INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
REQUEST FOR PROPOSAL

Reference: RFP No. **RFP HN_2023-000035**	**Date:** July 13, 2023

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly requests your Company/Organization to submit a Proposal for **Procurement of Software for data anonymization**. 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 according to the payment schedule described in this document and 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 Deadline for Submissions of Proposals, please contact IDLO on tenders@idlo.int and mention **Clarification RFP HN_2023-000035** in the subject section of your email.

Deadline for Submission of Proposals: On or before
Date: August 3, 2023
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
IDLO, Honduras

ANNEX A
INSTRUCTIONS TO BIDDERS

1.	General Considerations	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. 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.
2.	Cost of the Proposal	The Bidder shall bear all costs associated with the preparation and submission of the Proposal. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3.	Currency of Proposals	Proposals shall be nominated exclusively in Honduran Lempiras *Note: Local Bidders/Suppliers must comply with any applicable laws regarding doing business in other currencies*
4.	Language of the Proposal	The Proposal and all correspondence and documents relating to the Proposal exchanged by the Bidder and IDLO shall be written in the English language.
5.	Deadline for Submissions of Proposals	The Proposal shall be addressed to IDLO on or before **Date: August 3, 2023** **Time: 15:00 hours Rome, Italy** local time. *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.*
6.	Delivery Term and Place	Services will be delivered after receipt of PO or contract from IDLO to Edificio Solaire, 5to. piso, Boulevard Suyapa, Tegucigalpa. Honduras Bidder to advise IDLO if their proposal has elements of supply of goods. If yes, Bidder must inform if Customs Clearance are required and whose responsibility it is to do so Incoterm DDP in case of any supply of goods.

7.	Documents comprising the Bidder's Proposal	The Proposal shall comprise the following components:
		1. Proposal Submission Form (see Annex D);
		2. Bidder Information Form (see Annex E)
		3. Bidder's Proposal divided into:
		    a. Technical Proposal (see Annex F1)
		    b. Financial Proposal /Price Schedule (see Annex F2)

8.	Contents of solicitation documents	Proposals must offer services for the total requirement, unless specified otherwise in this RFP. Proposals offering only part of the requirement will be rejected. 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.
9.	Clarification of solicitation documents	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. Please mention **Clarification RFP HN_2023-000035** in the subject section of your email. 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. 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.
10.	Amendments of solicitation documents	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. All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. 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.
11.	Technical Proposal	The Bidder shall structure the technical part of the Proposal as follows: (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.

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.

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.

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. |
| 12. | Format, signing sealing, marking and submission of Proposals | 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.

The Proposal must be submitted using the format specifically detailed in Annex D, E and F.

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.

The Proposal will consist of two attached files named "**Technical Proposal**" and "**Financial Proposal**".

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 from Bidders whose Technical Proposals have passed the Technical Evaluation will be opened.

The Bidder shall send two emails; one for Technical Proposal and one for the Financial Proposal to the following e-mail address: tenders@idlo.int with the Subject: "**Technical Proposal for RFP HN_2023-000035**
and
with the Subject: "**Price Proposal for RFP HN_2023-000035** |

		before the deadline stipulated in this RFP.
13.	Joint Venture, Consortium, or Association	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.

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.

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.

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.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
   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.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the 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.

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.

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.

14.	Only One Proposal	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.
		
		 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
		    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.

15.	Late Proposals	Any Proposal received by IDLO after the deadline for submission of Proposals, pursuant to clause *Deadline for the submission of Proposals,* 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.
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	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.

		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. No Proposal may be modified nor withdrawn after to the deadline for submission of Proposals. 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.
18.	Amendment of the proposal	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. 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.
19.	Bidders' conference	☒ N/A
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: 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.
26. Due Diligence	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: 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.
27. Responsiveness of Proposals	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. IDLO's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
28. Evaluation of Proposal	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.

	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. 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: - Technical Proposal -70%, - 700 points maximum, - Financial Proposal - 30%, - 300 points maximum. **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. **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.
29. Right to Vary Requirements at the time of the Award	☒ Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or 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.
30. Contract Award	The contract will be awarded to the Proposal with highest combined score obtained in Technical and Financial Evaluation.
31. 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.
32. 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.

33. Payment Terms	IDLO will make payment according to the payment schedule described in this document and upon submission of the invoice by the Supplier.
34. General Terms and Conditions and Supplier Code of Conduct	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. The mere act of submission of a Proposal implies that the Bidder accepts both Annexes in full.
35. Liquidated Damages	☒ **Yes – 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.** **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.** ☒ **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.** **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.**
36. Partial Bid	☒ Not permitted (All or Nothing)

ANNEX B
TECHNICAL EVALUATION CRITERIA
Scoring Weight and Point

	Summary of Technical Proposal	Score Weight	Points Obtainable	Bidder A	Bidder B
1	**Establishment and experience as per Annex C**	20%	140		
2	**Methodology**	65%	455		
	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. The proposed methodology takes into account the assessment of the possible difficulties to be encountered – The inclusion of mitigation actions to address identified risks, in order to develop efficient and appropriate solutions, i.e. explanation how the Bidder will cope with multiple contracts/projects/assignments run in parallel with IDLO's. The proposed methodology provides information on quality assurance system for the Contract				
	Adequacy of the extent to which the proposed methodology approach and work plan seems realistic, meets 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				
	The overall engagement, management and participatory approach, and quality assurance on deliverables				
	Structure of the proposal				
	Clarity and conciseness of the language used in the proposal				
	Layout of the proposal including formatting				
3	**Reporting**	15%	105		
	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
Procurement of Software Data Anonymization

A. **About IDLO**
International Development Law Organization (IDLO): International Development Law Organization (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.

B. **Background**
Information and communication technologies play an increasingly important role in the justice sector: web services, online legislation and case law, the use of electronic files and file sharing within institutions can help to make the justice system accessible, affordable, cost-effective, transparent, and efficient. In addition, electronic systems, together with a solid transparency strategy, can help improve access to public information and the quality of communication between citizens and the country's institutions. COVID-19 has made digital innovation even more imperative to provide continuity to judicial operations and other sectors of justice during and after the pandemic.

In this context, IDLO started a new project in April 2021 to help increase transparency and promote the integrity of the Honduran justice system. The Project "Enhancing Judicial Transparency and Promotion of Public Trust (JTPT)" financed by the International Narcotics and Law Enforcement Affairs Section (INL, for its acronym in English), integrates technical support to six (6) areas of The Judiciary, which includes the creation of a protocol to produce public versions of sentences, task performed by the Jurisprudence Unit of the Electronic Center for Judicial Information (CEDIJ).

The project aims to support the Judiciary to increase judicial transparency, citizen participation through access to information and strengthen the accountability of the justice system to ensure compliance with institutional mandates, national laws, and regulations. international. The project will have a positive impact on the ability of the justice system to maintain the required standards of transparency, integrity, and accountability. IDLO proposes to support efforts to optimize the transparency of the justice system and improve public trust, working with the Judiciary.

To ensure collaboration, IDLO carried out a needs assessment, through executive and technical level meetings with the Judiciary, to identify the gaps and challenges they face in the development and implementation of the strategies and plans established by the law to

ensure transparency. This analysis was based on lessons learned from the Judiciary and incorporates institutional knowledge from evaluations of previous cooperation programs.

C. Expected Output

This RFP is to offer a tool to the Judiciary that meets the need of the Jurisprudence Unit of processing court decisions or rulings and developing public versions under the terms of the Law on Transparency and Access to Information and its Regulations. For this a "SOFTWARE FOR DATA ANONYMIZATION" must be developed, a software that detects sensitive personal data in unstructured files (doc, .docx, .txt, .rtf) and also in structured data; and proceeds -- with the decisions of an operator-- to anonymize, pseudonymize and/or replace them irreversibly and to create a new unstructured file (.txt, .doc., .docx, .pdf).

D. Institutional Arrangement

The consultancy involves working in a blended modality, includes establishing periodic virtual and in-person meetings with the IDLO Honduras program team, as well as periodic visits to the Judiciary to meet with the relevant units (a weekly meeting is mandatory, and depending on the dynamics of work and progress, it may be necessary more than once a week) and will report directly to the IDLO Programs Coordinator at the Honduras Country Office, working closely with the relevant units in the Judiciary.

E. Duration of the Work

The consultancy will last 60 days, from the signing of the contract.

F. Work Location

The consultancy will take place in Tegucigalpa, Honduras.

G. Qualifications of the Successful Consultancy Firm

- At least five years of experience in the development of software and applications and preferably with international organizations, NGOs, others.
- Have knowledge of different programming languages and coding, such as Klock, Python, Java, Java Script, etc.
- Knowledge of the judicial system and legal terminology (preferable).
- Experience in writing reports.
- Desirable experience with a gender focus.
- Proven experience in training and capacity building.

All interested parties must submit a complete resume with links and examples of previous work that relate to the scope of work. (Portfolio).

H. Scope of Tender

A. Software for Anonymization Data

This software is mainly aimed at processing court It must facilitate the possibility of inhibition in open and specific searches on the results that the user performs on the anonymized files.

General Overview

The schema below shows the different aspects of the anonymization process that the software should support:
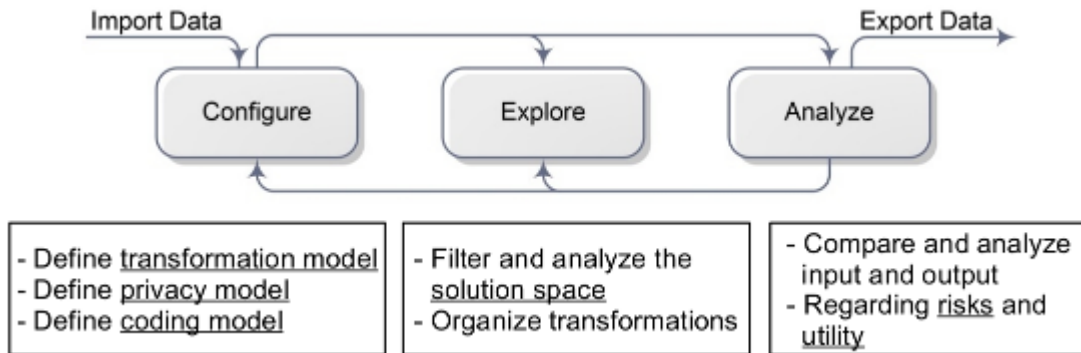
1) **Configuration privacy models, utility measures and transformation methods:**
In the configuration process, input data can be loaded, transformation rules can be specified and all further parameters, such as privacy models and utility measures, can be selected and parameterized. If required, this step can be prepared by performing a risk analysis.

The data import wizard supports a variety of data sources and allows to specify meta data, such as data types and formats.

The data import also supports the renaming, removing, and reordering. During data import, data types are automatically detected, and data cleansing may be performed.

2) **Explore the solution space:**
During the anonymization process, the software characterizes a solution space of potential transformations of the input dataset. For each solution candidate it is determined whether risk thresholds are met, and data quality is quantified according to the given model. This perspective allows users to browse the result of this process and to select interesting transformations for further analysis.

After the anonymization process, an overview of potential solutions/results can be inspected in the exploration space. Here, it is possible to search for privacy-preserving data transformations, which result in output data that is suited for the intended usage scenario.

3) **Analyze data utility**
The utility analysis perspective can be used to assess the suitability of a specific transformation for an anticipated usage scenario. Input and transformed data are displayed side by side.

To assess the usefulness of output data, the utility analysis perspective provides methods for comparing transformed data to input data using information loss

models, descriptive statistics, and application-specific analyses, e.g., focusing on machine learning tasks.

4) **Analyze privacy risks**
Privacy risks can be analyzed for input dataset as well as transformed output data. Based on the results of these analyses, the suitability of a solution candidate may either be confirmed, or the parameters of the anonymization process can be modified, resulting in a real-time automated workflow.

B. User Manual
- User manual in Spanish, using simple language and detailed step by step.
  - 01 PDF copy
  - 10 printed copies.

C. Two training processes of 5 hours each (10 hours in total), for software users and operators and for technical programmers.

I. **Technical specifications**

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
1	Software for data anonymization	Meetings with IDLO and other stakeholders to discuss initial designs. **Software Performance** a. **Data import.** The operator selects a file (.doc., .docx, .txt, .rtf) to input into the software. In some cases, a structured file will be available that is associated with and specifically complements the file entered; the user/operator must be able to select and import it into the software. b. **File Scan** **b.1.** The software must detect the parts of the text that correspond to the first and last names that correspond to each person (a usual procedure is to detect all the words that begin with a capital letter, to then discard the starting words of each sentence --words preceded by a space and a period or a CRT). The software must identify and group the names and surnames of the same person to be included in the analysis screen as a unit	software	1

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
		(person); It should also group the words that describe an address. If the same person or address is mentioned several times in the text, it must then facilitate assimilating them (avoiding partial or disordered texts). The use of capital letters is mentioned here as a known solution, but the offer may include alternative or complementary processes that improve the efficiency of the procedure. Words that are written "ALL CAPS" should receive the same treatment as those that only begin with a capital letter. The detected texts should include email addresses (they contain @). In the scanning process, the software must also detect numerical and alphanumeric sequences, and —to the extent possible— classify them as telephone numbers, DNI (National Identification Document) and passports. **b.2.** Next, the software must analyze the entered file against the auxiliary files or permanent catalogs which can be edited by the operator: **b.2.1.** Positive file/catalog contains a list of words that could be associated or indicate the existence of sensitive data (for example: sexual, rape, it may include a list of diseases, the words address and any others that describe it such as avenue, street, mall, etc.). This file is permanently fed and optimized by the operators. It is convenient that it has at least three levels: high risk, low risk, and addresses or places) **b.2.2.** Negative file/catalog contains the names and surnames of the justice sector operators		

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
		(judges, prosecutors, public defenders, and others) The software should assist the operator with the ability to add information to both catalogs as a result of their work on a document. For example, if it identifies that a prosecutor is mentioned by name, it should be able to include it in a negative catalog (remembering the user or operator that included it. The software should also be able to maintain the catalogs). **b.2.3**. Structured file: This structured file contains the names, surnames, date of birth, age, and their participation in the judicial process (plaintiff, defendant, defendant, defense attorney, prosecutor, victim, witness, etc.). It is generated by SEJE if the court case used SEJE. It is associated with and unique to each file entered into the software. <u>In most cases this structured file does not exist</u>, so the software must be able to operate without it to achieve the results. **c. The software must deliver the following:** **c.1. Analysis** After this scan, the software must present as a result of these processes a "preview screen" (a pop-up screen or a division of the total screen) that includes the entirety of the entered text in which the detected people, words and alphanumeric are highlighted in different colors according to each category (people —one color for each catalog—, addresses, alphanumeric=. It is convenient that the color code be linked to the level of risk or confidentiality of the data. Simultaneously, another pop-up alert screen ("risk screen") must appear (it can be minimized) to the		

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
		operator where the number of words from the negative catalog that have been found is indicated, including in this warning the words of "high risk" each one with its frequency, the existence of addresses and alphanumeric. It must also present a second screen ("analysis screen") pop-up or screen split (both must be visible to the operator, the first in a form that allows text to be scrolled, the second preferably full). The order in which this second screen is presented should be: the people detected (in order of appearance, trying to group them (if they contain similar texts for which they are probably the same person), first those in the Structured File, then the that are not in that file, then the addresses, then the alphanumeric ones, and finally those that are preselected in the negative catalog as "non-anonymous". This second screen must include in a structured way at least the following columns: Identified persons: text with which they appear in the original document. Identified persons: same text, but in an editable box; the background color of the box must respect the color code used for the original text on the preview screen. anonymization options: no anonymization, editable field, 2 initials, 4 initials, numbered procedural participation for example [victim 1] Identified addresses: text with which they appear in the original document.		

		Identified addresses: same text, but in an editable box.		
		Anonymization option: no anonymization, editable field, replace with [address 1] or [place 1], partial suppression.		
		Alphanumeric: original text Alphanumeric: same text, but in an editable box Anonymization options: no anonymization, editable field, substitution by [#phone] or [DNI]		
		ídem with email address		
		People who have procedural classification (they are in the Structured File) must be labeled with their procedural participation.		
		The software must group people (first and last names) and addresses with a proximity criterion (when they have partial or similar matches, but in another order, for example, last name first, then first names).		
		The entire table maintains the color code used in the text.		
		Then the operator must be able to dredge the people who have been mentioned with different texts and unify them. The option of anonymization of people or addresses are unified after dredging.		
		When people who have some degree of coincidence are together, the dredging operation is facilitated and optimized. Dredging results should be reversible (using an "undo" button)		
		Once the operator has concluded his analysis process, he can order a preview that introduces his decisions on the screen that presents the original document (the color codes must be maintained) applying the		

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY

		selected anonymization options. The user will be able to edit text on this preview screen with definitive effects (if only to correct unnecessary spaces or other details). The option should be offered that automatically when an anonymization option is selected in the analysis screen it is immediately reflected in the preview screen (now marked in some way, for example underlined).
		
		c.2. Export
		When the operator concludes his analysis work, he can give the order to export or finish. Before generating the final preview, the software must verify that all the people identified and included in the analysis screen have one (and only one) anonymization option checked (otherwise it alerts the operator). You should also verify that (after unification by dredging) there are no different texts that receive the same anonymized text (for example, that the same set of initials is being assigned to two different people = At this time the public version is generated in format (doc., docx or pdf) with the following additions:
		
		      Jurisprudential Analysis Sheet (a file selected by the operator) In some cases this text may be added in an external editing process.
		
		      A file or preset legal notice indicating that the document is a public version. This text is the same for all cases and is mandatory.
		      The text processed by the software is embedded third.
		
		Any innovation on these specifications --that can optimize or improve the performance of the software-- is welcome and can be included in the proposal or during the execution of the work. To be finally used, it must be previously and expressly approved.
		
		Other Considerations		

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
		▪ Software to be installed on Windows operating systems (Win 10, 11) ▪ Software with a simplified interface, to be used by end users with basic knowledge of program management. ▪ The software may not require an Internet connection to be used. ▪ The software is licensed for unlimited installations. ▪ Software source code provided to allow further development and maintenance after the contract period. ▪ The software should preferably be developed in C# language, and in case third party libraries are required it should be free. ▪ Create API for Integration to SEJE[1] ▪ Apply clean code coding techniques (Clean Code) ▪ All rights to use must be granted to IDLO and the software will be used exclusively for purposes approved by the organization. **"PRODUCT WARRANTY"** 1 year quality warranty that includes preventive, corrective maintenance, and technical support, starting at the completion and acceptance of the final products.		
2	User manual	▪ Meetings with IDLO and other stakeholders to discuss initial designs. ▪ It must be written in Spanish and English simple language and detailed step by step with reference and explanation images. ▪ IDLO will provide the document in Word format, official logos, photos, and any other branding need for the completion of the designs. ▪ Provide 2 design proposals. This shall include cover, title page, content, copyright page and back cover. ▪ All designs shall be in letter size format 21.59cm x 27.94cm.	Units	1

---

[1] Electronic Judicial File System (Sistema de Expediente Judicial Electrónico) developed by the Honduran Judiciary.

LOT	ITEM NAME	SPECIFICATIONS	MEASURE	QUANTITY
		▪ Use of IDLO's Brand and Visibility Guidelines and IDLO's Publications Printing Specifications Guide. (provided by IDLO)[2]. Font type, font color and size specifications are detailed in this document as well as examples of IDLO´s publications. ▪ IDLO shall receive a final copy in PDF and an editable file of the final document. ▪ Vendor must provide 10 printed copies of the manual in IDLO quality standards.		

J. Price and Schedule of Payments

The following products must be delivered, which must be approved by IDLO and the Judiciary:

1. Workplan and work schedule
2. Definition of requirements and design of the software prototype and the presentation of the methodology or technique of the algorithm to be applied.
3. Preliminary software design proposal
4. Delivery of final software, including product warranty.
5. Delivery of final user manual
6. Training processes for software users and operators and for technical programmers.
7. Final Report.

For this consultancy, an economic proposal must be presented, and payments will be made after completion of each activity by submitting an invoice in accordance with the following schedule below:

NR	PRODUCT	DEADLINE	PAYMENT
1	Workplan* and work schedule	Three (3) days after the signature of the contract	N/A
2	Definition of requirements and design of the software prototype and the presentation of the methodology or technique of the algorithm to be applied.	Five (5) days after the signing of the contract.	N/A
3	Preliminary software design proposal**	Ten (10) days after signing the contract.	25%
4	Delivery of final software, including product warranty**	Thirty-five (35) days after signing the contract	N/A
5	Delivery of final user manual*	Forty (40) days after signing the contract	N/A
6	Training processes for software users and operators and for technical programmers	Forty-five (45) days after signing the contract	N/A

[2] Publications Printing Specifications Guide and Brand and Visibility Guidelines

9	Final Report	Sixty (60) days after the signature of the contract	75%

*IDLO will take 3 days to revise the document and send back comments.
**IDLO will revise and approve the delivered products.

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 HN_2023-000035			

Legal name of Bidder	Insert RFP Reference Number
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?	☐ Yes ☐ No
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:	▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder. ▪ Trade name registration papers, if applicable ▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if relevant ▪ Patent Registration Certificates if any of technologies submitted in the tender is patented by the Bidder. ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.

	- Export Licenses, if applicable - Local Government permit to locate and operate in assignment location, if applicable - Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. - Financial Statement for the last 2 years. - 2 Copies of PO/Contract for the similar services done in the past 3 years/Reference letters.

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]*
	▪ 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	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert]	Reference 2: [Insert]

B. 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 deliverable 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

C. Reporting

1. Please explain progress reporting and final schedule

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.

Description of Activity/Item	Estimated amount. (HNL)
Workplan* and work schedule	
Definition of requirements and design of the software prototype and the presentation of the methodology or technique of the algorithm to be applied.	
Preliminary software design proposal**	
Delivery of final software, including product warranty**	
Delivery of final user manual *	
Training processes for software users and operators and for technical programmers	
Final Report	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

N/A

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_feb_2022.pdf

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