REQUEST FOR PROPOSAL

Issue Date:	August 30, 2024/Hanoi Time
Questions Submission Due Date:	September 13, 2024/11.59 pm/Hanoi Time
Proposal Submission Due Date:	September 20, 2024/11.59 pm/Hanoi time

Subject: **USAID Indo-Pacific Opportunity Project (IPOP) Vietnam Digital Trade (VDT) Activity – [Upgrade the MOIT traceability platform]**

To All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified local organizations to provide technical services as described in this solicitation. This procurement will require a formal technical and financial proposal submission as outlined by the Request for Proposal (RFP). This procurement will be based on best value and conducted through a full and open competition process under which any type of organization is eligible to compete. The Vietnam Digital Trade (VDT) Activity anticipates awarding a firm fixed-price contract with a period of performance of 5 months (150 days) from the date of award as a result of this solicitation. Competition under this procurement will be limited to local organizations.

A local consulting firm/organization is defined as a corporation, a nonprofit organization, or another body of persons that:

1) Is legally organized under the laws of The Socialist Republic of Vietnam;
2) Has as its principal place of business or operations in The Socialist Republic of Vietnam;
3) Is not owned, operated, or funded in whole or in part by the Vietnamese government (companies or enterprises in which the government has a controlling interest are not eligible for this opportunity).

Questions regarding this opportunity must be submitted from the date of advertisement and within September 13, 2024, not later than 11.59 pm (Hanoi time), to:

ipop_vietnam_recruitment@internationaldevelopmentgroup.com.

In the subject line reference please specify: Questions – [Upgrade the MOIT traceability platform].

Proposals, consisting of the documentation required in section B must be submitted electronically to:

ipop_vietnam_recruitment@internationaldevelopmentgroup.com on or before September 20, 2024, not later than 11.59 pm, Hanoi time. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

Thank you for your interest in working with IDG.

Sincerely,
IDG Procurement Team

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SECTION A. STATEMENT OF WORK

A.1 BACKGROUND AND INTRODUCTION

The VDT Activity addresses regulatory gaps and promoting private sector engagement in the rapidly growing digital economy. The Activity supports the Ministry of Industry and Trade (MOIT)'s implementation of frameworks that facilitate digital trade, with an emphasis on supporting MOIT in holding public-private dialogues to ensure implementation is done in consultation with the private sector. Regulations responsive to private sector needs remove bottlenecks in trade faced by enterprises and increase regulatory transparency, helping shape a traceability sector where enterprises of all sizes can benefit. The Activity encourages the participation of small and medium enterprises (SMEs) in digital trade by introducing new business models and other best practices, such as traceability of goods and facilitating cross-border connections between enterprises via MOIT's digital trade promotion platform.

iTrace247 is an advanced product traceability system based on Solana blockchain technology. It uses the Rust programming language, known for its high security and performance. Developed by the Trade Promotion Department of the Ministry of Industry and Trade of Vietnam and GIZ, version 1.0 has now been successfully deployed with modules for producers.
However, to achieve a comprehensive Traceability System, additional modules need to be completed, covering the different stages of the supply chain: breeding facilities, farming, production facilities, transportation, general warehouse, sales and consumers. Its goal is that between 2023 and 2025, with the support of USAID VDT, will be created a robust and transparent traceability system, supporting consumers and businesses to seamlessly access information production and products.
This will help strengthen supply chain management by effectively monitoring the entire production, transportation and distribution process, helping to improve efficiency and reduce risks associated with counterfeit goods.
The purpose of this scope of work is to upgrade the iTrace247 system, comprehensively implementing traceability of the supply chain in accordance with the latest regulations of the United States. Vietnamese law on traceability in Circular 02/2024/TT-BKHCN dated March 28, 2024 of the Ministry of Science and Technology. At the same time, the final platform must meet international traceability requirements as specified in GS1 Global Traceability Standard.
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SECTION B. DELIVERIES AND PERFORMANCE

B.1 PERIOD OF PERFORMANCE

The period of performance is estimated to begin on October 1, 2024, and end by February 28, 2025.

B.2 LIST OF DELIVERABLES/FUNCTIONAL REQUIREMENTS

The prospective Contractor is responsible for the following outputs and deliverables in the timeframe indicated in the table below:

1. Functional requirements

No	Function	Describe	Classify
I	**TRACEABILITY Website Portal**		
1	Register	Users who do not have an access account can register for a personal or business account to use the system's administrative functions.	Obligatory
2	Login/logout	Users can log in and log out of the system	Obligatory
3	Forgot password	Function to support users in recovering their password when they forget their password	Obligatory
4	Manage personal information	View and edit user personal information such as name, photo, date of birth, password...	Obligatory
5	terms of use	Function to display the system's terms of use	Obligatory
6	Advertising banner	Banner advertising according to administrator settings or integration with advertising platforms	Obligatory
7	Introducing the managing unit	Introduction page about the managing unit	Obligatory
8	Contact	Function for users who want to contact administrators for support	Obligatory
9	News	The system's news about: traceability, legal documents, featured news...	Obligatory
10	Statistics: number of products, number of businesses, issued stamps , number of traceability	Display the number of products, number of businesses, issued stamps, and number of accesses on the home page to promote the system	Obligatory
11	Enterprise	Information about businesses participating in the system	Obligatory
12	Product	Information about the business's products	Obligatory
13	Search	Search for news, businesses, products	Obligatory
14	Comment	Comment on news and products	Obligatory
15	Seek an origin	Functionality that allows users to trace origins by role	Obligatory
16	Support	System user support functions such as: FAQ, Q&A	Obligatory
17	Train	Integrate with microlearning systems to perform training for users	Optional
18	Notification	Function to receive notifications from system administrators	Obligatory

19	Multi language	Allows display in Vietnamese and English	Obligatory
II	System management		
20	user management	Functions for user management	Obligatory
21	Decentralization	Decentralize usage rights by user group, by role, and by business	Obligatory
22	Banner Manager	Functions for Barner management	Obligatory
23	News management	Functions for news management	Obligatory
24	Contact management	Functions for contact management	Obligatory
25	Business management	Functions for business management	Obligatory
26	Product Management	Functions for product management	Obligatory
27	Manage comments	Functions for managing comments	Obligatory
28	Manage FAQs	Functions for managing FAQs	Obligatory
29	Q&A manager	Functions for managing questions and answers	Obligatory
30	Process management	Functions for process management	Obligatory
31	Workflow management	Functions for job management	Obligatory
32	Manage job attributes	Functions for managing job attributes	Obligatory
33	Manage work diary	Functions for job log management	Obligatory
34	Manage shared information	Functions for managing shared information	Obligatory
35	TRACEABILITY configuration	Allows configuration of information display when users perform product traceability	Obligatory
36	Statistics/reporting	Create statistics/reports according to the investor's template and system statistics via google analytics	Obligatory
37	In and out management	Allows administrators to manage input and output information and manage events from users	Obligatory
38	Manage notifications	Functions for notification management	Obligatory
39	Microlearning Management	Functions for microlearning system management	Optional
40	Blockchain Management	Allows administrators to view and search transaction information stored on the Blockchain database	Obligatory
41	QR management	The QR system is used to issue QR codes for traceability and functions related to QR management	Obligatory
42	Monitor	Function for government agencies or supervisors of businesses in the system , with the role of monitoring and authenticating traceability information	Obligatory

43	Multi-language management	Multilingual management of TRACEABILITY port display functions	Obligatory
III	**Mobile application (IOS and Android)**		
III.1	**TRACEABILITY port**		
44	Register	Users who do not have an access account can register for a personal or business account to use the system's administrative functions.	Obligatory
45	Login/logout	Users can log in and log out of the system	Obligatory
46	Forgot password	Function to support users in recovering their password when they forget their password	Obligatory
47	Manage personal information	View and edit user personal information such as name, photo, date of birth, password...	Obligatory
48	terms of use	Function to display the system's terms of use	Obligatory
49	Advertising banner	Banner advertising according to administrator settings or integration with advertising platforms	Obligatory
50	Introducing the managing unit	Introduction page about the managing unit	Obligatory
51	Contact	Function for users who want to contact administrators for support	Obligatory
52	News	The system's news about: traceability, legal documents, featured news...	Obligatory
53	Statistics: number of products, number of businesses, issued stamps, number of traceability	Display the number of products, number of businesses, issued stamps, and number of accesses on the home page to promote the system	Obligatory
54	Enterprise	Information about businesses participating in the system	Obligatory
55	Product	Information about the business's products	Obligatory
56	Search	Search for news, businesses, products	Obligatory
57	Comment	Comment on news and products	Obligatory
58	Seek an origin	Functionality that allows users to trace origins by role	Obligatory
59	Support	System user support functions such as: FAQ, Q&A	Obligatory
60	Train	Integrate with the microlearning module to perform training for users	Optional
61	Notification	Function to receive notifications from system administrators	Obligatory

62	Multi language	Allows side-by-side display in Vietnamese and English	Obligatory
III.2	Collect seed base data		
63	Collect and share seed base data	Collect and share seed base data according to Circular 02/2024/TT-BKHCN	Obligatory
III.3	Collect farming data		
64	Collect and share farming data	Collect and share farming data according to Circular 02/2024/TT-BKHCN	Obligatory
III.4	Collect processing facility data		
65	Collect and share processing facility data	Collect and share processing facility data according to Circular 02/2024/TT-BKHCN	Obligatory
III.5	Collect shipping data		
66	Collect and share shipping data	Collect and share shipping data according to Circular 02/2024/TT-BKHCN	Obligatory
III.6	Collect general warehouse data		
67	Collect and share total warehouse data	Collect and share general warehouse data according to Circular 02/2024/TT-BKHCN	Obligatory
III.7	Collect sales data		
68	Collect and share sales data	Collect and share sales data according to Circular 02/2024/TT-BKHCN	Obligatory
IV	Integrate/share information		
69	Integrate SSO system	Integrates with SSO centralized authentication system	Obligatory
70	Integrate data sharing platform	Integrate with data sharing platforms to connect with other systems	Obligatory
71	Seed facility partner integration	Integrate with other base units connected to the system to share information	Obligatory
72	Integrate farming partners	Integrate with farming units connected to the system to share information	Obligatory
73	Integrate processing facility partners	Integrate with processing facilities connected to the system to share information	Obligatory
74	Integrate shipping partners	Integrate with shipping units connected to the system to share information	Obligatory
75	Integrate warehouse partners	Integrate with general warehouse units connected to the system to share information	Obligatory

76	Integrate sales partners	Integrate with sales units connected to the system to share information	Obligatory
77	Power BI integration	Integrate with Power BI system for data analysis and report creation	Optional
78	Integrate google maps	Integrate with Google Map system to help determine the location of growing areas, businesses...	Obligatory
79	Integrate google analytics	Integrate with the Google Analytics system to report data about users using the system	Optional
80	Integrate online learning platform	Integrate with microlearning systems to perform training for users	Optional
V	Data saving		
81	Build data according to GDSN	Build data according to GS1 standards, refer to: https://www.gs1.org/docs/gdsn/ 3.1/ GDSN_Trade_Item_Implementation_Guide.pdf	Optional
82	Blockchain	Store transactions from traceability nodes to Blockchain to create transparency and reliability	Obligatory
83	Bigdata	Build a database according to Big data architecture to serve future data growth	Optional
BECAUSE	Speech To Text		
84	Collect data through voice	Functions that support data collection from users via voice (in Vietnamese language)	Optional
VII	SmartOCR		
85	Collect data from invoices and documents	Functions that support data collection from users through invoices and documents	Optional
VIII	Micro Learning		
86	Training support	Microlearning module supports online training for users	Optional
IX	System		
87	Send email	Shared functions of the system	Obligatory
88	Notification		Obligatory
89	Upload files		Obligatory
90	Download files		Obligatory
91	Print files		Obligatory

2. Other requirements

No	Request	Describe
1	Technical standards	Comply with Circular 39/2017/TT-BTTTT dated December 15, 2017 of the Ministry of Information and Communications
2	System architecture	System architecture according to the direction of Circular 2568/QD-BTTTT dated December 29, 2023 of the Ministry of Information and Communications
3	User management and authentication	Because the software system is interoperable with many different platforms, a user authentication service (SSO)is needed
4	Storage	Stored on Cloud system
5	Safety information	Corresponding information security level 2 according to Decree 85/2016/ND-CP dated July 1, 2016 of the government
6	Non-functional	
6.1	Operating performance	The degree to which a system performs designed functions under specific conditions and constraints such as speed, accuracy, memory resources used, and microprocessor resources used, including: (1) Time requirements: - For separate main workflows: + The maximum time allowed for the system to respond to information received from the user's processing request is 15 seconds. + The maximum time allowed to fully display the information page is 30 seconds. - For search flow, statistics, and report building: + The time allowed to send information search results is 15 seconds. + Maximum time to return statistical report results is 10 minutes. (Response time is calculated from the time the user sends the request to the system until the response data is received from the system. (2) Used resources: The system's occupied storage resources in normal operating state are not allowed to be greater than 90% of the allowed storage resources or not greater than 70% of the used storage resources. common at all times; The processor resources occupied by the system application software of the servers are not allowed to exceed 90% of the shared processor resources at any time; The random access memory occupied by the server's system application software is not allowed to be greater than 90% of the server's random access memory; (3) Maximum capacity: Ensuring the ability of 30 Provincial-level officials to simultaneously access and use different functions in the system; Guaranteed ability

		to perform 10 transactions/second; Ensure at least 99% of successful transactions per minute;
6.2	Usability	The degree to which a system is understandable, usable, and satisfying to users.
		(1) Suitability to needs: The degree to which the user can perceive the suitability of the software to the needs of the user. Suitability to needs depends on the ability to recognize the suitability of the software's functions for the user's needs right from the first stage of contact with use or through guidance and introduction documents. . Accompanying related information and documents may include: Explanations, instructions for use, information about services;
		(2) Easy to learn how to use: The system has user manuals in Vietnamese provided online, complete and clear, including at least items such as: Target users, functions and software interface.
		(3) User interface: The consistency and friendliness of the user interface in interactions between the system and user objects. This requirement refers to the properties of the system to increase the level of ease for users, such as the use of color tones and graphic design, window layout, menu style, and icons. .. such as: Windows, menus, and icons are arranged scientifically, clearly, consistently, and easily understood; the main color tone of the interface is blue, white background, black text. Request to propose a sitemap structure, propose a number of main interfaces as a basis for the Investor to choose a capable software construction unit.
		(4) Accessibility and exploitation: The ability of a system to be used by many different user groups in defined contexts.
6.3	Reliability	The degree to which a system performs functions with specified input parameters within a specified period of time and returns results that are within acceptable limits, including:
		(1) Maturity: The product does not have overflow errors or infinite loops; The system always checks input data before performing a task;
		(2) Availability: System availability must reach minimum of 95% per year, excluding maintenance time. During the first 6 months of operation, the system accepts a higher unavailability rate, but is perfected and optimized towards higher availability;
		(3) Resilience: The ability of a system to recover from directly affected data and re-establish its normal operating state due to any events, interruptions/errors. Therefore (due to: data, physical server, application server) the time allowed for the system to restore normal operating status is 08 (hours) of administrative work.
6.4	Compatible	The degree to which a system/component can exchange information with other systems or components, and/or perform necessary system functions under the conditions of sharing the same hardware or software environment. .
		(1) Coexistence: The system ensures the ability to use shared resources such as storage, processors, and random access memory on a virtualization platform;

		Allows connection and sharing of existing scanner and printer systems at the exploitation agency; (2) Interoperability: The system has the ability to integrate and exchange information with other systems.

7	Manpower requirements for implementation	- Personnel building, programming and testing software
		
		 - Human resources support, deployment and training
		
		 Requirements to meet:
		
		 - Graduated from university in one of the following majors: Informatics, electronics, computer science, communications and computer networks, Software engineering, Information systems, Information technology, Information security information technology, computer engineering technology, communication technology, management information systems, computer engineering, applied informatics, applied mathematics; Informatics, Electronics - Telecommunications Pedagogy; Computer networks and data communications, Mathematics - information, Applied mathematics, Communication information processing, Electronics, Telecommunications
		
		 - Work experience:
		
		     + System design and estimating team: over 3 years of experience
		
		     + Construction, programming and testing team: over 2 years of experience

8	Request testing	- The construction unit needs to submit a full test report including test cases for all functions along with test results. - After the Construction Contractor creates an account and provides training on how to use it. The system was put into trial operation for 10 days.
9	Require training and technology transfer	- Compile guidance documents and report (Vietnamese, PDF format) to the investor for approval and approval; - Organize training and direct guidance for system administrators and operations staff; - Organize online training for subjects participating in the system within the scope of mission implementation.
10	Request warranty and maintenance	- The developer commits to providing software warranty within 12 (twelve) months from the date of signing the acceptance record; - The developer is responsible for fixing software errors upon receipt of notice from the Investor; - During the warranty period, the developer is responsible for providing focal information to the Investor to promptly guide or handle problems (if any);

		- After the warranty period expires, request the implementation unit to be ready to perform maintenance if the Investor requests and both parties agree to perform the service. The cost of internal software maintenance for 01 year is determined by 10% of the internal software value.

Deliverable/Output	Estimated Due/Completion Date*
Deliverable 1 - Software requirements specification (SRS) describing the traceability platform and Software design document	60 days upon signing the contract
Deliverable 2 - Software source code	90 days upon signing the contract
Deliverable 3 - Software documentation: user guides, maintenance guides, and deployment guides	125 days upon signing the contract
Deliverable 4 - Acceptance test report confirming all committed functions	150 days upon signing the contract

The dates will be finalized during contract negotiations.

Unless specifically instructed otherwise, all written deliverables shall be submitted electronically in Microsoft Office Word, Excel, PowerPoint, etc. All deliverables are to be submitted in Vietnamese, with an English summary. Final due dates for all deliverables will be discussed with IDG and then included in the contract.

SECTION C. PAYMENT

C.1 PAYMENT SCHEDULE

The prospective Contractor will be paid based on the submission of deliverables as below:

Output	Contract Amount (%)
Deliverable 1: Upon delivery and acceptance of the software requirement specifications	25%
Deliverable 2: Upon delivery and acceptance of the software source code	25%
Deliverable 3: Upon delivery and acceptance of the software documentation: user guides, maintenance guides, and deployment guides	25%
Deliverable 2: Upon delivery and acceptance of test report confirming all committed functions	25%

C.2 PAYMENT DETAILS

The prospective Contractor will be responsible for any correspondent bank fees associated with transfers, as well as any and all relevant taxes incurred. The payment will be sent by the IDG Registered Office in Hanoi with funding provided by USAID.

SECTION D. PROPOSAL INSTRUCTIONS

D.1 QUESTIONS CONCERNING THE RFP

Questions regarding this opportunity must be submitted by the date and time in the cover letter to **ipop_vietnam_recruitment@internationaldevelopmentgroup.com**.

In the subject line reference please write: Questions – [Upgrade the MOIT traceability platform].

D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in Section B must be submitted electronically by the date and time in the cover letter to

ipop_vietnam_recruitment@internationaldevelopmentgroup.com.

All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

D.3 PROPOSAL SUBMISSION INSTRUCTIONS

Offers submitted in response to this solicitation shall be in the English language. Offers received in a language other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in VND. In preparing the financial offer, Offerors should take note of the following:

- Offeror is responsible for any taxes or levies that may be due to the Government of Vietnam. **The Offeror expressly agrees that any taxes imposed upon it will be their responsibility.**

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. Late submissions will not be considered. The Offeror must submit separate technical and financial proposals. The technical proposal must include the following:

1. **Methodology and Workplan:** Offerors must describe their methodology (sampling and implementation) to implement the activities and tasks listed in section B and a draft work plan to achieve the deliverables stated in this RFP.
2. **Personnel:** Offerors must submit the CVs of three to five (3-5) key personnel who will be responsible for coordinating and leading the work as well as a staffing plan showing the compilation of the team and lines of reporting. CVs of the proposed personnel must clearly demonstrate their past experience in conducting similar assignments.
3. **Past Performance:** The offeror should provide a **minimum of three (3) references** for which they performed the same or similar works. The reference documents must contain:

name of the entities, addresses, a contact phone number or email, the time these works were performed, the total cost of the contract, and contain a brief description of the task performed. These references shall be used by IDG to determine the offerors' past performance.

Details on the proposal instructions are as below:

- *Volumes:* Each offeror's proposal shall be prepared as two (2) separate electronic volumes in English:
  - **Volume 1 – Technical Proposal (no page limit)**
    - Methodology
    - Work plan
    - Annexes:
      - CV of key personnel
      - Staffing plan
      - Copies of required documents
      - Company profile
  - **Volume 2 –Financial Proposal (no page limit)**
    - Detailed Excel budget (using template provided) – all taxes will be included
    - Detailed Budget Narrative explaining the basis for the proposed line items
    - Annexes (see Section D.5 for more information):
      - Authorizations, Licenses, and Permits (proof of registration documents for operating and doing business in the Socialist Republic of Vietnam)
      - Representations and Certifications
      - Evidence of Responsibility

- *Format:* Technical proposals must be submitted in either PDF or Microsoft Word. **Technical proposals shall not contain any price information.** Financial proposals must be submitted with a detailed budget in the Excel budget template provided with clear quantities and unit costs/prices for each function in the SOW (including required travel) and a detailed budget narrative in PDF or Microsoft Word describing the basis of the costs/prices proposed. All text should be Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets, and any font size for graphics as long as they are legible.

- *Language***:** Technical and financial proposals shall be submitted in English.

- *Validity***:** Proposal submissions must remain valid for 90 days from the date of submission.

D.5 ADDITIONAL REQUIREMENTS

1. **Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business in The Socialist Republic of Vietnam such as incorporation certificate issued by the relevant agency or any other relevant government body.

2. **Representations and Certifications:** A copy of Section 889 Certification (Annex A) filled out by the local organization must be submitted with the proposal.

3. **Evidence of Responsibility:** the offeror will make an affirmative determination of responsibility and must address each element of responsibility in the template provided (Annex B).

The proposal must be emailed to ipop_vietnam_recruitment@internationaldevelopmentgroup.com no later than the time and date shown on the cover letter. Note: Please make sure to type the email addresses as per instructions. It is the offeror's responsibility to verify receipt of their quote by IDG.

SECTION E. EVALUATION CRITERIA FOR AWARD

E.1 QUALIFICATIONS AND EXPERIENCE OF THE FIRM

The selected organization/consortium shall possess the following qualifications:

GENERAL QUALIFICATIONS:

- Legally organized under the laws of The Socialist Republic of Vietnam;
- Principal place of business or operations in The Socialist Republic of Vietnam.

SPECIFIC QUALIFICATIONS AND EXPERIENCE

The evaluation will be conducted based on best value. Specific criteria of evaluation are ranked below in order of importance:

1. Experience and capacity of the contractor

- Experience in completing contracts similar to that of the SOW (independent or member of a joint venture) or subcontractor within the period from January 1, 2021 to the time of bid closing.
    - Similar contracts are for software development with features related to traceability, blockchain, and speech to text, big data, and GDSN (Global Data Synchronization Network).
- Proof: Scanned files of the following documents: contract including contract appendix (if any) and acceptance report or contract completion agreement.

2. The contractor's reputation through bidding participation and contract performance results

- The contractor's reputation through bidding participation from 2021 to the time of bid closing, including cases: - The contractor negotiates the contract but refuses or does not sign the contract negotiation record; - The contractor has signed the framework agreement but does not proceed or refuses to complete the contract or does not sign the contract.
- The contractor's reputation through the contractor's contract performance from 2021 to the time of bid closing, including the following cases: - The contractor's contract is terminated behind schedule due to the contractor's fault;

3. Key personnel

- Personnel arrangement: There is a presentation of personnel arrangement feasible and suitable for the contractor's technical solutions and implementation plan.

- Chief consultant (1 person)

    - Professional qualifications in the fields of information technology training or fields related to information technology training as stated in Article 2 of Circular 08/2022/TT BTTTT.

- At least 10 years in the field of information technology declared in the professional resume.

- Working experience in the position of Leader of contracts for developing software on traceability. The offeror shall provide proof such as a copy of contract and the contract on personnel arrangement.

- The offeror shall submit a copy of degree, ID, and relevant certificates

- Business analyst consultant (at least 2 people)

  - The Business Analyst must be experienced in traceability and must have at least 1 of the following certificates: GS1 Traceability, VietGap, GlobalGap, ISO 22000.

  - At least 5 years in the field of information technology declared in the professional resume.

  - The offeror shall submit a copy of degree, ID, and relevant certificates

4. Quality of technical proposal

- Understand the purpose of the bid package: there is an explanation describing the purpose, scope of work, specific tasks of the contractor.
- Approach and methodology: proposed solutions and procedures for implementing each step of the consulting work that are reasonable, feasible, and consistent with the requirements in the SOW and current regulations.
- Presentation: logical and professional presentation, easy to understand and evaluate, and reasonable layout.

5. Work plan

- Completion date of the implementation is within 6 months from the awarding date.
- Implementation plan of the package: There is a plan to implement the package including a plan to implement each step of the work, in accordance with the technical solution and implementation time of the package.
- Shortlisted offerors will be requested to submit a visual interface prototype to demonstrate the feasibility of the solution within 2 weeks once requested.
  - The contractor submits the prototype via one of the design tools such as Figma, Axure, etc.
  - The offerors bear the cost of implementing the prototype

6. Reasonableness and completeness of proposed price

E.2 EVALUATION PROCESS

Proposals will be equally evaluated according to the following process.
- Screening evaluation
  - The proposals meet all eligible and mandatory requirements will go to the next evaluation step.

- Shortlist evaluation
  - The technical proposal will be evaluated based on criteria in the previous section.
  - The financial proposal will be evaluated for clear narrative, reasonableness, and completeness. The financial proposal must offer price for each function as state in the functional requirements section.
- Final evaluation
  - The shortlisted offerors will be invited to present their proposal, to make clarification, to revise proposal (if any).
  - The invitation does not guarantee final selection.

E.3 CONTRACTING ELIGIBILITY

As per USAID requirements, all prospective companies wishing to submit a proposal must be owned and operated independently and may not be owned (in full or in part) or operated by any government entity. Any company or enterprise in which the government has a controlling interest is not eligible for this procurement.

ANNEX A: SECTION 889 CERTIFICATION
Section 889 Certification

DATE: DATE

FROM: NAME

TO: International Development Group Advisory Services, LLC

SUBJECT: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889)

FIRM NAME certifies that it is in compliance with the below Federal Acquisition Regulations (FAR).

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)

The Offeror shall not complete the representation in this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in the provision at 52.204-26, Covered Telecommunications Equipment or Services-Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.

(a) *Definitions.* As used in this provision—

"Covered telecommunications equipment or services", "critical technology", and "substantial or essential component" have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition*. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that it _____ will, _____ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, or other contractual instrument resulting from this solicitation.

(e) *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it "will" provide covered telecommunications equipment or services", the Offeror shall provide the following information as part of the offer—

(1) A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)

(a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" has the meaning provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c) *Representation.* The Offeror represents that it ____ does, ____ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

Name and Title:_____

Signature: _____   Date: _____

ANNEX B: EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[Names of authorized negotiators]

2. Adequate Financial Resources

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]
   a. Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?

3. Ability to Comply

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]
   a. Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
   b. Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]
   a. Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance.
   b. Confirm your company's record of forecasting and controlling costs.
   c. Confirm that your principals have never been debarred or suspended.
   d. Explain how the company will work with the client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]
   a. Confirm that your company has never been accused of unethical business practices

   b. Reference your completion of the Representations and Certifications document.
   c. Identify your company's code of conduct or code of ethics, and briefly describe its contents

5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

   a. Identify the number of projects your company has completed as evidence of its experience.
   b. Reference your company's past performance record.
   c. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
   d. Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

6. Equipment and Facilities

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

   a. Briefly describe your company's building and facility.
   b. Briefly describe your company's Information Technology systems including hardware, software, and internet connectivity.

7. Eligibility to Receive Award

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

   a. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of a contract by any Federal agency.
   b. Certify that neither your company nor any of its principals have been convicted of or had a civil judgment rendered against them for a commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contractor subcontract.
   c. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated above.

8. Organization of Firm

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.

Signature: _____

Name: _____

Title: _____

Date: _____