**Request for Information**

**Bidder’s Qualification Criteria**

**Bidder Qualification Requirements**

***(A) Financial Capability***

*The Bidder must have average annual turnover of at least USD 1,000,000 (one million) excluding hardware sales or equivalent amount in other currencies for the last 3 years.*

***(B) Experience and Technical Capacity***

*(1) The Bidder should have successfully completed at least 2 (two) contracts during the last 5 years for development, supply, implementation, warranty service and technical support of similar information systems (based on the same application software) as proposed by the Bidder and comparable by functional and technical characteristics to the System, which has to be implemented.*

*Provide reference client details listed below for all clients. The reference should be for mid-size and/or large companies/organizations with multiple business processes, similar to our project. The reference information should be provided in the following format;*

* *Project Name:*
* *Owner:*
* *Project Cost: $*
* *Project duration (Calendar Days):*
* *Client’s name:*
* *Client’s contact person’s name and designation:*
* *Contact person’s mobile number:*
* *Contact person’s email address ::*
* *Date of Substantial Completion:*
* *Client’s Reference letter*

 *(2) The Bidder shall have the following qualified personnel and please provide confirmation that they are employed on a full-time basis.*

* *Project Manager*
* *Software Architect*
* *Business analyst*
* *Data Warehouse developer*
* *Business Application Developer*
* *DBMS Administrator*
* *User Acceptance Testing staff*
* *User Training staff*
* *Software Maintenance staff*

***(C) Bidder Team Qualification Criteria***

*Provide detail CV’s of the following personnel for review:*

***Project Manager***

*Qualification requirements:*

* *Experience in managing the implementation of at least two similar project recently.*
* *Professional certification will be a plus;*
* *Experience in managing a software development team of at least 5 people;*
* *Fluent Ukrainian and English.*

***Software Architect***

*Qualification requirements:*

* *Relevant experience of at least 3 years in similar projects.*
* *Platform related professional/technical certification*
* *Fluent Ukrainian and English.*

***Database developer***

*Qualification requirements:*

* *Relevant experience of at least 3 years with the proposed platform*
* *A valid technical/professional certificate in database development from a reputed institution.*
* *Fluent Ukrainian and English.*

***Business Application Developer***

*Qualification requirements:*

* *Relevant experience of at least 3 years with the proposed software.*
* *Professional certification.*
* *Fluent Ukrainian and English.*

***DBMS Administrator***

*Qualification requirements:*

* *Relevant experience of at least 3 years with the proposed DBMS;*
* *A valid technical/professional certificate for administering databases from a reputed institution.*
* *Fluent Ukrainian and English.*

***(D) Project Approach***

* *Describe the project management approach and methodology from commencement of the project to final sign off by the client.*
* *List details planning, procedures, progess reporting etc.*

***(E) Quality Assurance (QA) System***

* *Describe the methodology, approach, tools etc adopted for QA.*
* *Provide details of user and systems documentation provided with samples.*
* *Describe how User Acceptance Testing is carried out for each task or deliverable.*
* *Describe the method/plan to initially setup or populate the necessary data for the proposed system.*

***(F) Software Maintenance Services***

* *Provide approach, tools and methodology to maintain the proposed system.*
* *Provide minimum service levels.*

***(G) Other Information***

* *Bidder could provide any additional documentation that is relavent to this RFI.*