# TENDERER’S TECHNICAL OFFER (ORGANIZATION & METHODOLOGY)

***The following are the key components to the Technical proposal and thus each section below is to be tailored by the Contracting Authority to the specific requirements of the tender and in particular should reflect what is requested in the Terms of Reference.***

***A technical offer is to be provided by the Economic Operator in response to Terms of Reference. The submission shall be in a structured form and is to be in the same sequence as listed hereunder for ease of reference and evaluation.***

1. **rationale - (Maximum 15 Points)**
2. **Understanding of Terms of Reference (Maximum 5 Points)**

* The bidder’s clear Understanding of the contract and the execution of each activity as described in the Terms of Reference. (Maximum 5 Points)

1. **Assessment of Key issues (Maximum 5 Points)**

* The bidder’s capability to assess key issues related to the achievement of the contract objectives and expected results after the execution of each activity. (Maximum 5 Points)

1. **Risk Analysis and Mitigation (Maximum 5 Points)**

* Marks shall be awarded according to the explanation of the risks and assumptions affecting the execution of the contract included in Section 3 of the Terms of Reference. (Maximum 2 marks)
* Marks will also be awarded on the proposed mitigating measures to the identified risks and any additional assumptions and risks which may be identified by the bidder. (Maximum 3 marks)

1. **Strategy - (Maximum 30 Points)**
2. **Implementation Strategy (Maximum 15 Points)**

* A detailed overview of the general approach based on the activities highlighted in the Terms of reference and in line with the timeframes as per sections 4.2 and 5.2 of the Terms of Reference (ToR).

**A draft plan, including key activities mentioned under section 4.2 of the ToR below is to be submitted with this offer.**

1. **An outline of the approach proposed for contract implementation – (Maximum 15 Points)**

* The approach proposed for contract implementation and the description of how resources shall be allocated, including human resources, towards achieving the contract results in a timely and qualitative manner; (Maximum 5 marks)
* The explanation of the approach behind the proposed execution of each activity; (Maximum 5 marks)
* The explanation of how the proposed approach will render the expected results within the set time-frame. (Maximum 5 marks)

1. **Timetable of activities - (Maximum 10 Points)**
2. **Schedule of Activities (Maximum 10 Points)**

* Present a Gantt chart that illustrates the timing, sequence and duration of the activities, taking into account the requirements and timeframes as per section 4.2.1 and 5.2 of the Terms of Reference (ToR).

1. **IMPLEMENTATION OF THE TECHNICAL SPECIFICATIONS (Maximum 36 Points)**

* **GENERIC:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)
* **FINANCE:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)
* **CRM / MEMBERS / MARKETING:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)
* **SURVEYS:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)
* **EVENTS:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)
* **PROCUREMENT:** Marks will be awarded based on the level on the requirements the software provided can provide. Although those listed as ‘must have’ are to be provided as a minimum requirement, those listed as ‘Nice to have’ are optional which will however carry additional marks. (Maximum 6 Marks)

1. **Key experts – (MAXIMUM 9 Points)**
2. **Key Expert 1 – Project Manager: (Maximum 3 Points):**

* The bidder’sexplanation on how the Project Manager will effectively contribute toward the contract taking into account the requirements and responsibilities as outlined under section 6.1.1 of the ToR

1. **Key Expert 2 – Application Analyst: (Maximum 3 Points):**

* Marks shall be allocated based on the bidder’sexplanation on how the Application Analyst will effectively contribute toward the contract taking into account the requirements and responsibilities as outlined under section 6.1.1 of the ToR

1. **Key Expert 2 – Application Developer & QA Tester: (Maximum 3 Points):**

* Marks shall be allocated based on the bidder’sexplanation on how the Application Developer and QA Tester will effectively contribute toward the contract taking into account the requirements and responsibilities as outlined under section 6.1.1 of the ToR

## Note: Any comments contradicting the ToR or falling outside their scope of the proposed project will not form part of the final contract.