**Application**

**for REC CAUCASUS service contract**

**Publication Reference Number: 024RECC/G/UNEP-2023-SRV-57-BL110402**

|  |  |
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| **Contract Title:** | **The Design, Development, Testing and Activation of a Software for Technicians Certification Management** |
| **Contract Type:** | Global Price Based |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (RECC) |
| **Programme/Project Number:** | **“Georgia’s Integrated Transparency Framework for Implementation of the Paris Agreement”**  **(GEF Project ID: 10028)** |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

Dear Madam/Sir,

This cover letter and its attachments constitute the Technical Part and Financial Part of the application by me, which I am submittingin response to the tender with Reference Number **024RECC/G/UNEP-2023-SRV-57-BL110402** for procurement of the service contract ***The Design, Development, Testing and Activation of a Software for Technicians Certification Management*** within the framework of the above-mentioned Project. This letter also serves as our company’s **Application Submission Form** and I hereby make the following declarations:

1. ................... is available and willing to work during the period required by the assignment which is the subject of the Terms of Reference;
2. I declare that ................... is not in a situation of conflict of interest or unavailability;
3. I will inform the REC Caucasus immediately if there is any change in the above circumstances at any stage during the selection procedure or during the implementation of the tasks;
4. I fully recognise and acknowledge that, should I have made false declarations, committed substantial errors, irregularities or fraud, I shall be subject to exclusion from selection procedure and contract;
5. I am aware that, for the purposes of safeguarding the financial interests of the REC Caucasus, ................... and my personal data may be transferred to REC Caucasus internal and/or external audit services.

Sincerely,

|  |  |
| --- | --- |
| **Name** | ……………………………………… |
| **Signature** |  |

TECHNICAL PART

*Technical Offer*

PUBLICATION REFERENCE

024RECC/G/UNEP-2023-SRV-57-BL110402

A.1 Professional Experience of Service Provider

List of same or similar contracts successfully completed in the past 3 years and evidences of successful completion.

ბოლო 3 წლის განმავლობაში წარმატებით დასრულებული იგივე ან მსგავსი კონტრაქტების ჩამონათვალი და წარმატებით დასრულების მტკიცებულებები.

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| --- | --- | --- | --- | --- |
| **Description of the Contract**  კონტრაქტის დასახელება | **Date (year)**  თარიღი (წელი) | **Place of completion**  განხორციელების ადგილის | **Total Cost**  **In GEL**  სრული ღირებულება ლარში | **Evidences of successful**  **completion**  **(e.g., Acts of Acceptance-**  **Receipts and/or the Contracts).** **Documents shall be submitted as Annex 3**  წარმატებით დასრულების მტკიცებულებები  (მაგ., მიღება-  ჩაბარების აქტები ან/და ხელშეკრულებები). დოკუმენტები წარმოდგენილ უნდა იქნეს მე-3 დანართის სახით |
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A.2 Specific Professional Experience Service Provider

Name official documents, notices, certificates, contracts, etc. that prove that you have:

* 7 years of working experience;
* At least 4 years of working experience in software development on enterprise-level projects.

ოფიციალური დოკუმენტები, ცნობები, სერთიფიკატები ან/და კონტრაქტები და ა.შ., რომლებიც ადასტურებენ:

* 7-წლიან სამუშაო გამოცდილებას;
* მინიმუმ 4-წლიან სამუშაო გამოცდილებას პროგრამული უზრუნველყოფის მიმართულებით კომპანიების პროექტების დონეზე.

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| --- | --- | --- | --- |
| **Description of the Document**  დოკუმენტის დასახელება | **Date (year)**  თარიღი (წელი) | **Place** | **Evidence**  **(e.g., official documents, notices, certificates, contracts).** **Documents shall be submitted as Annex 4**  მტკიცებულებები  (ოფიციალური დოკუმენტები, ცნობები, სერთიფიკატები, კონტრაქტები). დოკუმენტები წარმოდგენილ უნდა იქნეს მე-4 დანართის სახით |
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…….……………………….

Director

Company Name

Date : ……………… 2023

E. Portfolio

*Please provide the portfolio of your previous work below.*

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B. Reporting Timetable

| **Deliverables** | **Name** | **Submission Deadline** |
| --- | --- | --- |
| ***R1*** | ***Report on developed technicians’ data base and protected user account with specific requirements*** | ***Click or tap to enter a date.*** |
| ***R2*** | ***Report on developed computer-based exam module with before, during and after the exam functions, and certificate and licence card generation and printing*** | ***Click or tap to enter a date.*** |
| ***R3*** | ***Report on developed general workflow of the Software regarding registration, internal system, windows authorization, validation, examination and certificate generation.*** | ***Click or tap to enter a date.*** |
| **Duration of the Whole Assignment** | | ***from: Click or tap to enter a date.***  ***to: 2023.08.31*** |

C. assignment implementation approach

*Please provide a description of the approach for the implementation of the assignment in accordance to the tabular format presented below:*

| **Deliverables** | **Approach** |
| --- | --- |
| ***Report on developed technicians’ data base and protected user account with specific requirements*** | |
| **Tasks:** Develop technicians’ data base and protected user account with specific requirements.  This task includes:   * **Ensuring that the Software package has the technicians data base with:** the technician’s name, surname, date of birth, ID card identity number, mobile number, email address, company name (if applicable), region/municipality, certificate number, certificate validity period dates, certificate renewal status; protected user account for technicians; |  |
| ***Report on developed computer-based exam module with before, during and after the exam functions, and certificate and licence card generation and printing*** | |
| **Tasks:** Develop computer-based exam module with before, during and after the exam functions, and certificate and licence card generation and printing.  This task includes:   * **Ensuring that the Software package has the following functions (Before the exam):** Allowing an applicant to upload exam fee payment check and photo 3X4 or indicate that the documents will be presented in-person via personal user account;allowing an applicant to select tentative exam dates (three options) and receive the approval from the software manager via personal user account;Before the exam, displaying the exam rules on the computer screen (the number of questions, how many mistakes are allowed, the right to jump the questions, and then go back, the right answer will be assigned a green colour and wrong one red colour, etc.). * **Ensuring that the Software package has the following functions (During the exam):** displaying the minute countdown for the certification exam on the computer screen; in case of technical failure (e.g., power outage, internet cut, etc.) allowing the exam taker to continue the exam from the point where the test was terminated; allowing the exam taker to jump the questions, and then switch back; the right answers will be assigned a green colour and the wrong answers red colour; allowing the exam taker to make three mistakes out of thirty questions and after the fourth wrong answer, terminating the test and displaying the information window of the test failure on the computer screen; after all questions are answered by the exam taker, ending the test and displaying the test results, including the status of each question, on the computer screen automatically; * **Ensuring that the Software package has the following functions (After the exam):** for each applicant that passed the exam, automatically generating a filled-out digital licence card and certificate. Each certificate will have registration number generated by system. Numbering will be grouped by Test Suffix; making the digital certificate available for downloading and printing from personal user account; the Centre’s technician person will print the licence card during 10 days; synchronising technician data base information automatically with EIEC web-page; monitoring licence validity period and informing the appropriate technician and software manager on the license expiry date prior to one month, two weeks and three days before the expiration date through the email and SMS text (in case of MEPA decision); indicating the technicians expiring (during the last month of licence operating) and expired licence status with predefined colour mark in the data base. |  |
| ***Report on developed general workflow of the Software regarding registration, internal system, windows authorization, validation, examination and certificate generation.*** | |
| **Tasks:** Develop general workflow of the Software regarding registration, internal system, windows authorization, validation, examination and certificate generation. *For detailed information see Steps 5, 5.1, 5.2, 5.3 of the Planned activities in the Specific Objective of the Assignment of the ToR..*  This task includes:   * Ensuring that the Software development process regarding registration, internal system, windows authorization, validation, examination and certificate generation and printing matches the general workflow presented in ToR. |  |

Draft deliverables of the assignment are a subject of agreement with PMU, CCD, and stakeholders *(if necessary).*

The assignment will be implemented in close collaboration with National mitigation expert, PMU and CCD, including kick off meeting for introductory discussion and regular meetings on consideration of deliverables including JF meetings.

FINANCIAL PART

*Financial Offer*

REFERENCE

024RECC/G/UNEP-2023-SRV-57-BL110402

**BUDGET BREAKDOWN FOR GLOBAL PRICE BASED CONTRACTS**

Reference Number: 024RECC/G/UNEP-2023-SRV-57-BL110402

Date: dd/mm/yyyy

| **Deliverables** | **Name** | **The cost of the assignment in GEL (GROSS)** |
| --- | --- | --- |
| ***R1*** | ***Report on developed technicians’ data base and protected user account with specific requirements*** |  |
| ***R2*** | ***Report on developed computer-based exam module with before, during and after the exam functions, and certificate and licence card generation and printing*** |  |
| ***R3*** | ***Report on developed general workflow of the Software regarding registration, internal system, windows authorization, validation, examination and certificate generation.*** |  |
| **Total cost of the Assignment** | | **GEL (GROSS)** |

პრეტენდენტის მიერ დაფიქსირებულ სატენდერო წინადადების საბოლოო ფასსა და შესყიდვის სავარაუდო ღირებულებას შორის 20%-ით, ან მეტი ოდენობით სხვაობის შემთხვევაში, პრეტენდენტი ვალდებულია საკუთარი ხარჯებით უზრუნველყოს ფასწარმოქმნის ადეკვატურობის, კერძოდ შემოთავაზებულ ფასად ტენდერით გათვალისწინებული სამუშაოების შესრულების შესაძლებლობის დადასტურება.

In the event of a difference of 20% or more between the final price of the bid set by the bidder and the estimated cost of the purchase, the bidder is obliged to ensure at its own expense the adequacy of pricing, in particular, the possibility of performing the works provided for in the bid at the proposed price.

ფასწარმოქმნის ადეკვატურობის დადასტურება უნდა განხორციელდეს სსიპ „ლევან სამხარაულის სახელობის სასამართლო ექსპერტიზის ეროვნული ბიურო“-ს, ან შესაბამის სფეროში სხვა აკრედიტებული პირის მიერ გაცემული დასკვნის საფუძველზე.

Adequacy of pricing should be confirmed on the basis of the conclusion issued by the "Levan Samkharauli National Bureau of Forensic Expertise" or another accredited person in the relevant field.

Sincerely,

|  |  |
| --- | --- |
| **Name** | ……… ………………………… |
| **Signature** |  |

Place and date: …………………………………………………………….…

**Stamp of the firm/company/organization**

ANNEXES TO TENDER APPLICATION FORM FOR SERVICE CONTRACT

**Annex 1.**

**Updated** Business Registration Extract on entity (*or entities if consortium*) from the *Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities* issued by the National Agency of Public Registry (NAPR)

***www.napr.gov.ge***

**განახლებული** ამონაწერი მეწარმეთა და არასამეწარმეო (არაკომერციული) იურიდიული პირების რეესტრიდან.

***www.napr.gov.ge***

**Annex 2.**

The details of the bank account issued by a tenderer’s service bank operating in Georgia into

which payments should be made [*Bank Details of Account in National Currency*]

ტენდერში მონაწილე იურიდიული პირის ეროვნულ ვალუტაში ანგარიშის

საბანკო რეკვიზიტები

**Annex 3.**

Same or similar contracts successfully completed in the past 3 years and evidences of successful completion.

მომსახურების მომწოდებელმა სუბიექტმა უნდა წარმოადგინოს მსგავსი სახის სამუშაოების კონტრაქტი, როგორც კონტრაქტორის, მმართველი კონტრაქტორის ან ქვე-კონტრაქტორის სახით.

**Annex 4.**

Official documents, notices, certificates, and/or contracts, etc. that prove 7 years of working experience and at least 4 years of working experience in software development on enterprise-level projects.

მომსახურების მომწოდებელმა სუბიექტმა უნდა წარმოადგინოს ოფიციალური დოკუმენტები, ცნობები, სერთიფიკატები ან/და კონტრაქტები და ა.შ., რომლებიც ადასტურებენ 7-წლიან სამუშაო გამოცდილებასა და მინიმუმ 4-წლიან სამუშაო გამოცდილებას პროგრამული უზრუნველყოფის მიმართულებით კომპანიების პროექტების დონეზე.