

Annex III

To Request for Proposals N° PTD/11/002



Response Requirements

for the

**provision of professional consultancy services for the development
of an ERP portfolio vision and high level conceptual design**

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Response to the RFP Document

This annex summarizes the form and content of the information that the bidders shall provide in response to this RFP:

PLEASE READ CAREFULLY AND TAKE NOTE OF THE FOLLOWING:

- ❑ The response document must be submitted in **English**.
- ❑ The response document must be limited to one dossier or binder containing your response, solution and documentation. Your proposal shall be prepared in **duplicate** with one marked "Original" and the other marked "Copy". Please refer to the invitation letter for submission instructions.
- ❑ Proposals must conform to WIPO requirements and provide all requested information as set forth in this RFP. WIPO reserves the right to reject proposals that do not respond to these requirements or fail to provide all the requested information.
- ❑ The responses and description of the proposal shall be comprehensive and focused on the information that is requested in the RFP. Information of general interest like marketing driven brochures may be annexed at the end of the response document.
- ❑ Proposals must follow the section numbering and framework provided in the following sections. Bidders may, if they so wish, add sub-sections, and are free to write the content of the sections as they think best, as long as all the requested information is provided.
- ❑

When responding, please use the sections as stated below, i.e. compose your proposal starting with:

1. Executive Summary
2. General Information about the Bidder, etc.

Executive Summary

☞ Bidders must provide a summary of the key features of their proposals. This should highlight major features that differentiate their offer.

☞ This section must contain the following table filled in: [*PLEASE PRINT CLEARLY*]

Date	
Company Name and Address	
Phone number	
Fax number	
Email address	
Website	
Authorized representative name	
Authorized representative signature	
Business contact person	Name: Phone number: E-mail address: Fax number:

Company Background

☞ This section must contain:

- (a) A short presentation of the company (structure, size, location of the branches, etc.).
- (b) A brief historical description of the Company's involvement in the provision of similar services.
- (c) References to current and/or previous experience(s) working with the UN or any of its specialized agencies.
- (d) The contact person(s) in charge of the project (technical and commercial), including the name, phone number and e-mail address. The contact person must be available during the analysis period to answer possible questions.
- (e) Information about the financial status of the company.
- (f) Number of staff, location (in Switzerland and in Suisse Romande, if applicable), kind, level, skills.
- (g) Staff retention rate, turnover.
- (h) Staff training programs, certificates of the staff.

Company References

☞ Give at least two (2) recent references for customers utilizing as many of the modules that WIPO has within its scope (PeopleSoft Financials, PeopleSoft Human Resources, Hyperion Planning, OBIEE);

☞ Give at least one reference for a customer you have worked with to develop a vision of which a major component was results based management.

☞ A description must be given for each of the references (contract period, size of the project, contact person on the customer side, with phone number and position, etc.).

Alliances with Other Companies

☞ Describe the type/level of partnership that your company has established with other companies who may be involved as local or distant sub-contractors in providing some of the services requested in the current RFP (if applicable). The description must include:

- name of the companies and when the alliance was formed;
- a detailed description of the type and extent of cooperation, with specific indication as to the role that each of the companies would play in relation to the services requested in this RFP.

Proposed Resources

2.1 Proposed contractor's personnel who will be involved in executing the contract and how they correspond to the profiles sought by WIPO, as per Article XI of Annex I Terms of Reference.

☞ Please indicate/include:

1. Number of staff intended to be allocated to the contract;
2. Background of each staff, including education, relevant certifications, etc.;
3. Area of relevant technical expertise,
4. Experience with similar assignments,
5. Physical location of person,
6. Languages spoken,
7. Availability of the person
8. Individual references to clients where the proposed resources have demonstrated their relevant skills and experience. Please note that WIPO requires the full names and addresses of the above clients in order to contact each one of them directly. Consequently, every reference to be considered should be complete with client name, address, phone number and contact point.

☞ Please provide detailed current CVs of the Contractor's personnel and attach them to your proposal.

Understanding of WIPO Requirements

☞ Please explain your firm's understanding of the requirements for services. Kindly attempt to summarize this in your own words.

Methodologies and Approaches

☞ Describe what methodologies and approaches you would use to deliver this work and the benefits / added value WIPO can expect to receive as a result.

Time and Cost Estimates

☞ Please provide workload estimations for the resources proposed from your company and for WIPO staff. Please include any effort you would invest, for which WIPO would not be expected to pay, e.g. start-up and familiarization effort;

☞ Please provide cost estimations for the resources proposed for which WIPO will be expected to pay by filling Annex IV – Price Schedule.

Please have your firm/institution's authorized representative confirm and sign your financial offer and the period of its validity.

NOTE: Time and cost estimates for the Proof of Concept are not a mandatory requirement at this stage.

Assumptions

☞ Include any assumptions, as well as comments on the definition of tasks, support documentation and proposed time schedules and costs as indicated in the Terms of Reference and other annexes, or as you may otherwise believe to be necessary.

Contractual Conditions

- ☞ Include example(s) of a typical “Contract” you propose to your customers
- ☞ Include your company’s terms and conditions that would apply to this contract.
- ☞ Please confirm your acceptance of the WIPO Mandatory Conditions contained in Annex II.
- ☞ Please confirm your acceptance of the Officials not to benefit and third party declaration (Annex V) by signing, dating and returning it with your proposal.
- ☞ Please confirm your acceptance of the Non-disclosure agreement for non-treaty data access by Member States and External Users (Annex VI) by signing, dating and returning it with your proposal.
- ☞ Please confirm your acceptance of the Information Security Agreement (Annex VII) by signing, dating and returning it with your proposal.
- ☞ Include any assumptions and/or comments as you may believe to be necessary.