

REQUEST FOR PROPOSAL (RFP)

Title of Consulting Service	Developing Digital Matchmaking Platform
Project Name	BUILDING Energy Efficiency in Nepal (BEEN)
Funding Agency	European Union under SWITCH-Asia programme
EOI Calling Office	MinErgy Private Limited
Address	Dakshinkali Chowk, Lagankhel-5, Lalitpur

List of Abbreviations

AMC	Annual Maintenance Contract
B2B	Business to Business
B2C	Business to Customer
BEEN	BUILDING Energy Efficiency in Nepal
COB	Close of Business
CSEB	Compressed Stabilized Earth Blocks
EE	Energy Efficient
GESI	Gender Equality and Social Inclusion
GKSPL	Greentech Knowledge Solutions Pvt Ltd
HVAC	Heating Ventilation and Air Conditioning
iOS	iphone Operating System
IT	Information Technology
MSMEs	Micro Small and Medium Enterprises
NGO	Non Government Organization
O&M	Operational and Maintenance
PAN	Permanent Account Number
RE	Resource Efficient
RFP	Request for Proposal
SDG	Sustainable Development Goals
ToR	Terms of Reference
UE	User Experience
UI	User Interface
UIBK	University of Innsbruck
UNE	Asociación Española de Normalización
VAT	Value Added Tax

TERMS OF REFERENCE (TOR)

TO DEVELOP DIGITAL MATCH MAKING PLATFORM

BUILDING ENERGY EFFICIENCY IN NEPAL (BEEN)

A. Project background

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal; Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from European Union under the SWITCH-Asia Grants Programme. BEEN seeks to contribute in achieving low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and constructions of new buildings as well as in retrofitting of existing buildings. This project supports the realization of Sustainable Development Goals (SDGs) and aims to foster responsible consumption and production of resource efficient building materials in Nepal.

BEEN intends to achieve the overall objective through a) enhancing capacity of Building-MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction and/or retrofitting, and b) increasing awareness of Building-MSMEs and end users to create market system for the promotion and use of EE building design. It also seeks to coordinate with the federal, provincial and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

B. Context

Nepal is now one of the fastest urbanizing developing countries. It is estimated that 1 million homes will be built in Nepal in the next decade. Most buildings in Nepal are designed without considering the local climate. Increased urbanization, changing lifestyle and lack of climatic consideration will lead to an increased energy demand of the building sector in Nepal. Moreover, the use of building materials with high embodied energy will also result in higher carbon emission through the building sector.

BEEN intends to create a business ecosystem for the promotion and growth of EE buildings and resource efficient building materials in Nepal. The project will support Building MSMEs to develop and execute innovative marketing & promotional strategies to promote EE and RE in buildings. The targeted Building MSMEs include architects, designers, real estate developers & builders, contractors, door window fabricators & installers, brick & block manufacturers, Heating Ventilation and Air Conditioning (HVAC) designers & installers, insulation material suppliers and RE suppliers & installers. Similarly, the project will raise awareness of end-users on EE measures and resource efficient building materials to create demand for EE design and services. The project intends to increase the market share of MSMEs engaged in EE and RE integrated building design and construction and support in their business growth.

Thus, this assignment seeks the service of a firm to develop a matchmaking platform. The platform will facilitate connections between trained MSMEs for Business to Business (B2B) interactions and between trained MSMEs and end-users for Business to Customer (B2C) connections to promote MSMEs providing or producing EE & RE products & services in the market while also meeting the needs of end-users in the market.

The type of Building-MSMEs along with the description of EE & RE products and services provided by Building-MSMEs is tabulated below:

SN.	Building-MSMEs		Overview of RE&EE products and services provided by Building-MSMEs
	Category	Sub-category	
1.	Design MSMEs	Architectural Firms, Consulting Firms, Engineering Firms engaged in building designs	<ul style="list-style-type: none"> - Application of passive design strategies for building designs by carrying out analysis of Bio- Climatic Charts, Geometry of Solar Movements and Solar angles, Solar Charts, etc - Application of energy efficient materials/techniques - Use of building simulation tool/s
2.	Builder MSMEs	Real Estate Developers & Builders	<ul style="list-style-type: none"> - Application of passive design strategies for building designs by carrying out analysis of Bio- Climatic Charts, Geometry of Solar Movements and Solar angles, Solar Charts, etc - Application of energy efficient materials/techniques during building construction materials/techniques - Use of building simulation tool/s
3.	Construction MSMEs	- Builders & Contractors	- Application of energy efficient materials/techniques during building construction
4.	Door - Window service providers	<ul style="list-style-type: none"> - Double glazing door-window suppliers/installers - Low emissivity glass suppliers 	- Design, supply and installation of double-glazing door/window frame and high performance glazing
5.	Building Insulation providers	- Building insulator suppliers & installers	- Application of building insulating materials based on analysis of building heat gain & heat loss based on building typologies
6.	Heating Ventilation and Air Conditioning	<ul style="list-style-type: none"> - HVAC system seller and installer - Designer of HVAC system 	<ul style="list-style-type: none"> - Design of HVAC using simulation tool - 5-star HVAC rating system supplier
7.	Brick & Block Manufacturers	<ul style="list-style-type: none"> - Hollow Fired Brick Producers - Hollow Concrete Blocks Producers - Compressed Stabilized Earth Blocks (CSEB) Producers 	- Manufacturing of EE walling materials including fired and non-fired products
8.	RE system service providers	<ul style="list-style-type: none"> - Solar/biomass thermal based heating cooling system designer/installer - Geothermal based heating cooling system designer/installer - Solar thermal water 	- Design, supply and installation of RE based technologies for building thermal comfort

SN.	Building-MSMEs		Overview of RE&EE products and services provided by Building-MSMEs
	Category	Sub-category	
		heating system for cold region	

C. Objective

The specific objectives of this assignment are as below:

- Develop digital matchmaking platform for B2B connection (among BEEN trained MSMEs and EE & RE product and service providers) and B2C connection (among BEEN trained MSMEs, EE & RE product/service providers and end-users or house builders)
- Prepare Operational and Maintenance (O&M) plan for digital matchmaking app
- Implement O&M plan of digital matchmaking app

D. Scope of Assignment

Following are the scope of assignments:

- a) Define scope of web-based matchmaking portal and app in consultation with BEEN team
- b) Provide an overview of the digital marketing app/features – architecture of the app
- c) Prepare operational plan for functioning of matchmaking app
 - i. Support in defining the core customers of the app
 - ii. Define human resource and backend team requirement for app management and backend usage
 - iii. Calculate the overall operational cost of the app (fixed, recurring, etc.)
 - iv. Provide financial analysis for the fixed and recurring cost
- d) Digitize inventory of i) all trained MSMEs enlisted in BEEN, ii) product catalogues, specifications, capacity, etc. of EE and RE services & products
- e) Provide a user-friendly backend for updates, edits and features such as (but not limited to)
 - i. Create wireframes and prototypes to visualize the app's layout, navigation, and interaction flows before finalization of the interface
 - ii. Product catalogs, project galleries, technical specifications, and cost calculators mainly for increasing the business potential of energy efficient materials, technologies, design and services.
 - iii. Ensure the app is user-friendly, intuitive, and accessible across different devices and platforms.
 - iv. Design the app's user interface (UI) and user experience (UX) to provide a seamless and enjoyable browsing experience.
 - v. Incorporate branding elements and design principles to maintain consistency and reinforce brand identity as per BEEN standards.
- f) Train the BEEN team on app backend management, operation and usage
- g) Prepare O&M (operational and maintenance) plan including outreach with cost estimate
- h) Prepare AMC (annual maintenance contract) plan for post-app scenario
- i) Provide AMC service upto 1 year after the app is live

E. Deliverables and timeline

Below are the deliverables with timeline:

Deliverable	Timeline
Signing Contract	3rd week of June 2024
Inception report	2 weeks after the contract
Draft wireframe of the app (with architecture of the app)	1 month after the acceptance of the inception report
Draft digital matchmaking platform/app on Android, IOS and Web	Draft version in 3 months after the acceptance of the draft wireframe
Final digital matchmaking platform/app on Android, IOS and Web	Final version after feedback from 1 month
Detailed operational and maintenance (O&M) plan with estimated cost	1 month after final app
A variety of AMC plan with estimated budget and modules for the project team to choose from	2 Weeks after final app
Monthly AMC report after the app is live	Bi-monthly

F. Team Composition

1. Team leader:

- Master's degree in related field (IT, Computer Engineering)
- 7 years of experiences in app development, e-commerce, marketing app
- Experiences in business development (preferred)

2. System architect (short-term):

- Bachelor's degree in related field (IT, Computer Engineering, Software Development)
- 5 years of experiences in app development

3. Senior developer (Android, iOS, Web) (medium-term):

- Bachelor's degree in related field (IT, Computer Engineering, Software Development)
- 5 years of experiences in app development

4. Financial analyst/business development

- Masters' degree in business management
- 5 years of experience in carrying out financial analysis for digital apps

5. Others (propose as required)

G. Instruction for Submission of proposals

- This RFP is open to all eligible firm / company/ organization
- Information session about the RFP will held on 29th May 2024. Interested proponents should register for the information session via email to info@beenproject.org by 27th May 2024 COB. Following information should be provided: i) Name of attending person, ii) Name of firm, iii) contact number.
- RFP application should contain following documents:

- i. Organization Documents
 - Copy of company/firm registration certificate
 - Copy of VAT /PAN registration certificate
 - Copy of tax clearance certificate of Fiscal Year 2079/80
 - ii. Technical Proposal
 - iii. Financial Proposal
- RFP documents shall be submitted via mail by 5:00 PM by 7th June 2024 attaching all the documents and writing a mail to info@beenproject.org with subject line “RFP for developing digital matchmaking platform“
 - Document received after the closing time for submission of proposals shall not be considered for evaluation.
 - The proposal, and all related correspondence exchanged by the proponent shall be in English language.
 - The proponents are expected to examine in detail the documents constituting this RFP.
 - Deficiency in providing the information required for scoring will result in rejection of a proposal.

H. Preparation of Proposal

- The proposal shall have two components:
 - a) Technical Proposal
 - b) Financial Proposal

a. Technical proposal

Technical proposal should comprise of the following documents:

- An application letter regarding the submission of a technical proposal should be filled in *Annex 1*
- Applicant’s information should be filled in the format of *Annex 2*
- Specific experience in the past 2 years should be filled in *Annex 3*. Proof of specific experience should be submitted.
- A description of the methodology and work plan should be attached as *Annex 4*. It is required that the proposer is responsive and incorporates ways to ensure Gender Equality and Social Inclusion (GESI) and Greening the Initiatives (*such as avoiding single use of plastic, green transportation, green events) in the proposal.
- The proposed team should be attached as *Annex 5*.
- The resume of team members should be attached as *Annex 6*.
- A time schedule showing the time proposed to undertake the activities indicated in the work plan should be attached as *Annex 7*.
- The technical proposal shall not include any financial information.

b. Financial Proposal

- Application letter for financial proposal should be filled in the format of *Annex 8*.
- The proponent is requested to submit an estimated budget with detailed breakdown comprising human resources (segregated by time involvement of team members). Proposed cost must be inclusive of all applicable taxes in Nepalese currency *Annex 9*.

- Activities and items in the technical proposal but not priced shall be assumed to be included in the prices of other activities or items.

I. Evaluation of RFP Application

The proposals will be evaluated on following basis:

a) Eligibility Criteria

First of all, the eligibility of proposals will be examined. Proponents should have submitted a complete set of following documents:

S.N	Criteria	Compliance
1.	Company/Firm Registration Certificate	
2.	Tax Clearance of FY 2078/79	
3.	VAT/PAN Registration	
4.	Technical Proposal (Annex 1 to Annex 7)	
5.	Financial Proposal (Annex 8 and 9)	

b) Technical Proposal Ranking Criteria

Proposals which meet the eligibility criteria will be ranked on the basis of the ranking criteria. The total score for technical proposal would be 80. Each responsive proposal shall be given a technical score on the following criteria

i. Organizational Experience

S.N.	Criteria	Score
1	Proven 5 years experience in the app development/matchmaking platform	10
2	At least one specific experience in developing consumer-oriented app (provide proof)	10
3	Demonstrated ability to develop framework of handling large volumes of data and users	5
4	Specific experiences in developing construction- market related app	5
5	Proof of experiences to manage back-end support for app operation	5

Total Score: 35

ii. Team members' Experience

S.N	Personnel	Criteria	Score
1	Team Leader	Having 7+ years' experience experiences in app development, e-commerce, marketing	12

		app	
2	System architect (short-term)	Having 5+ years of experiences in app development	7
3	Senior developer (Android, iOS, Web) (medium-term)	Having 5+ years of experiences in app development	8
4	Financial analyst/business development	Having 5+ years of experience in carrying out financial analysis for digital apps	8

Total Score: 35

iii. Methodology

S.N	Criteria	Score
1	Demonstrated understanding on the requirement of app development/e-commerce platform for the building construction sector	15
2	Clear and objectively developed methodology and work plan to complete the tasks	15

Total Score: 30

A proposal will be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 75.

c) Financial Proposal Evaluation Criteria

- After completion of the evaluation of the technical proposal, the financial proposal will be evaluated for those proponents who pass the technical evaluation.
- In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- Out of the qualifying firms, a financial score of 100 will be given to the organization with lowest financial proposal.
- The financial scores of the other financial proposals shall be computed based on the formula.

Financial Score of proposal under consideration = $100 \times \frac{\text{Price of lowest financial proposal}}{\text{Price of the Financial Proposal under consideration}}$.

d) Cumulative Ranking Criteria

- The proposals shall then be ranked according to their combined technical and financial scores.
- Weight given to technical proposal is 70% and Weight given to the financial proposal 30%
- Cumulative Score = Technical Score * 70% + Financial Score * 30%
- The firm achieving the highest combined technical and financial score will be invited for negotiations.

J. Acceptance of Proposal

MinErgy reserves the right to approve or disapprove any proposal. If needed, the consultant will be asked for modifications and presentations of the proposal before approval. Agency with Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are preferred to apply.

K. Principal Point of Contact

Any queries regarding this call should be sent by email to info@beenproject.org by 27th May 2024 & response to those queries will be responded to in the information session on 29th May 2024.

Annex 1: Letter of Application

(Letterhead of the proponent)

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

1. Being duly authorized to represent and act on behalf of “*the Applicant name*”, and having reviewed and fully understood all the short-listing information provided, we hereby apply to be short-listed as Consultant for *Developing Digital Matchmaking Platform*.
2. MinErgy Pvt Ltd and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application.
3. MinErgy Pvt Ltd and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
4. All further communication concerning this application should be addressed to the following person
Name:
Designation:
Company:
Contact information:
5. We declare that we have no conflict of interest in the proposed procurement proceedings by MinErgy Pvt Ltd and we have not been punished for an offense relating to the concerned profession or business.
6. We declare that none of the team members or the organization have been blacklisted.
7. We declare that no case of corruption is pending against the organization, its Board members or the team designated to the study.
8. The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name:

For and on behalf of (name of Applicant):

Official Stamp

Annex 2: Applicant's Information Form

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business:
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
10. Total number of staff:
11. Number of professional staff:

Annex 3: Organizational Specific Experience

Details of similar assignments undertaken in the previous seven years

Assignment 1:

Assignment name	Name of Client:
Country: Location within country:	Duration of assignment (months): Start date (month/year): Completion date (month/year):
Approx. value of the services provided by consultant under the contract (in current NRs)	Name of joint venture partner or sub-consultants, if any:
Description of assignment	
Description of actual services provided in the assignment:	

(Please add tables for additional assignments)

Annex 4: Methodology And Work plan

Annex 5: Time Schedule

Annex 6: Proposed Team

S.N	Name	Position	Highest Qualification	General Work Experience	Specific Work Experience	Nationality

Annex 7: Signed Resume of Proposed Team

Annex 8: Financial Proposal

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

We, the undersigned, offer to provide the consulting services for *Developing Digital Matchmaking Platform* in accordance with your Request for Proposal (RFP) dated 20th May 2024. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes, which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations.

We acknowledge and accept the Minergy's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the MinErgy as a result of this Proposal or not. We confirm that we have read, understood and accept the contents of the Terms of Reference (TOR) and other attachments and inclusions included in the RFP.

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

The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name:

For and on behalf of (name of Applicant):

Official Stamp

Annex 9: Detailed Budget Breakdown