILITY ASSESSMENT**

Section	
<b>1.</b>	<b>CORPORATE CAPABILITY AND RELEVANT EXPERIENCE</b>
Q1.1.	<p>Provide a brief description of the Company, including strategy, mission and vision and list of products and services your Company is offering, areas of business and permanent staff employed, number of years the Company has been in business, countries of operation and history with the implementation of similar projects.</p> <p><b><i>Tenderer's Response:</i></b></p>
Q1.2.	<p>Describe your Company's experience in providing similar services and project complexity as stated in this RFP. Please focus on experience in working with multilateral organisations or in international contexts and highlight any challenges faced through the planning, build, implementation, and/or operating phases.</p> <p>(3-4 paragraphs)</p> <p><b><i>Tenderer's Response:</i></b></p>
<b>2.</b>	<b>PROJECT APPROACH AND METHODOLOGY</b>
Q2.1.	<p>Briefly explain your understanding of the objectives of the assignment and identify major challenges and how you would overcome these challenges.</p> <p>(2-3 paragraphs)</p> <p><b><i>Tenderer's Response:</i></b></p>
Q2.2.	<p>Describe proposed methodology (including project management methodology) in meeting the requirements of each phase identified in the SOR. For each phase, identify your methodology and any challenges you envision. Describe any change you deem necessary for the timely and successful implementation of all requirements set out in this RFP. If identified, please describe options for possible shortening of the implementation period and implementation plan without losing on the quality.</p> <p>(1-2 paragraphs per phase)</p> <p>Please identify any risks and propose mitigation plans for successful implementation of the requested Registry based on your experience from previous projects.</p> <p>(1-2 paragraphs)</p> <p>Please describe how you would address additional (new) requirements that arise during the project implementation (that are not described and included in this RFP).</p> <p>(1-2 paragraphs)</p> <p><b><i>Tenderer's Response:</i></b></p>
<b>3.</b>	<b>BUILD TEAM COMPOSITION AND QUALIFICATION OF PERSONNEL</b>
Q3.1.	<p>Provide a team structure and attach copies of the CV or Resumes of key personnel who will be responsible for building and implementing the registry. Use Form 6 for the CV/Resume</p> <p><b><i>Tenderer's Response:</i></b></p>

Section	
<b>4.</b>	OPERATING TEAM COMPOSITION AND QUALIFICATION OF PERSONNEL
Q4.1.	<p>Provide a team structure and attach copies of the CV or Resumes of key personnel who will be responsible for managing and operating the registry.</p> <p><i>Tenderer's Response:</i></p>
<b>5.</b>	QUALITY ASSURANCE
Q5.1.	<p>Describe your plan for Quality Assurance to ensure a high standard of delivery, confidentiality and security and to demonstrate adequate procedures and methods for administration and control of contract goods and services requirements.</p> <p>(2-3 paragraphs)</p> <p><i>Tenderer's Response:</i></p>

**FORM 3: RESPONSES AGAINST THE TECHNICAL REQUIREMENTS**

<INSERT FORMAT TO RESPOND TO PART 2 OF RFP>

**FORM 4: RESPONSES AGAINST THE FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS**

<INSERT FORMAT TO RESPOND TO ANNEXE 3 OF RFP>

**FORM 5: REFERENCE FORMAT****Name of Tenderer:** \_\_\_\_\_

Name of Organisation and Address:	
Name and Title of Point of Contact: (provide 2)	
Telephone Number:	
Email Address:	
Period of Performance:	
Location of where project services were performed:	
Contract Value:	
Reasons for Termination (if applicable):	
Description of Services and their relevance to the requirements under this RFP:	

**FORM 6: RESUME FORMAT**

<b>Name of Personnel:</b>	
<b>Title:</b>	
<b>Years with Firm:</b>	<b>Country/City of Residency:</b>
<b>Education/Qualifications:</b> (Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degrees, certification, professional qualifications obtained.)	
<b>Employment Record:</b> (Starting with present position, list in reverse order, relevant employment experience. For the last ten (10) years, give dates, names of employing organisation, title of positions held and location of employment.)	
<b>Experience:</b> (For experience in last five (5) years, detail the types of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.)	

I, the undersigned, certify to the best of my knowledge and belief, this bio data is accurate and confirms my availability.

\_\_\_\_\_  
Signature of Personnel or Firm Representative

\_\_\_\_\_  
Date (Month/ Day/Year)

**FORM 7: RESPONSES AGAINST CONTRACT TERMS & CONDITIONS**

<INSERT FORMAT TO RESPOND TO PART 4 OF RFP>

## **FINANCIAL PROPOSAL**

Tenderers Financial Proposal shall comprise of:

- Form 8: Declaration
- Form 9: Price Schedule to Build & Deliver
- Form 10: Operating Expense Schedule

Form 9 and 10 must be completed using Microsoft Excel.

**FORM 8: DECLARATION**

The Financial Proposal envelope is herewith submitted in accordance with the instructions given in the Request for Proposal.

The completed Price Schedule Form constitutes Tenderer's Financial Proposal and fully responds to Request for Proposal No. **XX**. I commit to be bound by this Financial Proposal for carrying out the range of services as specified in this RFP.

In compliance with this RFP the undersigned, proposes to furnish all labor, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

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*Name of Tenderer*

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*Name of Authorised Representative*

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*Signature*

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*Date*

---

*Address*

---

*Telephone No.*

---

*Fax No.*

---

*Email address*

**FORM 9: PRICE SCHEDULE TO BUILD AND DELIVER**

**A) The Tenderer shall complete the matrix below by providing prices for the build and delivery phase of the services to be provided under this RFP.**

<INSERT FORMAT TO RESPOND TO PART 3 PARA 104 OF RFP>

\* The above price should include all costs to complete this project (e.g. project management and implementation, travel to the Preparatory Commission's office and if needed regional offices in other locations, lodging and per diem, supplies/consumables, phone/fax, and other miscellaneous expenses.)

**B) Post Delivery Support and Maintenance**

Vendor shall provide pricing for post-delivery support for 12 - month-period.

**Monthly Fee** \_\_\_\_\_ € ..... for 12 months.

Please provide a detailed breakdown of this cost.

**C) Future Cost – Post Delivery Support**

As part of the pricing schedule, Vendor shall provide a three-year price (itemised per annum) for Post Delivery Support and Maintenance (i.e. beyond the 12 months of maintenance and support included in Phase 6 of this project).

**FORM 10: OPERATING EXPENSE SCHEDULE**

The Tenderer shall complete the matrix below by providing the estimated annual operating expenses for the registry. Any assumptions made in estimating the annual operating costs should be clearly stated.

<INSERT FORMAT TO RESPOND TO PART 3 PARA 105 OF RFP>