



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

নং- ১৭.০০.০০০০.০৫৫.৭১.০০১.১৮-১৪৫

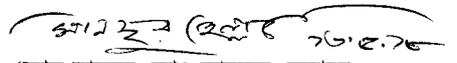
তারিখ : ১৩/০৫/২০১৮ ইং

## “RFQ বিজ্ঞপ্তি”

Forum of Election Management Bodies of South Asia (FEMBoSA) এর web portal করার লক্ষ্যে প্রকৃত সরবরাহকারী প্রতিষ্ঠানের নিকট হতে দরপত্র আহবান করা যাচ্ছেঃ

শর্তাবলীঃ

- ১। আগামী ২২-০৫-২০১৮ ইং তারিখ দুপুর ১২.০০ ঘটিকায় নিম্ন-স্বাক্ষরকারীর অফিস কক্ষে সরাসরি/ সাধারণ ডাকযোগে/ ই-মেইল/ কুরিয়ার সার্ভিস এর মাধ্যমে কোটেশন দাখিল করা যাবে;
- ২। এতদসংক্রান্ত নির্ধারিত কোটেশন ফরম অত্র সচিবালয়ের উপাত্ত প্রশাসন শাখা হতে অথবা ওয়েবসাইট ([www.ecs.gov.bd](http://www.ecs.gov.bd)) হতে ২২-০৫-২০১৮ ইং তারিখ দুপুর ১২.০০ ঘটিকার মধ্যে সংগ্রহ করতে হবে;
- ৩। কোটেশন ফরমের প্রতি পৃষ্ঠায় দরদাতা প্রতিষ্ঠানের সীল এবং স্বাক্ষর থাকতে হবে;
- ৪। দরপত্রের সহিত হালনাগাদকৃত ভ্যাট রেজিস্ট্রেশন সার্টিফিকেট, আয়কর প্রত্যয়নপত্র, ট্রেড লাইসেন্স এবং ব্যাংক সলভেন্সি সার্টিফিকেট এর সত্যায়িত কপি দাখিল করতে হবে;
- ৫। কার্যাদেশ প্রাপ্তির ১৫ (পনের) কর্মদিবসের মধ্যে FEMBoSA web portal সরবরাহ করতে হবে;
- ৬। FEMBoSA web portal সরবরাহের কাজ সম্পাদন করে বিল পরিশোধের জন্য ৩(তিন) প্রস্থ বিল এ সচিবালয়ে দাখিল করতে হবে;
- ৭। যে কোন দরপত্র গ্রহণ অথবা বাতিল করবার ক্ষমতা অত্র সচিবালয়ের রয়েছে;
- ৮। প্রচলিত নিয়ম অনুযায়ী প্রাপ্য বিল হতে আয়কর ও ভ্যাটসহ অন্যান্য চার্জ প্রযোজ্য হারে কর্তন করা হবে।



(আবু নাছের মোঃ মানচুর হেলাজ)  
সহকারী প্রোগ্রামার (উপাত্ত প্রশাসন)

ফোন: ৫৫০০৭৫৬৪

ই-মেইল: [hallaz@ecs.gov.bd](mailto:hallaz@ecs.gov.bd)

অনুলিপি বিতরণ :

- ১। নোটিশ বোর্ড, নির্বাচন কমিশন সচিবালয়, নির্বাচন ভবন, আগারগাঁও, ঢাকা।
- ২। নির্বাচন কমিশন সচিবালয়ের ওয়েবসাইট ([www.ecs.gov.bd](http://www.ecs.gov.bd))
- ৩। অফিস নথি

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অফিসের ঠিকানাঃ

নির্বাচন ভবন, প্লট নং-ই-১৪/জেড, আগারগাঁও, ঢাকা-১২০৭

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ [secretary@ecs.gov.bd](mailto:secretary@ecs.gov.bd) ওয়েব এড্রেসঃ [www.ecs.gov.bd](http://www.ecs.gov.bd)



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়



## **BANGLADESH ELECTION COMMISSION**

### **Election Commission Secretariat**

Nirbachan Bhaban, Agargaon, Dhaka

FEMBoSA Web Portal develop

RFQ No:17.00.0000.055.71.001.18-145 , Date: 13/05/2018

অফিসের ঠিকানাঃ

নির্বাচন ভবন, প্লট নং-ই-১৪/জেড, আগারগাঁও, ঢাকা-১২০৭

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ secretary@ecs.gov.bd ওয়েব এড্রেসঃ www.ecs.gov.bd

## **Guidance Notes on the use of The Request for Quotation Document**

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 6 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.

(1/2)

# Bangladesh Election Commission

Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka

**REQUEST FOR QUOTATION**

for

**FEMBoSA Web Portal develop**

**RFQ No: 17.00.0000.055.71.001.18-145**

**Date: 13/05/2018**

To

[insert name and address of the Quotationers]

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1. The Election Commission Secretariat has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail shall be submitted to the office of the undersigned **on or before 22 May, 2018 12.00 p.m.**. The envelope containing the Quotation must be clearly marked "Quotation for **FEMBoSA Web Portal develop**" and **DO NOT OPEN** before **22 May, 2018; 12.00p.m.**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least 15 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number** and **Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The supply of Goods and related services shall be completed within 15 days from the date of issuing the Purchase Order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 15 days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Signature of the official inviting Quotation

Name : **Abu Naser Md. Manchor Hallaz**.....

Designation : Assistant Programmer, Data Administration Section.....

Date : --13 May, 2018.....

Address: **Nirbachan Bhaban, Agargaon, Dhaka** ..... Phone No : **55007564**.....

Cell Phone No : **01752921278**.....

Fax No..... e-mail : **hallaz@ecs.gov.bd**.....



**A.N.M. Manchor Hallaz**  
Assistant Programmer  
Election Commission Secretariat  
Dhaka.

**Distribution:**

1. [Authorized Officer]for posting in the website, if applicable. [Election Commission Website: [www.ecs.gov.bd](http://www.ecs.gov.bd)]
2. Notice Board.
3. Office File.

## Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 17.00.0000.055.71.001.18-145

Date: 13/05/2018

To:

*Abu Naser Md. Manchor Hallaz  
Assistant Programmer  
Data Administration Section  
Election Commission Secretariat  
Nirbachan Bhaban, Agargaon, Dhaka*

I/We, the undersigned, offer to up gradation website in conformity with the Terms and Conditions for **FEMBoSA Web Portal develop**.

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

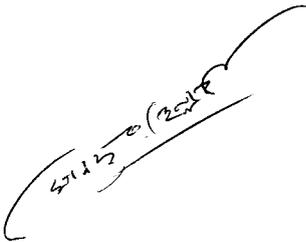
My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of upgradation website.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on ---- May, 2018.

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.



Signature of Quotationer with Seal

Date:

## Price Schedule for FEMBoSA Web Portal develop and Related Services

RFQ No:17.00.0000.055.71.003.14-145, Date: 13/05/2018

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods	Remark
					In figure	In words			
1	2	3	4	5	6	7	8	9	
1	1	FEMBoSA Web Portal develop	unit	1				BCC	Supply
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure			
						In words			
Goods to be supplied to			BCC						
Total Amount in Taka (in words)			[enter the Total Amount as in Col.8 above for the delivery of FEMBoSA Web Portal develop and related services].						
Delivery Offered			15 days from date of issuing the Purchase Order]						
Warranty Provided			None						

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

[insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

**Note:**

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7 & 8 by the Quotationer.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



## Technical Specification of the FEMBoSA Web Portal develop Required

SI no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1	1	FEMBoSA Web Portal develop	Annexure-A		

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

<b>Signature of Quotationer with Seal</b>	Date: dd/mm/yy
Name of Quotationer	

**Note:**

1. Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
2. Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the 'FEMBoSA Web Portal develop' and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
3. Technical Specifications of the 'FEMBoSA Web Portal develop' and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the 'FEMBoSA Web Portal develop' offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



# Bangladesh Election Commission

Election Commission Secretariat

Nirbachan Bhaban, Agargaon, Dhaka

## PURCHASE ORDER FOR THE 'FEMBoSA Web Portal develop' of Bangladesh Election Commission

Purchase Order No. \_\_\_\_\_ Date: dd/mm/yy

RFQ No : 17.00.0000.055.71.001.18-145	Date: 13/05/2018
To: [name and address of the Supplier]	
Delivery Date: [insert completion date]	Order Value: TK. [insert Contract Price]
Delivery: As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you' **FEMBoSA Web Portal develop**' and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the <b>FEMBoSA Web Portal develop</b> Required Attached Certified photocopy of Terms and Conditions
For the Purchaser:
Signature of the Procuring Entity with name and Designation
Date

Attachments: As stated above

# Terms and Conditions for FEMBoSA Web Portal develop and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within 15 days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the '**FEMBoSA Web Portal develop**' and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the '**FEMBoSA Web Portal develop**' are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual '**FEMBoSA Web Portal develop**' in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Up gradation website and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[insert figure][in words]**.
12. The minimum Warranty Period of the Supplies shall be 1(one) years.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Up gradation website and related services .
15. Any claim arising out of delivery of Up gradation website and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage or hacked to the website during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.



18. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver website and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of website and related services.
  - c. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

<b>For the Purchaser:</b>	<b>For the Supplier:</b>
Signature of the Procuring Entity with name and Designation	Signature of the Supplier with name Designation
Date	Date





## Annexure-A

### Terms of Reference For "The Forum of Election Management Bodies of South Asia (FEMBoSA)"

<b>Program title:</b>	The Forum of Election Management Bodies of South Asia (FEMBoSA) is a regional establishment for cooperation among the SAARC EMBs.
<b>Program No:</b>	.....
<b>Contract no</b>	.....
<b>Consulting firm</b>	.....
<b>Objective of the support:</b>	The Objective of this assignment is to develop a world class web based portal for FEMBoSA. Where the actions, functions and operations can be integrated and managed centrally.
<b>Duration of assignment:</b>	08 April 2018 to 30 December 2018

✓

## Terms of References:

The Terms of Reference (ToR) explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Consultant, and expected results and deliverables. The consultant must go through this thoroughly before discussing the methodology, work-plan, and estimating the effort.

## Introduction:

The Forum of Election Management Bodies of South Asia (FEMBoSA) is a regional establishment for cooperation among the SAARC EMBs. The idea of instituting such Forum was conceived in the meeting held in Dhaka, Bangladesh, in 2010. The next (second) meeting held in Pakistan in 2011 consolidated the plans of formalizing the Forum. The formal launch of the FEMBoSA was resolved in the third meeting in New Delhi in 2012 in which a charter of FEMBoSA was signed. The fourth meeting was hosted by the Election Commission of Bhutan in October, 2013 on the theme 'Sharing Experiences and Resources for Better Electoral Practices in South Asia.' With the resolution of the fourth meeting, the Election Commission, Nepal is organizing the fifth meeting in November 2014 in Kathmandu with the theme "Regulating Campaign Finance: Ensuring Free & Fair Elections".

## OBJECTIVES OF FEMBoSA

According to Article 1 of the charter of FEMBoSA , its objectives are to;

1. Promote contact among the Election Management Bodies of SAARC countries;
2. Share experiences with a view to learning from each other's and
3. Cooperate with one another in enhancing the capabilities of the Election Management Bodies towards conducting free and fair elections

## Scope of Work:

The Objective of this assignment is to develop a world class web based portal for FEMBoSA where the actions, functions and operations can be integrated and managed centrally. The portal will incorporate all member countries and track their activities automatically. It will be able to generate reports and statistics from the data collected through other portals of member countries.



## Specific Objectives:

### 1. Basic website and content management system:

- ✓ General Content management system (CMS) for basic FEMBoSA website.
- ✓ There has a home page, text content page FEMBoSA, Participants details page, Participants from the respective countries, notice/news board, , Gallery/publication page, and also login system for respective users. Total website will be responsive and dynamic. And it also has a back-end where admin can manage total website content, slide show and menu.
- ✓ General Content management system (CMS)
- ✓ User, Role Management & Reporting
- ✓ Developing the overall platform.
- ✓ Design user interface.

## Requirements:

### Enhancement of the existing system

- ✓ Visualization module: There will be added more features in existing visualization schemes according the latest and relevant ideas and technologies.
- ✓ Dashboard: There will be added more features in dashboard modules according to the requirements.
- ✓ Enhance or re-arrange existing feature of extended development of any supplementary features within the existing technology framework complying with core SRS.

### **Multi-country hosting and implementation Support**

- ✓ The system has to be developed in such a way that it can be managed by other countries also. Therefore, selected vendor will have to give support in this regard.

### Maintenance and Support

- ✓ Continuous health check of Database, tuning database, tuning codes & queries and mitigating the issues.
- ✓ Recording, managing reporting issues and user level application related technical problems received through the method prescribed by FEMBoSA, develop and deploy necessary solutions.
- ✓ Updating training manual adjusting the changes in the system.
- ✓ Fixing all bugs in the system irrespective of its nature and complexities.
- ✓ Fixing Authentic Data entered into system following structured authorization system

### Users and Rights

There is a user's profiles section, consisting of Email and Password. The users' profiles could be edited, users could be added, deleted or their rights could be changed.



Administrator (see below) could select proper evaluator for each evaluation. Each user will obtain login and password.

#### Administrator

Administrator has a full access to the system.

Administrator can create, edit and delete users.

#### Change Management and Version Control

- ✓ Developing, recording and reporting change documents, source code management and version management.
- ✓ Adjust and update system in compliance with any Security test, Load Test by the client.
- ✓ Ensure all levels of testing prior to execute changes in production environment.
- ✓ Document/Data Archiving and Backward Compatibility
- ✓ Designing and Developing Data/document archiving system of the data/document retained in the system as per record retention process in compliance with technology architecture.

#### Post-Hosting and Sizing Support

- ✓ Providing active and operation support to Data Center in application/DB sizing the product reconciling and adjusting with user-base and number of offices.
- ✓ Regular database tuning and application configuration support to hosted environment.
- ✓ On-demand accountable consultancy support to Data Center in terms of Data Backup Scheduling, Back-end service execution, Server Configuration for DB/Application/Load Balancing.

#### Capacity Management and Knowledge Transfer

- ✓ Facilitating a certain number of workshops with client team for knowledge transfer.
- ✓ Provide technical consultancy to the client for operational management during implementation.
- ✓ Provide authentic access to client experts to source code and documents.
- ✓ Developing Video/text Tutorial for end-users.

#### Deliverables

- ✓ Inception Report with Detail work plan
- ✓ Delivery of enhanced modules (visualization, report & dashboard, user management etc.)
- ✓ Delivery of enhanced Data Standard, Integration Standard, deployment Standard etc.



- ✓ Workshop with FEMBoSA and Industry for knowledge transfer
- ✓ Operational Manual
- ✓ Maintenance & support

Required Technology

**Development Framework:**

Presentation Layer	HTML, CSS, JavaScript, Bootstrap
Application	JAVA
Operating System	Linux
Web Application Server	Apache Tomcat
IDE	Eclipse or STS

**Database Management System (DBMS):**

Database	MySQL 5.7
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Project Activity:

Activity	Tasks
<b>Phase 1: FEMBoSA website design and development</b>	<p>Website must develop on own develop framework. We highly recommended to use:</p> <ul style="list-style-type: none"> <li>• Website must be responsive design.</li> <li>• For design tools must use HTML 5, CSS3 and Bootstrap 3</li> <li>• For Database must use MYSQL</li> <li>• Company should be input full content for first time only. Content will be provided by FEMBoSA.</li> </ul>
<b>Phase 2: User end training on web-based application</b>	<p>Company must provide user end training for both application and website moderator and also application end user.</p> <p>Company must provide:</p> <ul style="list-style-type: none"> <li>• Website developer manual.</li> <li>• Website user manual.</li> <li>• Web-based application developer manual.</li> <li>• Web -based application end user manual.</li> </ul>

### **Qualifications of the Successful Contractor**

The key qualifications of the firm are listed below. The organizational profile must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the Firm and individual team members against these eligibility criteria will result in proposals being discarded

### **Proposed team and experts**

- The team leader must have at least 5years' experience designing and implementing online database system.
- The software engineer must have bachelor degree in computer science/IT/ or other relevant areas and experience in implementing at least 10 projects of similar nature and scope;
- Hands on experience with Java, Struts framework as a development tools MYSQL Database Software Systems.
- Ability to provide input to business processes re-engineering, elaboration and implementation of new systems
- Proven ability to translate technical needs into database specifications and to develop a fully functional and user-friendly database application, including appropriate reports and web-based interaction and creative thinking in designing.
- In-depth understanding of data management (e.g. permissions, recovery, security and monitoring).
- The application should have security testing done to prevent any malicious activity.

### **Mode of Payment:**

Phase	Description	Amount Payable
Phase 1	With Work Order	20% of the total value
Phase-2	Completion of Phase-1	20% of the total Quoted Fees
Phase-3	Completion of Phase-2	50% of the total Quoted Fees
Phase-3	Completion of Phase-3 & UAT	10% of the total Quoted Fees

