

# ADDENDUM

## Evaluation Criteria for a the Upgrade of the HIV Implementing Partners Online reporting System (HIPORS)

### Evaluation criteria

The tenders shall be evaluated according to technical and financial criteria as indicated in appendix II. The technical and financial criteria will form 80% and 20% of the total marks respectively. A bidder must get 60 out of 80% in the technical evaluation for their financial bid to be considered. This will be a two envelope tender and bids must be submitted in two different sealed envelopes marked clearly. On the tender opening day, only technical proposals will be opened and mandatory items as per Appendix II of this tender document will be checked and verified by the tender opening team.

Key elements to be considered in the technical evaluation (please see the evaluation criteria Appendix II below) are:

- Technical skills and qualification of personnel
- Experience relevant to the exercise
- Technologies to be deployed
- Standards and Quality of service
- Quality and capacity of any proposed equipment
- Proof of ability of technical support

**Technical Capacity (80%) – Tenders** scoring less than 60% in technical evaluation will not be considered for financial evaluation.

**Financial Proposal (20%) –** Financial proposal will be evaluated based on the following formula:

The lowest quoted price (x) [80].

Any other prices (y) [x/y\*20]

# APPENDICES

## ***APPENDIX I – REFERENCE SITES QUESTIONNAIRE***

**Note: Please provide information for your three (3) major similar reference sites**

Reference Site (name): \_\_\_\_\_

1.	Project title	
2.	Location where implementation done <ul style="list-style-type: none"> <li>• Country</li> <li>• Town(s)</li> </ul>	
3.	Contact Address	
4.	Client's Key Contact Person(s) <ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Position</li> <li>• Telephone contact</li> </ul>	
5.	Commencement date	
6.	Completion date	
7.	Value of the project	
8.	Number of technical staff provided by your company for the project	
9.	Other third party company(ies) involved: <ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Roles and responsibility of the company</li> <li>• Contact Address</li> <li>• Physical Address</li> <li>• Tel No.</li> <li>• Fax No.</li> <li>• E-mail (where applicable)</li> </ul>	
10.	Brief Project Description:	
11.	Description of Solution Implemented	
12.	Support Issues: <ul style="list-style-type: none"> <li>• Are you providing annual maintenance support for the solution supplied?</li> <li>• State the type of maintenance contract you are offering</li> <li>• State annual costs</li> </ul>	
13.	State any challenges experienced by yourselves during your previous project implementation	

## **APPENDIX II – EVALUATION CRITERIA**

<b>No.</b>	<b>Item</b>	<b>Marks (100)*</b>
<b>1.</b>	<b>Mandatory Items</b>	
	Performance Security Proposal at contract signing	Mandatory
	Bank Bid Bond	Mandatory
	Certification for the Installation of a similar monitoring and evaluation system (bidders must attach client completion certificates)	Mandatory
	Ability to offer continued support for the Implemented Java and SQL Server database at all times	Mandatory
<b>2</b>	<b>References</b>	<b>10</b>
	Provide at least three reference sites	
<b>3.</b>	Technical aspects of the application	<b>35</b>
	<ul style="list-style-type: none"> <li>• System status monitoring</li> </ul>	
	<ul style="list-style-type: none"> <li>• System performance monitoring</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provision for backup and restore</li> </ul>	
	<ul style="list-style-type: none"> <li>• User Security features</li> </ul>	
	<ul style="list-style-type: none"> <li>• System security features</li> </ul>	
	<ul style="list-style-type: none"> <li>• System functionality as per technical specifications document</li> </ul>	
<b>5.</b>	<b>Technical Capacity of Key Staff</b>	<b>25</b>
	<ul style="list-style-type: none"> <li>• <b>Years of service</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Education</li> </ul>	
	<ul style="list-style-type: none"> <li>• Experience (include CV's)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certification of application support staff (provide evidence)</li> </ul>	
<b>7.</b>	<b>Capacity of the Organization</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>• Organization Structure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Value of project undertaken in the last 5 years</li> </ul>	
	<ul style="list-style-type: none"> <li>• Financial reports for the last three years</li> </ul>	
	<ul style="list-style-type: none"> <li>• Have been in the market for not less than 3 years</li> </ul>	
	<ul style="list-style-type: none"> <li>• Equipment and key staff</li> </ul>	
	<ul style="list-style-type: none"> <li>• Warranty for proposed application</li> </ul>	
	<b>Support &amp; management</b>	<b>20</b>
	<ul style="list-style-type: none"> <li>• Helpdesk/Fault escalation mechanism</li> </ul>	
	<ul style="list-style-type: none"> <li>• Response time</li> </ul>	
<b>8.</b>	<b>Total</b>	<b>100</b>