

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
Request for Proposal

Reference: **RFP No. N_91_2022_SOM**

Date: **April 27, 2022**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly requests your Company/Organization to submit a Proposal for **the Provision of the design and development of the Online Reporting Portal**. The full requirement is described in Annex C.

We also request that your Proposal is submitted using the format specifically detailed in Annex D, E and F.

Proposals submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Proposal shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Proposal, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Bidder to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Request for Proposal (RFP).

By submitting a Proposal in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This RFP consists of the following Annexes. Please be guided by these in preparing your Proposal:

a.	Instructions to Bidders	Annex A
b.	Technical Evaluation Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Proposal Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Bidder's Proposal	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this RFP before the Deadline for Submissions of Proposals, please contact IDLO on tenders@idlo.int and mention **RFP No. N_91_2022_SOM** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: May 17, 2022 Time: 15:00 hours Rome, Italy** local time.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

International Development Law Organization | IDLO

Somalia Country Office



**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Proposal	<p>The Bidder shall bear all costs associated with the preparation and submission of the Proposal.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Proposals	<p>Proposals shall be nominated exclusively in USD</p> <p><i>Note: Local Bidders/Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Proposal	<p>The Proposal and all correspondence and documents relating to the Proposal exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Proposals	<p>The Proposal shall be addressed to IDLO on or before Date: May 17, 2022</p> <p>Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and place	<p>Service are to be provided in Hargeisa Somaliland. The duration of this services shall be 9 months as per below schedule.:</p> <ul style="list-style-type: none"> • 3 MONTHS – Development Phase. During this period, the development of the system should be completed, and handover done • 6 MONTHS – Initial support phase. During this period, the contractor will provide the necessary technical support required for the system at no extra cost.
7. Documents comprising the Bidder's Proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Proposal Submission Form (see Annex D); 2. Bidder Information Form (see Annex E)

	<p>3. Bidder's Proposal divided into:</p> <ol style="list-style-type: none"> a. Technical Proposal (see Annex F1) b. Financial Proposal /Price Schedule (see Annex F2)
8. Contents of solicitation documents	<p>Proposals must offer services for the total requirement, unless specified otherwise in this RFP.</p> <p>Proposals offering only part of the requirement will be rejected.</p> <p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Proposal.</p>
9. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this RFP may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Proposals.</p> <p>Please mention Clarification RFP No. N_91_2022_SOM in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
10. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Proposals IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Proposals.</p>

<p>11. Proposal submission</p>	<p>The Bidder shall structure the Technical part of the Proposal as follows:</p> <p>(a) Proposed methodology This section should demonstrate the Bidder's responsiveness to the TOR/specifications by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty and demonstrating how the proposed methodology meets or exceeds the requirements.</p> <p>The Technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules. Any technical proposal containing price information will be disqualified from consideration.</p> <p>It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.</p> <p>Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.</p>
<p>12. Format, signing sealing, marking and submission of Proposals</p>	<p>The Proposal shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.</p> <p>The Proposal must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.</p> <p>The Proposal will consist of two attached files named "Technical Proposal" and "Financial Proposal".</p> <p>The "Financial Proposal" file will contain Price Schedule (see Annex F2) and will be password-protected by the Bidder. If the proposal passed the Technical Evaluation, IDLO will additionally communicate with Bidders for obtaining the password for Financial Proposal. Only Financial Proposals</p>



	<p>from Bidders whose Technical Proposals have passed the Technical Evaluation will be opened.</p> <p>The Bidder shall send two emails; one for Technical Proposal and one for the Financial Proposal to tenders@idlo.int</p> <p>with the Subject: “Technical Proposal for RFP No. N_91_2022_SOM and with the Subject: “Price Proposal for RFP No. N_91_2022_SOM”</p> <p>before the deadline stipulated in this RFP.</p>
<p>13. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one proposal.</p> <p>The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the</p>



	<p>member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
<p>14. Only One Proposal</p>	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>15. Late Proposals</p>	<p>Any Proposal received by IDLO after the deadline for submission of Proposals, pursuant to clause <i>Deadline for the submission of Proposals</i>, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Proposal was sent by email but was not properly received due to issues in IDLO mailing system.</p>



16. Validity Period of Proposals	All Proposals will be valid for 90 days from the deadline for submission of Proposals. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Proposal. The Bidders may choose not to extend the validity period of the Proposals upon request of IDLO.
17. Modification and withdrawal of Proposals	<p>The Bidder may modify/withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Proposals.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals.</p> <p>No Proposal may be modified nor withdrawn after to the deadline for submission of Proposals.</p> <p>No Proposal may be modified/withdrawn in the Interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Bidder in the Proposal Submission Form.</p>
18. Amendment of the proposal	<p>At any time prior to the deadline of Proposal submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
19. Bidders' conference	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - A Bidder's conference will be conducted online on 3 May 2022 at 10:00 Hours Mogadishu, Somalia local time.</p> <p>All interested Bidders are encouraged to attend and confirm their attendance by sending an email to som-tenders@idlo.int with subject: 'RFP N_91_2022_SOM Bidder's Conference and the preproposal meeting will be held through ZOOM Call.</p> <p>IDLO will send credentials to attend the conference to all interested Bidders.</p> <p>Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</p>

	No verbal statement made during the conference shall modify the terms and conditions of the RFP unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
20. Right to accept, reject, or render non-responsive any or all Proposals	IDLO reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to annul the solicitation process and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
21. Clarification of Proposals	To assist in the examination, evaluation and comparison of Proposals, IDLO may at its discretion ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
22. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
23. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Proposal is still valid.
24. Preliminary Screening	IDLO will screen the Proposals' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. Only Bidders that pass will proceed to Technical Evaluation
25. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Proposal will be rejected.

<p>26. Due Diligence</p>	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder. d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary. e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>27. Responsiveness of Proposals</p>	<p>IDLO will determine the substantial responsiveness of each Proposal to the RFP. For purposes of this Clause, a substantially responsive Proposal is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.</p>
<p>28. Evaluation of Proposal</p>	<p>A two-stage procedure is utilised in evaluating the Proposals after Preliminary Screening has been conducted; with evaluation of the Technical Proposal being completed prior to Financial Proposal being opened and compared.</p> <p>The Financial Proposals (Price Schedules) of the overall Proposals will be opened only for submissions that passed minimum technical score of 490 points of the maximum obtainable 700 points.</p> <p>The evaluation will be conducted in accordance with the cumulative analysis method, according to which the Technical and Financial Proposals have pre-assigned weights and pre-assigned maximum number of scores:</p>



	<ul style="list-style-type: none"> - Technical Proposal -70%, - 700 points maximum, - Financial Proposal - 30%, - 300 points maximum. <p>The contract will be awarded to the Proposal with highest combined score obtained in technical and financial evaluation.</p> <p>Technical Evaluation The technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.</p> <p>Financial Evaluation In the second stage the Financial Proposals of all Bidders who attained a minimum 490 points in Technical Evaluation will be reviewed. The lowest amount for technically qualified Financial Proposal will be awarded maximum 300 points and other Financial Proposals will be awarded points in accordance with the following formula: Financial Proposal score = (Lowest Price / Price under consideration) x 300.</p>
29. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for IDLO procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission will not be discussed.
30. Right to Vary Requirements at the time of the Award	<input type="checkbox"/> N/A for Framework Agreement <input checked="" type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of Services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Award	The contract will be awarded to the Proposal with highest combined score obtained in Technical and Financial Evaluation.
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Proposals.

33. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of the deliverables and upon submission of the invoice by the Supplier.
34. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this RFP shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Proposal implies that the Bidder accepts both Annexes in full.</p>
35. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes –</p> <p>For late delivery of <u>Goods</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
36. Partial Bid	<p><input checked="" type="checkbox"/> Not permitted (All or Nothing)</p> <p><input type="checkbox"/> Permitted</p>



ANNEX B**TECHNICAL EVALUATION CRITERIA****Scoring Weight and Point**

Summary of Technical Proposal		Score Weight	Points Obtainable	Bidder A
1	Establishment and experience with similar projects	29%	203	
Methodology				
2	Explanation of the proposed overall methodology for producing the expected results of the assignment, the methodology for various sections/stages, list of deliverables, and timeline and budget.	25 %	175	
	Adequacy of the extent to which the proposed methodology approach and work plan seem realistic, meet the requirements of the assignment, and reflects the degree to which the Bidder understands the assignment and has the important aspects of the task been addressed in sufficient detail	25 %	175	
	The overall engagement, management, and participatory approach, and quality assurance on deliverables	15 %	105	
	Structure of the proposal	2.0 %	14	
	Clarity and conciseness of the language used in the proposal	2.0 %	14	
	Layout of the proposal including formatting	2.0 %	14	
Total		100%	700	
Minimum Score to determine Pass/Fail			490	
Bidder's Score				
Bidder Pass/Fail to proceed to opening of Financial Proposal				

ANNEX C

TERMS OF REFERENCE

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one-fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

The Bank of Somaliland (hereinafter the "the Bank") was established in 1994 with the mandate of ensuring financial stability and oversight of financial institutions. While the Somaliland Government has made substantial progress in establishing a sound legal and regulatory framework, however, the Bank continues to face significant capacity limitations which impede its ability to provide the necessary support and supervisory functions. One weak area is the Bank's ability to combat money laundering and terrorist financing. Somaliland's Anti-Money Laundering Law No. 87/2019, approved in December 2019, formally established the Financial Intelligence Unit of Somaliland (FIU) as an independent department of the Bank responsible for receiving, requesting, analysing, and appropriately disseminating information concerning money laundering and terrorist financing. As a relatively new department, the FIU Department faces several internal and external challenges that impede its work. One of these key challenges is the use of paper-based systems for reporting of Suspicious Transactions (STRs), Large Currency Transactions (LCTRs) and Cross-Border Movement of Currency (CMCR). Not only is this system time consuming, but it is also not secure and means the FIU Department has very limited

capacity to systematically collect, process, disaggregate and store data from financial institutions.

C. Objectives

The Online Reporting Web Application (hereinafter the “Application”) will allow the FIU Department to register reporting entities and reporting entities to submit STRs, LCTRs, and CMRS to the FIU via the FIU’s secure web portal. The Application will also provide basic workflow management and statistical reporting on reports received and processed. The Application will have a web interface not accessible to the public but only to the authorized users through a Login authentication process.

D. Scope Of Works

IDLO is looking for an IT firm with relevant expertise in application development. The vendor will be in charge of developing an online reporting web application that will enable reporting entities to register with the FIU Department and submit requisite reports to the FIU Department. The Application must at the very minimum have the following modules and main functions:

E. Expected Outputs

The Contractor will be responsible for the following deliverables and activities:

1. Product Requirements:

The contractor will be required to develop and implement the requirements of the Online Reporting Portal as detailed in the product requirement documents.

A summary of the functional product requirements is provided in Appendix 1. Other requirements/deliverables are:

- a) Documentation of the Online Reporting Portal including but not limited to:
 - ✓ Documented source code following standards of the industry
 - ✓ Step by step documentation on how to use all sections of the system
 - ✓ Technical documentation for System Administrators-Maintenance Specification.
 - ✓ Training/ User manual
 - i. Standard Operating Procedures (SOPs)
 - ii. User manual Technical Documentation.
 - iii. Enterprise Relationship Diagram-ERD
 - iv. Relational Database Management System -RDBMS
 - ✓ Detailed design specifications for each module
 - ✓ Data Model for each module
 - ✓ System Architecture Documentation
 - ✓ Release & Deployment procedures for IT teams

- ✓ Materials on system management, system installation, deployment, and future disaster recovery mechanisms.

b) A hand-over of the solution at the end of the assignment to the Bank of Somaliland consisting of a transfer of knowledge through formal training sessions that cover all aspects of the system to technical and non-technical users of the portal.

2. System Architecture & Frameworks:

The contractor should use industry-standard software architecture that ensures and fosters modularity, scalability, integration, and extensibility.

Preferred Technology and Standards:

- ✓ The system should be RESTful API-driven with the backend being an API-only service and the frontend being a view-only service
- ✓ All APIs should be OAuth 2.0 authenticated, with authorization built-in to separate and mirror the Role-Based Access Control discussed in the requirements section
- ✓ The backend should be powered by a framework that supports Layered Architecture that separates into model, view, and controller. The implementation should abide by the Design Pattern with strict adherence to “No-Logic in Controller” (Thin Controller MVC) pattern and DRY (Code Reusability) principle.
- ✓ The front end should be powered by a framework that supports Event-Driven Architecture based on java. This can be either of the SPA frameworks of VueJs (JavaScript), Angular 8+, or React Js.
- ✓ The selected framework must support the Test-Driven Development framework with properly done and documented unit tests, functional tests, integration tests, and end-to-end tests.
- ✓ A Relational Database is recommended SQL server to align it with the existing platform of the bank
- ✓ At either the application layer or database layer, the vendor should select an option that offers seamless integration with third-party BI tools such as Tableau and Power BI or explain how such an integration will be done for real-time reporting.
- ✓ All frameworks and development tools must be OWASP compliant.

Within the bounds of the standards indicated, the consultant is required to submit their chosen architecture, tech stack, and framework explaining why it’s the best option to meet these specifications. The design of the user interfaces is required to implement a “mobile-first” approach.

The consultant will also need to identify robust database management solutions for the aggregation of data and generating data analysis and reports based on user specificity.

3. Development Methodology

The contractor will use an agile and incremental build model for the design, development, and implementation of the Online Reporting Portal as detailed in the product requirement

document. The supplier will work closely with the product owner to develop a development cycle methodology including reporting that is acceptable to the product owner.

4. Warranty, Support, Maintenance & Change Management

The vendor will provide support (at no added cost) for a predefined and agreed warranty period after the hand-over of the system.

During the above-mentioned warranty period, the vendor will be responsible for:

- ✓ providing technical support, troubleshooting and maintenance whenever a glitch is identified, an issue is raised and
- ✓ guaranteeing the seamless operationalization of the system.

For the major changes, a separate change management contract will be agreed and signed between the client and the vendor.

5. Exclusivity & Ownership of Source Code and other Intellectual Property

The Bank of Somaliland shall be the rightful and exclusive owner of the source code and all intellectual property associated with the system and they will have full rights over the ways they can use these resources. The Online Reporting Portal so developed will be the sole property of the Bank of Somaliland. The vendor will be required to deliver the property to the Bank of Somaliland upon completion.

6. Disaster Prevention and Recovery

a) System Security

The vendor will ensure that there are measures in place to prevent:

- ✓ Unauthorized system access
- ✓ Black hat system access
- ✓ Exposure of user data and critical information of the system.

The vendor will share a comprehensive security plan that will meet the above requirements which could include but are not limited to measures such as encryption of user requests through SSL data, private and sensitive user data, multi-factor authentication,

b) Penetration Testing

The vendor will be required to ensure that the system is full-proof from security risks through comprehensive pen-testing. The vendor will be required to share a detailed pen-testing plan, procedure, and reporting.

c) Privacy and Security of User Data

The vendor will provide and implement a detailed plan to ensure the privacy of user data and security from breach of the data in line with the data protection policies e.g., the GDPR

d) High Availability and Backups

The Vendor shall implement an infrastructure that ensures high availability of the system to ensure a minimum, if any, downtimes. This could include plans for load balancing or failover strategies.

The Vendor will be required to implement a database and platform backup and snapshot plans to facilitate disaster recovery in case of a system breach.

The system cloud backups will be set up on Microsoft Azure Cloud.

The vendor will be required to install the ready system on both the local servers as well as a backup running on Microsoft Azure with asynchronous syncing of the database servers.

e) Disaster Recovery

The vendor should share the response and recovery plans that will be followed in the unfortunate event that there is a breach in the system security including but not limited to system restoration, and data restoration.

7. Description of security and compliance measures

The security measures to be implemented to ensure the security and availability of the portal clearly highlight the different facets of security e.g., infrastructure, application, etc. The approach to comply with the GDPR.

8. Transition and sustainability

The vendor's approach to ensuring the sustainability of the solution, proper hand-over, and knowledge transfer to the Ministry of ICT.

9. Work plan

Proposed work plan which includes the main activities of the assignment, their content and duration, milestones, and report delivery dates.

10. Collaboration

The vendor's approach to collaboration:

- i) within the team
- ii) with the technical product owner
- iii) with the client

Details of the tools that will be used for collaboration

F. Institutional Arrangement

The Company will report to the IDLO program manager and will be requested to work in close coordination with the ICT Consultant, Head of the Financial Intelligence Unit of Somaliland (FIU), and the ICT Department of Bank of Somaliland.

G. Duration of the Work

The duration of this consultancy shall be 9 months broken down into:

- ✓ **3 MONTHS** – Development Phase. During this period, the development of the system should be complete, and handover done
- ✓ **6 MONTHS** – Initial support phase. During this period, the contractor will provide the necessary technical support required for the system at no extra cost.

NOTE: The contractor is required to submit a cost plan for further technical support post the initial 9 months. This is indicated in the pricing structure in Annex C.

H. Work Location

The vendor must be based or have presence in Hargeisa and be able to undertake regular consultations visits to the Bank of Somaliland to get better understanding of the Banks operations and data collection mechanisms and for other system development guidance and consultations.

I. Qualifications of the Successful Contractor

I. Minimum Qualification and Experience of the Contractor:

- A. The Supplier shall submit a Valid Business Registration Certificate / Tax Certificate.
- B. The Company shall have at least 5 years of experience in ICT development and in delivering similar projects. In addition, please comply with the requirements stated in Annex E. IDLO might request evidence of it and conduct a reference check before awarding the contract.
- C. The Supplier shall provide a brief company profile with reference to Business Owners, years of operations in Somalia, main office, and branches, including the number of years in operation, number of employees, and primary service areas.
- D. The Supplier shall provide Copies of Reference Letters from prior clients.

II. Minimum Qualifications and Requirements for Proposed Team.

Structure of the bidder team to be involved in this consultancy with the respective roles and responsibilities.

Qualifications and experience of key individual personnel of the vendor to be involved in this consultancy including professional resumes, credentials, and certifications.

The key expert teams proposed by the firm must have advised clients in the public sector involving full lifecycle ICT solution implementations and server security. The core team must include experts with the following specifications:

- ✓ Technical Leads - Must have a bachelor's degree in Computer Science with a minimum of 5-7 years of professional experience. Should demonstrate proficiency in web development technologies including but not limited to ASP.NET, MVC, SQL Databases, html, CSS and JavaScript. Knowledge of Banking solutions, compliance solutions, payment integration and system security will be an added advantage. CV and certificates should be attached.
- ✓ Senior Cyber and information Security Assurance Expert – The firm must have a Senior Cyber and Information Security Assurance Expert with proven expertise and 5 years of server and hosting management of large-scale and complex ICT systems. She/he must have a bachelor's degree in Information Technology, Computer Science or another related field. She/he must experience performing vulnerability assessments and penetration tests and security assessments. CV and certificates should be attached.
- ✓ Senior IT Coordinator / System Architect – the firm must have a Senior IT Coordinator / System Architect with proven expertise and 10 years of previous experience in the field of IT development and implementation of large-scale and IT software project design, development, and testing. She/he must have a bachelor's degree in Information Technology, Computer Science, or another related field. She/he should have involved significant software customization, and payment integrations as well as demonstrated experience in providing architecture and workflow processes. CV and certificates should be attached.

J. Scope of Tender Price and Schedule of Payments

The contractor is required to present the pricing of the deliverables to cover, and the payments will be disbursed on instalments upon successful achievement of the expected Outputs as listed below:

NR	Deliverables	Deadline
A.	<u>System Development</u> The pricing for the system development to cover all costs related to initial development as per the system specifications as well as initial 6 months of support.	No later than 3 months after signature of contract
B.	<u>Hosting on Microsoft Azure</u> Pricing for the recommended Microsoft Azure Cloud Resources to be provided	
C.	<u>Support Phase.</u> Pricing for technical support phase following the expiration of the initial 6 months of compulsory support.	6-months following the post-release date.
D.	<u>Reporting Arrangements.</u> The Company will be required to provide weekly progress reports to the IDLO program manager as well as a final report at the end of the project implementation.	Weekly report and a final report.

K. APPENDIXES 1 – User Facing Web Portal

1. Registration Module:

To enable reporting entities to register their institution with the FIU Department.

The application must allow reporting entities to submit an initial registration request (based on the pre-registration form) which must be approved by the FIU Department Head.

Once initial registration is approved, the applicant institution will receive a link to the Application registration module for formal registration.

The registration module will be based on the FIU Department reporting entity registration form and will include details of the reporting person and entity. The Application must assign a unique ID number to each reporting entity registered. This unique reference number is also used by reporting entities in their reports to the FIU.

Reporting entity details to be captured:

- I. Type of registration:
 - a. New Registration
 - b. Renewal
- II. Name of Institution
- III. Nature of institution
- IV. Institution License Number
- V. Type of business:
 - a. Sole Proprietorship
 - b. Partnership
 - c. Limited Liability Company
 - d. Corporation
 - e. Cooperative

2. Users Module:

User profile and account administration: Users should view and update user-generated information on themselves, for example, personal details, password and account details, posts, preferences and interests. Administrators should be able to review user registration/profile details, change user roles/access rights, and terminate/close user accounts.

The Application must have a planned hierarchical role assigned to the users accessing the System have a multilevel structure with different levels of access for two main typologies of users: Reporting Entities and FIU Department users:

- Reporting Entity Users: Compliance Officer or Designated Reporting Officials. The users here must be able to login into the Application reports module, select the relevant report module and then be able to fill in and upload data and submit it online.

Reporting entity details to be captured:

- I. Type of registration:
 - a. New Registration
 - b. Renewal
 - I. Name of Institution
 - II. Nature of institution
 - III. Institution Licence Number
 - IV. Type of business:
 - a. Sole Proprietorship
 - b. Partnership
 - c. Limited Liability Company
 - d. Corporation
 - e. Cooperative
- FIU Director: Will have access to all the modules of the system.
 - FIU Department Analysts: Will have access to the Analyst Module including STR, LCTR, and CMR;
 - FIU Department Compliance: Will have access to Data Summary Module; and
 - FIU Department Administrator (1 user) full access including managing roles and system privileges.
 - Further system access specifications clarifications will be sought during the requirements gathering phase of the work

3. Application Report Module:

The Application must provide an easy-to-use interface for producing various types of parameterized reports. The information generated by the report must also be processed and exported to other file formats (such as Excel and PDF) or presented in a formal layout.

The Application will have the following reports module:

- Suspicious Transaction Report (STR) Module;
 - Reporting function
 - Reporting entity information
 - Suspect information
 - Specific information about the suspicious transaction

NB: The template forms will be provided for fields capture

- Data Review & Analysis Function
- Large Currency Transaction Report (LCTR) Module; and
 - Reporting function
 - Reporting entity information
 - Suspect information
 - Specific information about the suspicious transaction

NB: The template forms will be provided for fields capture

- Data Review & Analysis Function
 - Cross-Border Movement of Currency Module.
- Reporting function
 - Details of the person carrying the currency into or out of Somaliland
 - Details of the travel document and shipment for the currency/ Money instrument
 - Scanned Digital declaration by the carrier

NB: The template forms will be provided for fields capture

- Data Review & Analysis Function

4. Application Analyst Module:

The Application must be able to:

- Provide basic workflow management for the FIU Department Analyst.
The FIU Department Analysts must be able to review and assign action status to each report (such as no action required, further investigation required, or case closed).

5. Data Analysis & Summary Module

- The Application must be able to provide data aggregation and disaggregation.
- This will include, but is not limited to:
 - The total number of reports received
 - Types of reports received
 - Report investigation status
 - Interactive data visualization
- The Module Interface Design should include:
 - Creating Summary, Scheme KPIs · The numbers and visualizations shall indicate the situation and shall be easy to read and intuitive to understand.
 - The design should be visually appealing, have a unified look and feel and provide easy navigation throughout.
This may include:
 - Analytics: In the form of graphs, bar/3-D bar with multiple lines, pie/3-D pie, line, scatter, time series.
 - Mapping: heat, bubble, animated bubble, choropleth map, tile, multi-layered

- Colour coding to be used for high-priority reports to showcase important data.
- Filtering and selection capabilities can be easily added to reports with common action elements such as drop-down/combination boxes, checkboxes, and sliders
- Application of data manipulation tools such as ranking, calculations, formulas, and display rules
 - Drill down functionality to source-level data
 - Dynamic Search and to find data instantly. The dashboard should have a simple and standardized search function with various attributes to choose from. Sub-searches should also be available based on various filters
- The dashboard should be developed as Responsive supported on major hardware platforms such as PC. The portal should automatically render a mobile view when opened on a mobile device.

6. Safety-Security-Quality Modules

The design of the solution should adhere to security best practices; i.e. passwords should not be stored in plain text, all forms of data should be validated, all user input should be sanitized, content copying restricted, user interactions and activities should be logged.

Particular attention should be paid to:

a) Data privacy and security Module

Module providing the Online Reporting Portal with the standard security features inbuilt so that the portal has all the checks and balances to ensure integrity of data and it does not have any flaws or bugs which inadvertently or by design, permit the users to tamper, alter or modify any data without the appropriate permissions.

b) Audit and logging

The system should log ALL user activities and display for users historical trends all activities dating X months back. All logs should be stored in a SEPARATE environment, with limited and auditable access by specified users (not necessarily the root administrators)

c) Phone number and email verification Module

Module validating the email and phone number of the newly created profiles.

d) Portal security Module

Module following international web security standards (e.g., Open Web Application Security Project – OWASP – standards).

e) Session monitoring Module

Module logging users out if they are inactive for some time during a logged-in session.

7. Performances and Scalability Specifications

a) Latency, response, and page load time

The maximum time that the portal uses to process a request does not exceed eight seconds subject to an internet connection. Similarly, the portal always displays pages in less than eight seconds.

b) Connectivity

The portal is light enough to comply with performance requirements even in low-connectivity situations (i.e., 256Kbps).

c) Throughput

The Online Reporting Portal can perform under stress (i.e., under an agreed number of users and requests) while staying “up” 99.5% of the time.

d) Reliability

The modules of the Online Reporting Portal do not fail more than three times per year.

**ANNEX D
PROPOSAL SUBMISSION FORM**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Financial Proposal (Price Schedule) attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Request for Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Proposal you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Proposal

ANNEX E
BIDDER INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No. N_91_2022_SOM		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents:	<ul style="list-style-type: none"> • Company profile, which should not exceed fifteen (15) pages, including the number of years in operation, number of employees, and primary service areas. • Valid Business Registration Certificates . • Valid Tax Registration/Payment Certificate • Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, for the financial years 2018, 2019 & 2020; • List and value of projects performed over the last five years, plus clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format with contactable domain email references for verification. 		

- Statement of satisfactory performance from the top three (3) client's or more in terms of contract value for the past five (5) years;
- A minimum of copies of 3 contracts for construction works of similar scope implemented over the past five years;
- Self-Attestation Letter that Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any UN 26 RFP No. N_91_2022_SOM Organization or the World Bank Group or any other international organization in accordance with RFP Annex A Clause 22.
- Self-Attestation Letter that Bidder is does not have a consistent history of court/arbitral award decisions for the last 3 years.
- Self-Attestation Letter that Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings
- CVs for the proposed key personnel;
- Technical Leads - a bachelor's degree in Computer Science with a minimum of 5 years of professional experience, demonstrate proficiency in web development technologies including but not limited to MySQL, PHP, HTML, Java, and JavaScript. Knowledge of payment integration and system security will be an added advantage.
- Senior Cyber and information Security Assurance Expert –5 years of server and hosting management of large-scale and complex, bachelor's degree in Information Technology, Computer Science, or another related field, experience performing vulnerability assessments and penetration tests and security assessments.
- Senior IT Coordinator / System Architect –10 years of previous experience in the field of IT development and implementation of large-scale and IT software project design, development, and testing, bachelor's degree in Information Technology, Computer Science, or another related field, involved significant software customization, and payment integrations as well as demonstrated experience in providing architecture and workflow processes.

ANNEX F1- TECHNICAL PROPOSAL

A. Establishment and Experience

1. Company profile, including printed brochures and product catalogues relevant to the goods and/or services being procured, information on number of years in operation, country of incorporation, and types of activities undertaken.
2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
3. Relevance of specialized knowledge and experience on similar engagements done in the region/country within past 3 years; to be substantiated with copies of prior contracts, or contactable references and details of project size/scope
4. Experience working with other Inter-Governmental Organizations such as the World Bank and the United Nations and/or International Non-Governmental Organizations
5. Project resources planned to be assigned to this Contract (including CVs, certifications and qualifications of team members). Any new resources be recruited after award of contract?

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] [Insert]
Professional certifications	[Provide details of professional certifications relevant to the scope of goods and/or services] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of

	responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]	
	[Insert]	
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>	
	Reference 1: [Insert]	Reference 2: [Insert]

B. Proposed approach and Methodology.

1. This section should demonstrate the Bidder's responsiveness to the Terms of Reference (TOR) and has the highest percentage of Points
2. Explanation of the proposed overall methodology for producing the expected results of the TOR
3. Provide Detailed Project Implementation Plan Showing Mobilization Timeline from the signing of the contract, how deliverables can be met on time from the time that the contract is signed
4. Please explain details of quality control points
5. Geographical coverage, including details of staff or offices or sub-contractors already operating in selected areas, if applicable
6. Please explain the progress reporting and the final schedule
7. The vendor's understanding of the objectives of the assignment.
8. The vendor's way of following agile development and project management with a product owner (assigned by the Bank of Somaliland).
9. The approach to guarantee the user experience (UX) and user interface (UI) that suit Online Reporting Portal users.
10. A description of the technology proposed by the vendor for this consultancy including programming languages, frameworks, and databases. In case the vendor proposes any third-party tool(s) for the solution for tuning performance, adding security features, rapid application development, or any specific add-in software package required for analysis and processing data, full justifications and cost must be provided in the proposal.
11. A detailed description of the vendor's proposed system architecture to implement the solution.
12. Detailed data migration strategy and requirements from the client needed to support this.
13. Solution hosting requirements.
14. Testing (automated and manual) and quality assurance mechanisms.
15. Release and deployment management process.

ANNEX F2- FINANCIAL PROPOSAL

The Bidder is requested to prepare the Financial Proposal/Price Schedule as a separate envelope from the rest of the RFP response as indicated in the Instructions to Bidders.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

No	Description of Activity/Item	Estimated amount USD
1.	<u>System Development</u> The pricing for the system development to cover all costs related to initial development as per the system specifications as well as initial 6 months of support.	
2	<u>Hosting on Microsoft Azure</u> Pricing for the recommended Microsoft Azure Cloud Resources to be provided	
3	<u>Support Phase: Maintenance (6-month post-release)</u> Pricing for technical support phase following the expiration of the initial 6 months of compulsory support.	
	Discount offered.	
	TOTAL COST	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Services**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of Services.

Place of delivery	FIU Department- Bank of Somaliland
Delivery date	<p>The duration of this services shall be 9 months broken down into:</p> <ul style="list-style-type: none"> • 3 MONTHS – Development Phase. During this period, the development of the system should be complete, and handover done • 6 MONTHS – Initial support phase. During this period, the contractor will provide the necessary technical support required for the system at no extra cost.
Payment terms	<p>IDLO will process the system development payment within 30 days after the completion and delivery of the system and upon receipt of the invoice and all other relevant supporting documentation from the service provider.</p> <p>The 6-month support phase payment will be paid at the end of each month and upon receipt of invoice and all other relevant supporting documentations from the service provider</p>

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>