



Ministry of Foreign Affairs
and International Cooperation



وزارة الزراعة

REQUEST FOR PROPOSAL (RFP)

Selection Process for Service Providers to design and implement a National Agricultural Cooperative Database and Data Warehouse within the Ministry of Agriculture

RFP No.: 2024/CIHEAMBari/PAL/SANET_S22
Project: SUPPORT AGRI-FOOD COOP NETWORK IN PALESTINE (SANET)
Country: Palestine
Issued on: 09 December 2024

RFP Reference	Date 09 December 2024
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SECTION 1: LETTER OF INVITATION

Dear Sir / Madam,

CIHEAM Bari and Ministry of Agriculture hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This Request for Proposal and the General Terms and Conditions of Contract comprises the following documents:

- ⇒ Section 1: This Letter of Invitation
- ⇒ Section 2: Instruction to Bidders
- ⇒ Section 3: Evaluation Criteria
- ⇒ Section 4: Terms of Reference
- ⇒ Section 5: Returnable Bidding Forms
 - Form A: Bidder Information Form
 - Form B: Qualification Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Technical Proposal Submission Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in this RFP.

Please acknowledge receipt of this RFP by sending an email to melozzi@iamb.it, indicating whether you intend to submit a Proposal or otherwise. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified as the focal point for queries on this RFP.

Thank you and we look forward to receiving your Proposal(s).

Issued by:

Signature: Lorenzo Melozzi

Name: Lorenzo Melozzi

Title: Project Manager

Date: 09 December 2024

SECTION 2: INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFP, including any amendments made in writing by CIHEAM Bari.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by CIHEAM Bari. CIHEAM Bari is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>CIHEAM Bari reserves the right to cancel the procurement process at any stage without any liability of any kind for CIHEAM Bari, upon notice to the bidders or publication of cancellation notice on the CIHEAM Bari website.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to CIHEAM Bari staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, CIHEAM Bari: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a CIHEAM Bari contract.</p>
Conflict of Interest	<p>CIHEAM Bari requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CIHEAM Bari if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of CIHEAM Bari staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to CIHEAM Bari's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>

PREPARATION OF PROPOSALS

General Considerations	<ul style="list-style-type: none"> - In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. - The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the CIHEAM Bari
Cost of preparation of Proposals	<ul style="list-style-type: none"> - CIHEAM Bari shall not be responsible for any costs associated with a Bidder preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
Language	<ul style="list-style-type: none"> - The Proposal, as well as any and all related correspondence exchanged by the Bidder and CIHEAM Bari, shall be written in English, Including documentation, catalogues, instructions and operating manuals.
Documents to be submitted comprising the Proposal	<p>Bidders shall include the following documents in their proposal:</p> <ul style="list-style-type: none"> a) Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Any attachments and/or appendices to the Proposal.
Eligibility and Qualifications of the Bidder	<ul style="list-style-type: none"> - The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms (forms A and B). In order to award a contract to a Bidder, its qualifications must be documented to CIHEAM Bari's satisfaction.
Technical Proposal Format and Content	<ul style="list-style-type: none"> - The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 5 (forms D and E) of the RFP. - The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information <u>may be declared non-responsive</u>.
Financial Proposals	<ul style="list-style-type: none"> - The Financial Proposal shall be prepared using the Standard Form provided in Section 5 (forms F and G) of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. - Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. - Prices and other financial information must not be disclosed in any other place except in the financial proposal.

<p>Currencies</p>	<p>All prices shall be quoted in EURO. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) CIHEAM Bari will convert the currency quoted in the Proposal into the CIHEAM Bari preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that CIHEAM Bari selects a proposal for award that is quoted in a currency different from the preferred currency, CIHEAM Bari shall reserve the right to award the contract in the currency of CIHEAM Bari's preference, using the conversion method specified above.</p> <p>- The currency of bid will be the currency of contract. It is up to the bidders to manage the cash withdrawal from their own bank.</p>
<p>Joint Venture, Consortium or Association</p>	<p>- If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between CIHEAM Bari and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p>
<p>Only one Bid</p>	<p>- The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFP; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFP process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFP process. This</p>

	condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Period of Validity of Proposal	<ul style="list-style-type: none"> - Proposals shall remain valid for 60 days from the deadline for the Submission of Proposals. A Proposal valid for a shorter period may be rejected by CIHEAM Bari and rendered non-responsive. - During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
Extension of Proposal Validity Period	<ul style="list-style-type: none"> - In exceptional circumstances, prior to the expiration of the proposal validity period, CIHEAM Bari may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal. - If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. - The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
Clarification of Proposal	<ul style="list-style-type: none"> - Bidders may request clarifications on any of the RFP documents no later than 5 days before the submission deadline. Any request for clarification must be sent via email or asked via telephone to the following contacts: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Mr Lorenzo Melozzi melozzi@iamb.it </div> <div style="text-align: center;"> Mrs Ahlam Odeh ahlam.odeh@moa.pna.ps </div> </div> - CIHEAM Bari will provide the responses to clarifications direct communication to prospective Proposers by email. - CIHEAM Bari shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of CIHEAM Bari to extend the submission date of the Proposals, unless CIHEAM Bari deems that such an extension is justified and necessary.
Amendment of Proposals	<ul style="list-style-type: none"> - At any time prior to the deadline of Proposal submission, CIHEAM Bari may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. - If the amendment is substantial, CIHEAM Bari may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
Partial Proposals	- <input checked="" type="checkbox"/> Not permitted
Alternative Proposal	- <input checked="" type="checkbox"/> Not permitted
Pre-Bid Meeting	- In order to potential applicants to successfully apply for bid, upon request could be organize a meeting. No verbal statement made

	during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Meeting or issued/posted as an amendment to RFP.
Duties and taxes	- All Proposals must be <u>VAT included</u> .

SUBMISSION AND OPENING OF PROPOSALS

Submission	<ul style="list-style-type: none"> - The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in this RFP. The submission shall be in the manner specified in this RFP. - The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. - Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the CIHEAM Bari General Contract Terms and Conditions.
Hard copy submission	- <input checked="" type="checkbox"/> Not permitted
Email Submission	<ul style="list-style-type: none"> - Email submission is the only one allowed and shall be governed as follows: <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in RFP; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The Financial Proposal shall be encrypted with different passwords and clearly labelled. c) The files must be sent to the following email addresses: segreteriaope@iamb.it and melozzi@iamb.it d) The password for opening the Financial Proposal should be provided only upon request of CIHEAM Bari. CIHEAM Bari will request password only from Consultants whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. e) The subject line of the email should be as follows: 8/T/2024
Deadline for the Submission of Proposal	- 09 January 2025 at 12:00 AM Italian Time
Proposal Opening	- There is <u>no public bid opening</u> for RFPs. CIHEAM Bari shall open the Proposals in the presence of an ad-hoc committee formed by SANET project, consisting of at least three (3) members.

EVALUATION OF PROPOSALS

Confidentiality	<ul style="list-style-type: none"> - Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. - Any effort by a Bidder or anyone on behalf of the Bidder to influence CIHEAM Bari in the examination, evaluation and comparison of the Proposals or contract award decisions may result in the rejection of its Proposal.
Evaluation of Proposals	<ul style="list-style-type: none"> - The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. CIHEAM Bari will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. - Evaluation of proposals is made of the following steps: <ul style="list-style-type: none"> a) Preliminary Examination; b) Minimum Eligibility and Qualification; c) Evaluation of Technical Proposals; d) Evaluation of Financial Proposals.
Preliminary Examination	<ul style="list-style-type: none"> - CIHEAM Bari shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage.
Evaluation of Eligibility and Qualification	<ul style="list-style-type: none"> - Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 3 (Evaluation Criteria) [FORM B]. - In general terms, vendors that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> ⇒ They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers; ⇒ They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, ⇒ They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; ⇒ They do not have a consistent history of court/arbitral award decisions against the Bidder;
Evaluation of Technical and Financial Proposals	<ul style="list-style-type: none"> - The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 3 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical

	<p>evaluation stage if it fails to achieve the minimum technical score indicated.</p> <ul style="list-style-type: none"> - In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened. For emailed Proposals, CIHEAM Bari will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. - The evaluation method that applies for this RFP shall be as indicated in the Section 3, the combined scoring method which will be based on a combination of the technical and financial score. - The formula for the rating of the Proposals will be as follows: Combined Score = (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, 30%) Rating the <u>Technical Proposal (TP)</u>: TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) Rating the <u>Financial Proposal (FP)</u>: FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed)
Clarification of Proposals	<ul style="list-style-type: none"> - To assist in the examination, evaluation and comparison of Proposals, CIHEAM Bari may, at its discretion, ask any Bidder for a clarification of its Proposal. - CIHEAM Bari's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by CIHEAM Bari in the evaluation of the Proposals, in accordance with RFP. - Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by CIHEAM Bari, shall not be considered during the review and evaluation of the Proposals.
Responsiveness of Proposal	<ul style="list-style-type: none"> - Provided that a Proposal is substantially responsive, CIHEAM Bari may waive any non-conformities or omissions in the Proposal that, in the opinion of CIHEAM Bari, do not constitute a material deviation. - CIHEAM Bari may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
Nonconformities, Repairable Errors and Omissions	<ul style="list-style-type: none"> - For Financial Proposal that has been opened, CIHEAM Bari shall check and correct arithmetical errors as follows: ⇒ if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity,

	<p>the unit price shall prevail and the line item total shall be corrected, unless in the opinion of CIHEAM Bari there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>⇒ if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>⇒ if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>- If the Bidder does not accept the correction of errors made by CIHEAM Bari, its Proposal shall be rejected.</p>
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AWARD CONTRACT

Right to Accept, Reject, any or all Proposals	<p>- CIHEAM Bari reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for CIHEAM Bari's action. CIHEAM Bari shall not be obliged to award the contract to the lowest priced offer.</p>
Right to Vary Requirements at the Time of Award	<p>- At the time of award of Contract, CIHEAM Bari reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
Type of Contract to be awarded	<p>- <input checked="" type="checkbox"/> Contract</p>
Contract Signature	<p>- Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to CIHEAM Bari. Failure to do so may constitute sufficient grounds for the annulment of the award.</p> <p>- CIHEAM Bari may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>
Approved Budget for the Contracts	<p>- The approved budget for this contract is inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.</p> <p>- Please note that these contracts shall be a global price contract. Any extension of contract time shall not involve any additional cost to the CIHEAM Bari.</p>

SECTION 3: EVALUATION CRITERIA

PRELIMINARY EXAMINATION CRITERIA

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a **Yes/No basis**:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately

MINIMUM ELIGIBILITY REQUIREMENTS

All these documents are compulsory. Eligibility and Qualification will be evaluated on **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Bidder is a legally registered entity.	Form A: Bidder Information Form
Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any International Organization.	Form D: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest.	Form D: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or insolvency, liquidation, and there is no judgment or pending legal action against the bidder that could impair its operations in the foreseeable future.	Form D: Technical Proposal Submission Form

QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form B: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form B: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form B: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form B: Qualification Form

EVALUATION METHOD

A committee of experts will evaluate the proposals. The selection process will be according to the main following evaluation criteria and sub-criteria.

EVALUATION CRITERIA

The tenders will be evaluated on the basis of their economic advantageousness. The most economically advantageous tender is the tender which, in summary, meets the defined evaluation criteria best.

The threshold set for this tender dossier is 60%

The contracting authority set out the following evaluation criteria:

Evaluation criteria		Weight
C1	Technical Proposal	70%
C2	Financial Proposal	30%
Total		100%

Technical Proposal (70%)

C1 - Summary of Technical Proposal Evaluation Forms		Max Weight
C 1.1	Compliance with RFP Requirements	10%
C 1.2	Solution Design and Architecture	20%
C 1.3	Project Management Methodology	15%
C 1.4	Implementation Methodology	15%
C 1.5	Similar Project and Experience	20%
C 1.6	Staff CV's and related experience	20%
Total		100%

Financial Proposal (30%)

C2	Detailed budget – financial offer	30%
Total		30%

SECTION 4: TERMS OF REFERENCE

INTRODUCTION

This Terms of Reference (ToR) document provides a comprehensive framework for the development, procurement, and implementation of the National Agriculture Cooperative Database, an initiative led by the Ministry of Agriculture (MoA) in collaboration with the CIHEAM BARI program.

The Ministry of Agriculture (MoA), in collaboration with the CIHEAM BARI program, has identified a pressing need to enhance the efficiency and effectiveness of managing and monitoring the activities of agricultural cooperatives and farmers across Palestine. In response to this need, the MoA has initiated the National Agriculture Cooperative Database project. The goal is to develop a comprehensive software solution that will streamline cooperative operations, improve data accuracy and accessibility, and facilitate better decision-making through real-time information sharing.

Background

The Ministry of Agriculture is responsible for overseeing the development, maintenance, and improvement of agricultural operations and cooperative activities, critical components in supporting sustainable development in Palestine. However, challenges such as fragmented data systems, manual processes, and lack of real-time tracking have hindered the ministry's ability to manage agricultural operations effectively. Findings from earlier assessments underscore the need for an integrated digital platform to consolidate data, automate workflows, and generate actionable insights for ministry officials, cooperative managers, and other stakeholders.

This Introduction sets the stage for the comprehensive Terms of Reference (TOR), outlining the MoA's vision for the National Agriculture Cooperative Database and providing clear instructions to potential bidders on how they can engage with this significant opportunity to contribute to enhancing agricultural data management and cooperative performance across Palestine.

OBJECTIVE & EXPECTED RESULTS

OVERALL OBJECTIVES

The primary purpose of this ToR is to provide a structured framework for the design, procurement, and systematic implementation of a comprehensive software platform (National Agriculture Cooperative Database – Data Warehouse) that will significantly enhance the management, oversight, and coordination of agricultural cooperative activities across Palestine.

The successful execution of this project is expected to significantly enhance the capacity of the Ministry of Agriculture and agricultural cooperatives to manage operations efficiently. The platform will enable timely project completion, optimized resource allocation, and improved data management. By leveraging cutting-edge technologies, best practices in software development, and comprehensive staff training, the system will set a new standard for agricultural data management in Palestine.

Through this project, the MoA aims to foster better coordination among cooperatives, enhance data-driven decision-making, and ensure that agricultural resources are utilized efficiently to support sustainable development.

SCOPE OF WORK

The winning bidder for the National Agriculture Cooperative Database project will be responsible for a comprehensive range of tasks, ensuring the successful development, deployment, and adoption of the platform. This scope of work outlines the responsibilities and tasks required to deliver a robust solution aligned with the strategic objectives of MoA and the CIEHAM BARI program.

Scope of Work Overview

The responsibilities of the winning bidder cover the following key areas:

- 1. Project Management and Coordination**
 - Establish a project management framework, including the appointment of a dedicated project manager to oversee all phases of the project.
 - Conduct regular progress meetings with MoA stakeholders and cooperative representatives to ensure alignment and address emerging issues.
- 2. Software Development**
 - Design and develop the backend and frontend systems for the data platform, ensuring scalability, security, and seamless integration with existing systems, including XROAD and national databases.
 - Develop a mobile-friendly platform to facilitate data collection and reporting from cooperative representatives in the field.
- 3. Testing and Quality Assurance (QA)**
 - Conduct comprehensive testing phases, including unit testing, integration testing, and user acceptance testing (UAT), ensuring that the platform meets all functional and technical requirements.
 - Address and resolve any issues identified during testing, refining the platform as needed to achieve optimal performance.
- 4. Security Implementation**
 - Implement robust security protocols, including data encryption, secure API connections, and role-based access controls, to protect sensitive information and ensure the platform's integrity.
- 5. System Manual & Training and Capacity Building**
 - Develop a comprehensive system manual covering the platform's objectives, data types, required reports, and usage guidelines.
 - Create detailed training materials and conduct training sessions for MoA staff and cooperative representatives, focusing on system functionalities, data security practices, and mobile usage.
 - Provide train-the-trainer sessions to establish ongoing in-house training capabilities within the MoA and cooperatives.
- 6. Deployment and Implementation**
 - Oversee the deployment of the platform to the production environment, ensuring a smooth transition with minimal disruption to ongoing operations.
 - Support the MoA during the initial implementation phase, addressing any technical challenges and ensuring system stability.
- 7. Post-Implementation Support**
 - Provide post-implementation technical support, including a helpdesk service to assist users with queries and technical issues.
 - Implement a support ticket system to track, prioritize, and resolve issues efficiently.
- 8. Documentation**
 - Provide comprehensive documentation, including technical specifications, user manuals, and API documentation, to support future system maintenance and development efforts.
- 9. Monitoring and Evaluation**

- Collaborate with MoA and CIHEAM BARI to establish monitoring and evaluation criteria to assess the platform's impact on operational efficiency and cooperative management.
- Provide regular reports on system performance, user feedback, and recommendations for continuous improvement.

DELIVERABLES AND TIMEFRAME

The key deliverables include:

- A fully developed platform with mobile integration and source code for the platform.
- A system manual and training materials for MoA staff and cooperative representatives.
- Testing and QA reports, documenting the resolution of issues found during testing.
- A post-implementation support system to ensure smooth operations.
- Monitoring reports that provide insights into system performance and recommendations for further enhancements.

Below is a structured table outlining the implementation plan for the National Agriculture Cooperative Database. The timeline is broken down by task, duration, and responsibility. The project spans 24 weeks, ensuring a systematic approach with clear deliverables for each phase.

Month	Task/Activity	Responsibility
M 1	requirement gathering: conduct meetings with all relevant stakeholders (moa, ciheam bari, cooperatives, and other partners) to define system requirements. all meetings will be led by moa.	MoA, CIHEAM BARI, Cooperatives, Software Development Company
M 2, 3, and 4	software development (backend & frontend): develop platform architecture, user interfaces, and the central database.	Software Development Company
M 5	api integration: link the mobile/tablet app with the data management platform and integrate with xroad for government-to-government data exchange.	Software Development Company & Government IT partners
M 6	system testing: conduct comprehensive testing (unit, integration, and user acceptance testing).	Software Development Company's QA Team & MoA Staff
M 7	training material development: create system manuals, user guides, and training materials tailored to different user roles.	Software Development Company
M 8	staff training sessions: deliver training for moa staff, cooperative representatives, and it personnel.	Software Development Company
M 9	pilot testing: implement a pilot phase with selected users to gather feedback on system usability and performance.	MoA QA Team & Selected Users
M 10	deployment planning: develop a detailed rollout plan, including timelines, milestones, and resource allocations.	Software Development Company's QA Team & MoA Staff
M 11	system integration and data migration: migrate data from existing systems to the new platform, focusing on master data.	Software Development Company's QA Team & MoA Staff

M 12	system go-live: official launch of the new platform with full user access.	MoA IT Department & Technical Staff
M 13 to 24	post-implementation support setup: establish a helpdesk and support structure for users.	Software Development Company's QA Team & MoA Staff

Hardware Provisioning

Hardware and infrastructure will be hosted at either the Ministry of Agriculture (MoA) or the Ministry of Telecom and National Economy. This ensures secure data storage and access through reliable hosting environments, including integration with XROAD for seamless data exchange with other government agencies.

The following table details each component needed:

Component	Details	Notes
Development		
Development of Central Database	Design and development of the database to accommodate data from NGOs and farmers	Includes requirement analysis and backend development
Integration of Internal Systems	Connecting the database to the computerized systems in the Ministry of Agriculture	Depends on linking data from multiple systems
Development of User Portal	Design and development of user interfaces for NGOs to update data directly	Includes multiple user interfaces
Infrastructure		
Servers and Cloud Storage	Providing servers and storage equipment to securely store data	Depends on required capacity
Licenses	Licensing for data management software, development tools, and databases	Includes licenses necessary for development and operation
Training and Technical Support		
Employee Training	Training employees from the ministry and NGOs on using the new system	Includes technical and administrative training
Ongoing Technical Support	Providing technical support for one year after implementation	To ensure system stability

ELIGIBLE APPLICANTS

- Software development companies with experience in database management and integration.
- IT consulting firms specializing in data analysis and software solutions.
- Technology companies with expertise in agricultural data management systems.
- Freelance software developers proficient in database design and implementation.
- Organizations with a proven track record in developing custom software solutions for government agencies or agricultural sectors.

QUALIFICATIONS REQUIRED

Qualifications required for applicants responding to this request for quotation include:

- Expertise in Database Management: demonstrated proficiency in designing, implementing, and managing databases, particularly in complex organizational settings.
- Software Development Experience: proven track record in developing custom software solutions, including database integration and data visualization tools.
- Technical Proficiency: strong understanding of IT infrastructure, hardware, and software requirements, with the ability to address technical issues efficiently.
- Project Management Skills: experience in project planning, task delegation, and resource allocation to ensure timely and successful implementation of software solutions.
- Relevant Experience: previous experience working with government agencies, agricultural sectors, or similar organizations on database management projects is highly desirable.

GOVERNANCE STRUCTURE

IMPLEMENTING AGENCY – CIHEAM BARI – MINISTRY OF AGRICULTURE

- Shall be the beneficiary/end-user of the consultancy services;
- Shall be responsible for contract implementation and management, including ensuring the quality of outputs. Further, the SANET PMU shall be responsible for the monitoring and evaluation of the progress of the service and approval of reports to ensure delivery of outputs as specified in this ToR;
- Shall provide the 'Course Evaluation Questionnaires' to be submit to the participants;

SERVICE PROVIDER

- Shall be responsible for the delivery of the results/outputs as indicated in this ToR;
- Shall be responsible for the provision of necessary office space for their staff, including the necessary office equipment (i.e., computers, printers, office supplies, etc.) for the conduct of the study;
- Shall shoulder all expenses required in the conduct of the training, including travel costs and lodging of detailed personnel during training, and their salaries;
- Shall: (a) perform the work in an efficient and diligent manner, and (b) comply with, and strictly observe any laws regarding workmen's health and safety, workmen's welfare, compensation for injuries, minimum wage, hours of labor, and other labor laws;
- Shall not assign nor sub-contract any part of the professional services under this ToR to any person or firm, except with prior written consent of CIHEAM Bari. The approval by the CIHEAM Bari to the assignment of any part of said services or to the engagement by the Service Provider of sub-contractors to perform any part of the same shall not relieve the Service Provider of any obligations under this ToR;
- Shall not at any time communicate to any person or entity any information disclosed to them for the purpose of this services, nor shall the Service Provider make public any information as to the recommendations formulated in the course of or as a result of the services, except with prior consent of CIHEAM Bari;
- Shall agree that nothing contained herein shall be construed as establishing or creating between the CIHEAM Bari and the Service Provider, the relationship of employer and employee or principal and agent, it being understood that the position of the Service Provider and anyone else performing the services is that of an independent contractor;

- Shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused by said personnel incident to or in connection with the services under this ToR. The Service Provider shall agree to indemnify, protect and defend at its own expense the CIEHAM Bari and its staff from and against all actions, claims and liabilities arising out of acts done by the Service Provider or its staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance;

SOURCE OF FUNDS

The source of funds for this study is the project "Support Agri-food coop Network in Palestine" (SANET), financed by the Italian Agency for Development of Cooperation (AICS).

PAYMENT MILESTONE

Milestone	Deliverable(s)	%
1st Instalment	Requirement gathering and initial system design: approval of system requirements document and initial platform design.	15
2nd Instalment	Software development: completion of backend and frontend systems development and integration with XROAD.	30
3rd Instalment	System Testing and QA: completion of testing phases (unit, integration, and UAT), with approval of QA reports and resolution of identified issues.	20
4th Instalment	Training and pilot testing: delivery of training materials, training sessions, and feedback from pilot testing phase.	20
5th Instalment	Deployment and post-implementation support: platform go-live, integration of systems and data migration, and setup of post-implementation support structure.	15

Payment terms: the payment will be in EURO.

- Bidders must quote their bid in EURO.

The **currency of bid will be the currency of contract**. It is up to the bidders to manage the cash withdrawal from their own bank.

SECTION 5: RETURNABLE BIDDING FORMS

BIDDER'S CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Technical Proposal:

Have you duly completed all the Returnable Bidding Forms?

- | | |
|---|--------------------------|
| ⇒ Form A: Bidder Information Form | <input type="checkbox"/> |
| ⇒ Form B: Qualification Form | <input type="checkbox"/> |
| ⇒ Form C: Joint Venture/Consortium/ Association Information | <input type="checkbox"/> |
| ⇒ Form D: Technical Proposal Submission Form | <input type="checkbox"/> |
| ⇒ Form E: Format of Technical Proposal | <input type="checkbox"/> |

Have you provided the required documents to establish compliance with the evaluation criteria in Section 3?	<input type="checkbox"/>
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Financial Proposal

(Must be sent in separate email, encrypted with different passwords, and clearly labelled)

- | | |
|--|--------------------------|
| ⇒ Form F: Financial Proposal Submission Form | <input type="checkbox"/> |
| ⇒ Form G: Financial Proposal Form | <input type="checkbox"/> |

FORM A: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Official Date of Registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
N° of full-time employees	[Complete]
Contact person CIEHAM Bari may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<p>⇒ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p>⇒ Certificate of Incorporation/ Business Registration</p> <p>⇒ Details for the payment: Owner/Holder, Bank, C/C, Bank of support-swift code.</p>

FORM B: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

A. Historical Contract Non-Performance (check the appropriate box).

- ☐ Contract non-performance did not occur for the last 3 years
☐ Contract(s) not performed for the last 3 years

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in NIS)
		Name of Client: Address of Client: Reason(s) for non-performance:	

B. Litigation History (including pending litigation) (check the appropriate box).

- ☐ No litigation history for the last 3 years
☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in NIS)	Contract Identification	Total Contract Amount (current value in NIS)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list **only** previous 3 **similar** assignments successfully completed in the last 3 years. List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by CIEHAM Bari.

Project name	Client Name	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal **if** the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to CIEHAM Bari for the fulfillment of the provisions of the Contract.

Name of partner: _____
 Signature: _____
 Date: _____

Name of partner: _____
 Signature: _____
 Date: _____

Name of partner: _____
 Signature: _____
 Date: _____

Name of partner: _____
 Signature: _____
 Date: _____

FORM D: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal in separate emails.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the International Organizations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any International Organization;
- c) have no conflict of interest;
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the CIEHAM Bari or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the CIEHAM Bari.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the CIEHAM Bari.

We offer to provide services in conformity with the Bidding documents, including the CIEHAM Bari General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should CIEHAM Bari accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidders can customize this format based on the specific details and requirements of their training initiative.

SECTION 1: BIDDER'S QUALIFICATION, CAPACITY AND EXPERTISE

- 1.1 Brief introduction of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the country.

SECTION 2: PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the bidder's responsiveness to the ToR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceed the requirements.

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal in separate emails.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an email separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: **EURO**

Cost breakdown for the entire training package

Table 1: Summary of Overall Prices

	Amount(s)
Training Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Training Fees

Name	Training N°	Fee Rate	No. of Days/Hours	Total Amount
		A	B	C=A*B
Subtotal Professional Fees:				

Table 3: Other costs (venue, materials, etc.)

Description	Unit	Quantity	Unit Price	Total Amount
Software				
Hardware				
Local transportation costs				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

