

# RFP(Request for Proposal)

Cloud server service for hosting the  
Breeding Management System(BMS) –

IBP/ABEE Project

11/4/2020

# 1- CONTEXT- IBP/ ABEE Project

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- RFP CONTENT

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# 1- CONTEXT- IBP/ ABEE Project

- The ABEE project - *Fostering breeding networks and institutional breeding capacity in West Africa to develop climate-resilient crops for African smallholder farmers – ABEE (West Africa Breeding Networks and Extension Empowerment)* is a **5 years' project**, funded by the European Commission and coordinated by the West and Central African Council for Agricultural Research and Development (CORAF). The objective of this project is to foster a more coordinated regional and national approach to plant breeding, placing breeders from the three participating countries (Senegal, Burkina Faso and Niger) in the driving seat to lead the change, in close partnership with experienced actors in the Research for Development arena.
- The project will provide expertise, tools and technologies to breeders working on five target crops (cowpea, groundnut, millet, sorghum and Fonio) to help them to manage their ongoing breeding programmes effectively and efficiently, delivering improved varieties with traits based on the needs of farmers and value chains actors (Demand-Led Breeding, or DLB), and to engage entrepreneurs (especially youth) to establish seed businesses to ensure that farmers have access to the new varieties and other inputs necessary to improve productivity.
- In this project, the breeding programmes will be digitised, to improve data quality, documentation and analysis. Therefore, AfricaRice/IBP has been contracted to support the national programmes in the target countries to modernize their breeding programmes and to better manage their breeding data, using the Breeding Management System (BMS).

## 2- PURPOSE OF THE RFP

- The Breeding Management System (BMS) (<https://bmspro.io/>) is a comprehensive suite of software tools for crop breeding. It is designed to help breeders manage their breeding programmes more efficiently so that they may develop improved cultivars faster and at lower cost. The BMS is a web-based product that is delivered to our customers as SaaS (Software as a Service) or directly on the client premises.
- BMS Pro allows for a productive and extensive data exchange among breeders that are consequential in the development of superior crop varieties. It utilizes cutting edge technologies such as servers in the cloud to resolving connectivity and data exchange amongst programs with a given institutions and/or across institutions. The rental of server space in the cloud is therefore a must have to run and maintain effectively the 5 BMS instances of the ABEE project (one instance for each of the four national programs and one regional instance). **This service will provide access to cloud space to host 5 BMS instances for 5 years**

## 3-INSTRUCTION TO BIDDERS

### Schedule of the Tender

- The estimated timetable for the tender procedure is as follows
- Launch of tender: **06<sup>th</sup> November 2020**
- Deadline for submitting bids: **06<sup>th</sup> December 2020 4:00pm, Abidjan local time.**
- A committee will review and analyze proposals received.
- Notification and signing of **5 years contract** will be done at the end of the selection process
- And a Notification will be sent to the non-winning Bidders

### Joint Venture

Where a joint venture or any other form of partnership approach is proposed, bidders are required to provide full details of the JV and nature of relationship with other Joint Venture members. Bidders forming a joint venture shall nominate an authorized representative of the Joint Venture (duly evidenced by submitting a power of attorney signed by a legally authorized representative of the Joint Venture who shall have the authority to conduct all business for and on behalf of all members and enter into the contract. All members shall be jointly and severally liable for the performance of any resulting contract.

## 3-INSTRUCTION TO BIDDERS

### Cost

The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. AfricaRice shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### Language

The Bid, as well as any and all related correspondence exchanged by the Bidder and AfricaRice, shall be written in English.

### Currency

All bidders must submit their quotes in United States Dollars (USD) and all financial offers should exclude VAT .

### Validity period of Proposals

**Bid shall remain valid for ninety (90) days commencing on the submission deadline date.** A Bid valid for a shorter period shall be immediately rejected by AfricaRice and rendered non-responsive. In exceptional circumstances, prior to the expiration of the Bid validity period, AfricaRice may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing and shall be considered integral to the Bid.

## 3-INSTRUCTION TO BIDDERS

### Submission of bids

- Bids should be sent electronically at [A.Quotation@cgiar.org](mailto:A.Quotation@cgiar.org)
- The technical offer should be separated from the financial offer. The offers should be sent in different files.
- Bidders should send an electronic proposals password protected in PDF format only, with separate passwords for Technical and Financial proposals, and free of virus.
- Password for the Technical and Financial Proposal will be provided when AfricaRice will communicate the date of Bid Opening.
- **The Subject of the mail should be titled: RFP/2020-010/ IBP\_ABEE Project/ PSU/DOF**
- It is strongly recommended that the bidders write the passwords and save it in a safe place. If AfricaRice is unable to open the file because of forgotten password(s) the proposal will be disqualified.

## 3-INSTRUCTION TO BIDDERS

- As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the deadline.
- Bidders should be aware that bids e-mailed to AfricaRice will be rejected if they are received after the deadline for bid submission.
- When choosing to submit their proposals electronically, Bidders are solely responsible for ensuring that any and all files sent to AfricaRice are readable, that is, uncorrupted, in a good electronic format, and free from viruses and malware.
- Proposal sent to the private email addresses of any procurement staff may be rejected. All files should be password protected. Technical and Financial Proposals must have different passwords that prevent opening of file.

## 3-INSTRUCTION TO BIDDERS

### Clarification of the Tender

Bidders may request clarification of any article of the tender no later than five (05) days prior to the Bid submission date. Any request for clarification must be sent in writing through electronic means to [A.Quotation@cgiar.org](mailto:A.Quotation@cgiar.org) AfricaRice will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.

### Amendment of the Tender

At any time prior to the deadline for submission of Bid, AfricaRice may for any reason, such as in response to a clarification requested by a Bidder, modify the tender in the form of a Supplemental Information to the Request. All prospective Bidders will be notified in writing of all changes/amendments.

In order to give, prospective Bidders, reasonable time to consider the amendments in preparing their Bid, AfricaRice may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment justifies such an extension.

### Deadline for the submission of Bid and late bids

Bids must be received by AfricaRice at [A.Quotation@cgiar.org](mailto:A.Quotation@cgiar.org) not later than **06<sup>th</sup> December 2020** at 4:00 pm. Abidjan local time

AfricaRice shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by AfricaRice after the deadline shall be declared late, rejected, and Unsuccessful bidder notified.

## 3-INSTRUCTION TO BIDDERS

### Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the process, even after publication of the contract award.

Any effort by a Bidder to influence AfricaRice in the examination, evaluation and comparison of the Bid or contract award decisions may result in the rejection of its Bid.

### Amendment or withdrawal of an offer

Any change to the tenders must be received before the deadline for submission of bids. Bidders must clearly indicate that the change cancels the initial offer and then specify the changes in relation to the first offer.

Similarly, bidders may withdraw their offers by asking AfricaRice headquarters in writing to the email address indicated and with the subject line before the bid analysis.

Erasure or corrections made in the bid should be explained and must bear the signature of the authorized person. It is advisable for bidders to read all the instructions provided to them. Any bidder who does not respect this clause will bear the risks and inconvenience.

### AfricaRice's rights

AfricaRice reserves the right to accept or reject an offer.

## 3-INSTRUCTION TO BIDDERS

### □ AfricaRice, also reserves the right to:

- Contact customers as references cited by the applicant;
- Request additional information to bidders;
- Arrange interviews with applicants;
- Reject any or all the bids;
- Award the contract to several tenderers in order to achieve the objectives

### □ Ethics clauses

- Any attempt by a candidate or bidder to obtain confidential information, reach unlawful agreements with competitors or influence the selection committee during
- the examination procedure, request for clarification, evaluation and comparison will lead to the rejection of his proposal.
- A bidder shall not have a conflict of interest that would call into question its participation in the procurement process and award of contract. Bidders shall disclose any potential or actual conflict of interest in the disclosure form and during execution of any contract. All bidders found to have a conflict of interest may be disqualified. If during performance of the contract, such a situation occurs, the Contractor must immediately inform AfricaRice.
- The contractor must at all times act impartially and as a faithful adviser in accordance with AfricaRice's professional code of ethics. He cannot engage AfricaRice, in any way without its prior written consent.

## 3-INSTRUCTION TO BIDDERS

- During the course of the contract, the selected supplier and his staff are committed to respect human rights and shall not engage in discriminatory practices related to race, ethnicity, religion, nationality, gender, age, sexual orientation, marital status, citizenship status, infirmity etc...
- The contractor and its staff are bound by professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the holder in connection with performance of the contract are confidential.
- It is AfricaRice's policy that bidders/suppliers observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, AfricaRice shall reject a proposal if it determines that the bidder, or any of its personnel, agent, consultant, subcontractor or service provider, has, directly or indirectly, engaged in "Corrupt", "Fraudulent", "Collusive", "Coercive" or "Obstructive" practices in competing for the contract in question. AfricaRice may also declare the bidder ineligible for participation in future procurement and award of contracts, either indefinitely or for a stated period of time.
- A bidder/supplier who offers any gift of any value to AfricaRice's staff will be considered to be influencing the procurement process. AfricaRice will reject a proposal if it determines that any such gift has been offered.

# 4-TERMS OF REFERENCES

## ❑ Background and Objectives

- Pls refer to the **Purpose of the RFP**

## ❑ Requirements

- The service will include the following support duties:
- Rental and management of cloud space for 5 BMS instances with the following minimum requirements:
  - **Windows 2016, Linux ubuntu and CentOS operating systems**
  - **T2-T3.large, 8G of RAM, 2 vCPU, 100-500G of Storage to be adjusted based on usage and user requirements**
  - **General purpose SSD**
  - **Low to Moderate (I/O)**
  - **1500 IOPS**
- Installation of the BMS Pro instances;
- Technical support and troubleshooting in the MySQL database of the BMS, as needed;
- Adjust server configuration over time (mainly computer usage and storage volume) based on evolving needs of customers;
- Daily backup;
- Run periodic upgrades of new version (one release every 4 months), in tight collaboration with the IBP team.

## ❑ Support:

- Proven record of support and troubleshooting of productive crop information systems in the cloud;
- Multiplatform infrastructure support (Windows, Linux);
- Ability to provide server technical support, including trouble shooting 24x5.

# 4-TERMS OF REFERENCES

## ❑ Firms profile

- The following requirements are expected from the firms to apply:
- At least 5 years' experience in providing services and software access via the cloud;
- Expertise in supporting bioinformatic Systems dealing with crop sciences will be an absolute requirement;
- Experience with the BMS Pro will be a plus;
- Record of partnership in international projects, including past/present working relationships with the CGIAR and National Programs in West Africa.

## ❑ The qualifications of the project team

- At least a cloud server management expert with a solid experience in managing Amazon servers and database system;
- Expertise in managing and supporting MySQL Database;
- Expertise in managing and supporting Windows and/or Linux servers;
- The server management expert shall have full English proficiency for communicating with the IBP and availability within the Americas and Europe/Africa time zones for server troubleshooting;
- The firm shall manage the administrative side of the employees and ensure that the employee performs according the IBP expectations.

## 5-BID SUBMISSION EVALUATION AND AWARD

- All prospective service providers must submit a technical and financial proposal.

### Technical proposal content

- The Technical bid should comprise of:
- A Company profile which provides a brief description of the organization / firm submitting the Bid; its legal mandates/authorized business activities, number of employees, the year and country of incorporation. The Template in **Appendix 1(A or B)** may be used;
- The litigation history form in **Appendix 2** filled and signed;
- The bidder's experience in similar jobs: The bidder must have at least 5 years' experience in providing services and software access via the cloud;
- A proof of at least **one** experience in successfully similar project realized;
- The list of proposed staff who will work on the project plus their CVs/Resume. Please refer to **Appendix 3A and 3B** Form, to fill out the required information;
- Please note that the project lead must possess basic knowledge of agricultural research and development in Africa;
- Ability to produce materials in English.

## 5-BID SUBMISSION EVALUATION AND AWARD

- **Appendix 4: Technical Analysis Evaluation sheet details the evaluation criteria.**

Bidders whose bids have not obtained the required minimum score or have been found to be non-responsive to the Tender Documents, will be notified and will be advised that their financial proposal will be returned to them without having been opened at the end of the selection process.

- **Financial evaluation**

Bidders obtaining the minimum Qualifying Technical Score will have the financial proposals opened.

The financial proposals shall be evaluated in accordance with the formula below. The bidder with the lowest financial proposal ( $F_m$ ), shall be given 100 points. The financial scores of the other bidders ( $F$ ) shall be computed as follows:

$$N_f \text{ (financial score)} = 100 \times F_m / F$$

( $F$  = amount of financial proposal of other bidders)

# 5-BID SUBMISSION EVALUATION AND AWARD

## 1) Final ranking and award

- Proposals shall be ranked according to technical score (Nt) and financial score (Nf) using the weights (the weight given to the technical proposal, 70%) and (the weight given to the financial proposal 30%) indicated in the above:

- Final Score (NG) = Nt x 70% + Nf x 30%**

- The bidder with the highest combined technical and financial score will be ranked first and eligible for award of the contract and with whom satisfactory price and terms can be negotiated and agreed upon. In case of failure of the negotiations, AfricaRice will consider the second ranked bidder and so on until an agreement is reached with one of the qualified bidders.

## 1) Post-qualification/Due Diligence

- Prior to award of the contract, AfricaRice carry out due diligence exercise which may include but need not be limited to all or any combination of the following:

- Verification of accuracy, correctness and authenticity of information provided by the Bidder;
- reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;
- Physical inspection of the Bidder's offices, branches or other places, with or without notice to the Bidder;
- Other means that AfricaRice may deem appropriate, at any stage within the selection process, prior to awarding the contract.

# 5-BID SUBMISSION EVALUATION AND AWARD

- Financial proposal content

- The financial proposal should comprise of:
- The total cost, all included, for the rental and maintenance of cloud resources (Amazon) to host 5 BMS instances over the five (5) years of the project. This cost should also include the support services, including software upgrade and trouble shooting.

## Evaluation of Bids

- The bids submitted and received on time will be reviewed and analyzed by a tender committee set up for the purpose.
- Technical proposals shall be evaluated using a two stages evaluation procedure.
- Bidders which have satisfied the minimum technical evaluation score (based on documentation submitted in the technical proposals) of **70 points (Qualifying Technical Score) will be considered for financial evaluation and its Financial Proposal will be opened. Bidders scoring less than 70 points will be rejected.**
- The award shall be made to the bidder receiving the highest combined final score and ranked no “1” and with whom satisfactory price and terms can be negotiated and agreed upon.

## Technical evaluation

- At this stage, the committee will select suppliers who:
- have proven experience in knowledge in providing services and software access via the cloud;
- have proven specific experience in successfully and substantially implemented projects of a similar nature and complexity provided strong references;
- have proposed a coherent methodology for implementation, and planning;
- have proposed a coherent work plan with key milestones;
- The evaluation of the technical proposals is noted on one hundred (100) points. An offer is declared technically valid to be considered for financial analysis when it obtains at least 70 points. Thus, only technical proposals that have totaled a minimum of 70 points out of 100 points will be qualified for the financial evaluation.

## APPENDIX 1

### APPENDIX 1 A: BIDDER INFORMATION SHEET

1. Bidder's Legal Name:
2. In case of joint venture or any other form of partnership (JV), legal name of each party:
3. Bidder's actual or intended Country of Registration, Constitution or Incorporation:
4. Bidder's actual or intended Year of Registration, Constitution or Incorporation:
5. Bidder's legal address in Country of Registration, Constitution or Incorporation:
<b>6. Bidder's Authorized Representative Information:</b>  Name:  Address:  Telephone/Fax numbers:  Email Address:
7. Attached are copies of original documents of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Articles of Incorporation or Registration of firm named and information on the capital structure.</li> <li><input type="checkbox"/> In case of JV, letter of intent to form a legally enforceable JV including a draft agreement, or JV agreement</li> <li><input type="checkbox"/> Organizational chart of the company and list of current staff</li> </ul>

## APPENDIX 1 B: PARTY TO JOINT VENTURE INFORMATION SHEET

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration, Constitution or Incorporation:
4. JV's Party Year of constitution or registration into a legally enforceable JV:
5. JV's Party Legal address in Country of Registration, Constitution or Incorporation:
6. JV's Party Authorized Representative Information:
Name:
Address:
Telephone/Fax numbers:
Email Address:
7. Attached are copies of original documents of:
<input type="checkbox"/> Articles of Registration, Constitution or Incorporation of firm named and information on the capital structure.
<input type="checkbox"/> A letter of intent to form a legally enforceable JV including a draft agreement, or JV agreement and power of attorney nominating an authorized representative of the JV
<input type="checkbox"/> Organizational chart of the company and list of current staff

## APPENDIX 2: LITIGATION HISTORY

<p>Non-Performing Contracts – contracts terminated in the past <b>three (3) years</b> for unsatisfactory performance or default</p> <p><input type="checkbox"/> Contract non-performance did not occur during the stipulated period</p> <p><input type="checkbox"/> Contract non-performance during the stipulated period</p>			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
		<p>Name of Purchaser:</p> <p>Address of Purchaser:</p> <p>Contract description:</p> <p>Contract award date:</p> <p>Termination date:</p> <p>Reason for termination:</p>	



## APPENDIX 3 A: KEY PERSONNEL

Key Professional Personnel				
Name of Staff	Organization	Area of Expertise	Position Assigned	Task Assigned

## APPENDIX 3 B: RESUME OF PROPOSED PERSONNEL

<b>Position*</b>		
<b>Personnel information</b>	<b>Name*</b>	
	<b>Professional qualifications</b>	
<b>Present employment</b>	<b>Name of employer</b>	
	<b>Address of employer</b>	
	<b>Telephone</b>	<b>Contact (manager / personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title</b>	<b>Years with present employer</b>

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

<b>From</b>	<b>To</b>	<b>Company / Project / Position / Relevant technical and management experience</b>

## APPENDIX 4: Technical Analysis Evaluation

Acceptance criteria of bid ( if( the following criteria are not met the technical proposal will not be analyzed )	Pass/fail
The bidder does not have a contract(s) terminated in the last three (3) years for unsatisfactory performance or default	Pass/fail
The bidder is not involved in litigation that represents more than 50% percent of the bidder's net worth.	Pass/fail
<b>TECHNICAL EVALUATION</b>	<b>SCORE</b>
<b>EXPERIENCE</b>	<b>30</b>
At least 5 years of experience in providing maintenance services and software access via the cloud	10
Proven experience in hosting and supporting cloud-based software platforms dealing with plant sciences	10
Proven support in international projects and exposure to multi-cultural environment	5
Good understanding and existing working relationships with the CGIAR	5
<b>METHODOLOGY OF THE WORK</b>	<b>30</b>
Compliance with the technical terms of reference	10
Working methodologies to implement rental and maintenance of cloud resources as well as troubleshooting in MySQL database	10
Skills for code documentation/publication + Ability to produce support material in English and French	5
Relevant innovations proposed to improve the quality of service and eventually reduce cloud rental cost	5
<b>RESOURCES</b>	<b>40</b>
Team Composition and Professional Experience of Team Members	20
Project manager 5 years experience of similar project with solid experience in Amazon servers and database system	10
Capacity to provide support services (24/5)	10
<b>TOTAL</b>	<b>100</b>