Annex 4: Technical and Financial Proposal Template

Technical proposal Template

Introduction

Executive Summary

This includes the bidder's understanding of the terms of reference, scope of work and necessary skills, and company profile. This involves including an overview of the main points contained in the proposal with references to sections where more detailed discussion of each point can be found (maximum 4 pages).

Approach

A detailed description of how the bidder will undertake each major area in the SCOPE OF THE PROJECT and DELIVERABLES section, required resources (bidder, ministry and third party) and any special skills required, the deliverables (format and structure), use of any methodology and how it will cover the scope, use of any standard tools, and duration of any work streams.

[Activity 1]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*
…	…

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*

… …

[Activity 2]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*
…	…

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*
…	…

[Activity…]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*

… …

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*
…	…

Work Plan and Duration

The work plan and duration for the overall consulting work, including any dependencies between the separate items in the scope. The bidder should provide milestones for each deliverable. The work plan should break down the phases and tasks within each phase and indicate which resources will be working on these tasks

Track Record

The bidder's track record on projects similar in both size and nature undertaken in the last (7) years, and references of suitable client references with contact details

CVs of Project Staff

A summary of proposed team and a description of each project staff role and their relevant experience. Brief resumes of the team who will work on the project (all detailed resumes should be included in an Appendix). The bidder should also indicate the availability of the proposed staff and indicate which phases of the project each team member is participating in, what role they will be playing, and what their utilization rate will be (percentage of their time), below is the required template to be filled for each team member

Curriculum Vitae

Proposed Position on the Project:

Name of Firm:

Name of Personnel:

Profession/Position:

Date of Birth

Years with the Company: _____ Nationality: _____

Proposed Duration on Site: _____

Key Qualifications and Relevant Experience

Expected Role in MOICT Project

Education

Employment Record:

(a) Employment Record From date — present

Employer

Position held

(b) Employment record _____ — _____

Employer

Position held

(c) Employment record _____ — _____

Employer

Position held

Languages:

	Reading	Speaking	Writing
Language 1			
Language n			

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Signature Date

Other Information

Appendices

Financial Proposal Template

Please indicate the overall estimated cost of your proposed solution.

Cost should be broken down as per the schedules below as well as the detailed scope of work presented in section 2 and 3 of the RFP.

The price quotation should be all-inclusive fixed lump sum price and provided in Jordanian Dinars (JD).

All prices are inclusive of all fees, finance rate and taxes.

All prices are for site delivery.

Scope of Work Components	Amount
1.0 Gathering and Analysis of Business Requirements	
2.0 System Design and Implementation	
3.0 System Security	
4.0 Quality Management	
5.0 Training and Knowledge Transfer	
6.0 Operations, Support and Maintenance	
7.0 Project Management	
Total	

Total Amount in Words: (Only ----------Jordanian Dinars)

Project Detailed Cost:

1. <u>Gathering and Analysis of Business Requirements:</u>

Gathering and Analysis of Business Requirements	**Resource**	**Unit cost (man day cost)**	**Number of Units (man days)**	**Total Cost**	**Comments**
[List all activities associated with ***Gathering and Analysis of Business Requirements****]*	*Skill 1*				
	Skill 2				
	Skill N				
TOTAL					

Total Amount in Words: (Only ----------Jordanian Dinars)

2. <u>System Design and Implementation:</u>

2.1 System design and implementation professional services

System Design and Implementation	**Resource**	**Unit Cost (man day cost)**	**Number of Units (man days)**	**Total Cost***	**Comments**
[List all activities associated with ***System Design and Implementation]***	*Skill 1*				
	Skill 2				
	Skill N				

*** This cost shall include all professional services required for the proper implementation of the *System design and implementation* excluding <u>the cost required to integrate the solution with PKI system</u>**

Total Amount in Words: (Only ----------Jordanian Dinars)

<u>2.2 Proposed Solution Required Hardware</u>

Architecture Components	Unit Price	Quantity	Total Units Price	24 months Maintenance and Warranty Cost	Total	Description
List all required items for production, staging and development environments such as servers, routers, databases, SAN, Firewall , Load Balances, IDS,…						
TOTAL						

Total Amount in Words: (Only ----------Jordanian Dinars)

<u>2.3 Integration Government services with the Citizen Profile</u>

Entity Name*	Service Name*	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
		Skill 1				
		Skill 2				

TOTAL	

Refer to Annex 3 to fill in the service and entity name

Total Amount in Words: (Only ----------Jordanian Dinars)

2.5 Integration of the proposed solution with Jordan PKI system

Service Name	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
	Skill 1				
	Skill 2				

Total

Total Amount in Words: (Only ----------Jordanian Dinars)

3. System Security

3.1 Security Requirements implementation excluding the vulnerability testing by third party

Security Requirements	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
*[List all activities associated with **System Security]***	*Skill 1*				
	Skill 2				
	Skill N				

TOTAL		

Total Amount in Words: (Only ----------Jordanian Dinars)

3.2 Vulnerability testing by a third party

Security Requirements	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
*[List all activities associated with **System Security]***	*Skill 1*				
	Skill 2				
	Skill N				
TOTAL					

4. **Quality Management:**

Testing and Validation	Resource	Unit Cost (man day cost)	Number of Units (man days)	Total Cost	Comments
*[List all activities associated with **Testing and Validation]***	*Skill 1*				
	Skill 2				
	Skill n				
TOTAL					

Total Amount in Words: (Only ----------Jordanian Dinars)

5. ***Training and Knowledge Transfer:***

Training and Knowledge Transfer	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
[List all activities associated with ***Training and Knowledge Transfer]***	*Skill 1*				
	Skill 2				
	Skill n				
TOTAL					

Total Amount in Words: (Only ----------Jordanian Dinars)

6. Operations, Support and Maintenance:

6.1 Support and Maintenance Professional Services (24 months)

Service Name	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
	Skill 1				
	Skill N				
TOTAL					

Total Amount in Words: (Only ----------Jordanian Dinars)

6.2 Existing Government Portal Software Licenses**

Software Supplier	Name of software	**License metric**(i.e. by number of clients, processor power or other)	Total No. Licenses	Unit price per year	Duration*	Total

	Skill 1					
	Skill N					
TOTAL						

***Duration shall include:**

1. Duration of maintenance and support for two years starting from the date of initial acceptance

***** This is applicable for proposed solution that is based on IBM***

Total Amount in Words: (Only ----------Jordanian Dinars)

6.3 New Government Portal Software Licenses

Software Supplier	Name of software	**License metric**(i.e. by number of clients, processor power or other)	Total No. Licenses	Unit price per year	Duration*	Total
	Skill 1					
	Skill N					
TOTAL						

***Duration shall include:**

1. Duration of maintenance and support for two years starting the date of initial acceptance.

Total Amount in Words: (Only ----------Jordanian Dinars)

7. Project Management

Project Planning and Management	Resource	Unit cost (man day cost)	Number of Units (man days)	Total Cost	Comments
[List all activities associated with ***Project Management]***	*Skill 1*				
	Skill 2				
	Skill n				
TOTAL					

Total Amount in Words: (Only ----------Jordanian Dinars)

8. Other Costs (if any)

Note (1): The Itemized Financial Proposal will be examined prior Contract Award in order to ascertain that the items are correctly calculated. The itemized prices are for reference only and the lump sum price shall constitute all costs …etc incurred by the bidder for the execution of the project. Should any arithmetical error be found, it will be corrected and the Proposal Value will be amended accordingly. MoICT encourages all bidders to study carefully their prices and to submit their final and lowest prices.

Note (2): The bidder shall also take into account that all the rates quoted in his Price Proposal shall be fixed throughout the Contract duration and that no adjustment to such rates shall be accepted by MoICT, except when otherwise provided for in the Contract.