

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-Peru-2022-0233
RFP Issue Date:	March 11, 2022
Terms of Reference / Specifications:	Develop and implement a traceability system that will allow better information flow of the value chain.
Project	CATALYZE Peru
The Company	Palladium International, LLC
Country of Performance	Peru
Closing Date and Time	No later than April 4, 2022 @ 24:00 GMT.
Questions Deadline	<input checked="" type="checkbox"/> Accepted at peru.catalyze.procurement@thepalladiumgroup.com by March 18, 2022 at 24:00 GMT
Bidders' Conference	<input checked="" type="checkbox"/> N/A
Details for Submission	Submissions will be accepted: <input checked="" type="checkbox"/> Electronically: email to peru.catalyze.procurement@thepalladiumgroup.com
Offer Validity Period	6 months

Thank you for your interest in the above procurement. As implementer for the CATALYZE Peru funded by United States Agency for International Development (USAID), Palladium invites you to submit a proposal for the scope of work attached in Annex A. Your proposal must be valid for 6 months.

Please email your notice of intention to submit a proposal by the Questions Deadline. Answers to questions shall be distributed to all offerors that have indicated an intention to submit a proposal by the deadline.

Please submit your proposal in accordance with the Details for Submission above by the Closing Date and Time. This RFP in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a proposal. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

Yours sincerely,

Jean Morote
Grants and Subcontracts Manager
CATALYZE Peru
Palladium

Terms and conditions

1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Proposal Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFP unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all proposal to confirm compliance with this RFP and to determine the best proposal in the circumstances.

4. Alterations

The Company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFP; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a proposal; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their proposal.

8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFP and after the completion of the process.

9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the Company's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their proposal. And provide it to the Company upon request.

11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFP the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFP; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFP process.

Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

17. Jurisdiction

This RFP shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFP or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFP or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

Company Information.

Palladium is a global leader in the design, development and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits.

Project Background.

CATALYZE Peru is a new USAID (United States Agency for International Development) initiative implemented by Palladium with the objective of mobilizing significant and primarily commercial financing and investment at scale to micro, small, medium, and large businesses, and financial institutions of all sizes in the nine regions of Peru’s Amazon. It is a \$15 million three-year (2020 – 2023) initiative under the \$250 million eight-year global USAID CATALYZE program implemented by Palladium, which seeks to mobilize \$2 billion in private capital, especially to underfinanced social sectors and emerging countries.

In regions dense with natural resources, ecological beauty, and biodiversity, CATALYZE Peru will create a sustainable platform of services utilizing a blended finance approach to facilitate new investments into the Peruvian Amazon region, thereby strengthening the Amazon economy. It intends to assist investors of all types and sizes - through provision of technical assistance, strategic use of incentives, and innovative risk mitigation - to identify and facilitate commercially viable opportunities and business models that generate value, provide financial returns and high impact, and simultaneously protect the Amazon geography.

CATALYZE Peru includes three interrelated components:

1. Develop Partnerships and Structure Projects/Business Models.
2. Strengthen Financial Institution Services to Targeted Regions, Sectors and Value Chains.
3. Develop Digital Information Systems to Support Projects/Business Models.

Purpose.

Improve the transparency of the supply chain by improving the accessibility to and increasing the availability of business information and data, that would ultimately help to strengthen and reinforce the competitiveness of the value chain. As part of it, a traceability system will be developed and /or implemented as a mean to increase access to finance among multiples actors of the agricultural value chain.

A complete scope of work is attached as Annex A.

Type of Contract.

Palladium intends to issue a Firm Fixed Price subcontract to the selected offeror.

RFP Schedule.

The following table summarizes the dates to be taken into account, for the entire award process of this RFP

Table # 1
RFP Schedule

Publication of the need for the traceability system on the Palladium / USAID web portal	11 March 2022
Reception of questions	11 March – 18 March 2022
Answers to questions	23 March 2022
Reception of proposals	No later than April 4, 2022 @ 24:00 GMT.
Subcontract award (estimated date)	04 May 2022

The RFP schedule may be modified by Palladium in its sole discretion.

All communication will be through the email peru.catalyze.procurement@thepalladiumgroup.com and those who do not follow this channel will not be considered as official communication for the award process of this RFP.

Palladium understands that queries may arise in relation to this RFP in this regard, interested parties can send their queries via email to peru.catalyze.procurement@thepalladiumgroup.com with attention to Jean Morote, Grants and Subcontracts Manager, no later than March 18, 2022 @ 24:00 GMT. Responses to these queries were distributed by email in a similar manner to how the RFP was distributed, Palladium, at its sole discretion, may schedule a virtual meeting to clarify and give the answer to the queries, the invitation to this meeting will be via email, with a minimum anticipation period of 48 hours before its completion.

Announcements, questions, clarifications and/or modifications of the RFP will be distributed to all interested parties, via email peru.Catalyze.Procurement@thepalladiumgroup.com

Finally, proposals must be submitted no later than April 4, 2022 @ 24:00 GMT. Palladium, at its discretion, may or may not consider proposals submitted late submission

Anticipated Contract Period of Performance.

The implementation period will be approximately one hundred and twenty (120) days.

Place of Performance.

The activities to be performed under this contract will take place in Peru, specifically in the anchor firm's¹ premises. See the Instructions for Submission of Cost Proposal for travel assumptions.

Key Deliverables and Timeline.

#	Deliverable	Term	% Payment
1	- Work Plan / schedule of activities	15 days after the award date	10%
2	- System implementation described in the chapter "Scope of the service and results" of the Terms of Reference (ToR). - System configuration and parameterization. - Migration of non-transactional data tables. - Training of users on the system. - Test plan executions. - Execution of pilot phase environment.	80 days after the award date	60%
3	- User Acceptance Test (UAT) Report & Licenses. The UAT report should contain the following: <ul style="list-style-type: none"> • Creation of UAT test plan. • Identify Test Scenarios. • Create UAT Test Cases. • Preparation of Test Data (Production like Data). • Run the Test cases. • Record the Results. • Confirm business objectives. 	120 days after the award date	30%

¹ Anchor firm: Agriculture firm where the traceability system will be implemented.

#	Deliverable	Term	% Payment
	<ul style="list-style-type: none"> • Licenses (according to the SOW ítem 12). 30 licenses for mobile users and 12 licenses for web users. <p>- Final Report. The final report should contain the following items:</p> <ul style="list-style-type: none"> • Background. • Objectives. • Related activities. • Achievements. • Good practices. • Learned lessons. • Conclusions. • The report should not be more than 20 pages (the report template will be provided by Catalyze Peru). 		

Instructions to Offerors.

Separate proposals for the technical and the economic (budget) matters should be submitted. Both proposals must be submitted by e-mail no later than the time and date specified on the cover page.

1. Technical Proposal

For the technical proposal, the offeror must submit:

- (a) Cover letter signed by an authorized company representative with the following information:
 1. Firm contact info and address.
 2. Type of company or organization and copy of legal registry certificate or public deeds or document equivalent.
 3. Company Data Sheet (Attachment 1).
 4. Certification and Representation (Attachment 2).
 5. DUNS Number (Company must have a DUNS number or obtain one within 5 days of being notified of selection).
- (b) Background on the firm, relevant expertise (no more than 2 pages).
- (c) Technical Proposal & Management Approach.
- (d) Proposed work plan showing how the firm would execute this project including a brief description of the team of professionals that would be in charge, a timeline, activities to be performed and persons responsible for each of them (max. 2 pages).
- (e) Description of relevant projects previously performed by the firm demonstrating expertise in the implementation of Traceability Systems (max. 4 pages).
- (f) Contact details for three referees that have worked with the firm in the near past (max. 1 page).
- (g) All supporting documentation specified below in the pass/fail evaluation criteria.

If the company will enter into a consortium to present a joint proposal, please be aware that items (a), (b), (c), (e) and (g) needs to be submitted for the entities involved in the consortium.

2. Economic Proposal

A separate budget proposal must be submitted. CATALYZE will provide a budget template upon request through peru.catalyze.procurement@thepalladiumgroup.com. The cost proposal consists of:

- (a) Budget in Microsoft Excel with all formulas visible (unlocked).
- (b) Accompanying Word Document with all cost assumptions and explanations.

Key assumptions

- Budget in US Dollars.
- All prices must consider relevant taxes.
- Separate unit costs and number of units.
- Break down activity costs info and as much detail as possible.
- Offeror should budget for: labor, travel, and other direct costs.

If selected, within 5 days of being notified, the selected offeror will be required to complete the Due Diligence Questionnaire of Palladium and provide a DUNS number.

Submission of Offers

This Request for Proposal (RFP) is open until 24:00 GMT, April 4, 2022. The completed response to this RFP must be delivered via email with all relevant documents, with the RFP number in the subject lines, RFP-CATALYZE-Peru-2022-0233, to the following email address:

- Grants and Subcontract Manager
- CATALYZE Peru
- Email: Peru.CATALYZE.Procurement@thepalladiumgroup.com.

Palladium, at its discretion, may or may not consider proposals submitted late submission

Evaluation and Award Process

Proposals will be evaluated using a best value trade off methodology. This is a three-stage process.

- (1) The first set of criteria is graded on a pass/fail basis. Offerors must meet the following minimum eligibility qualification criteria and provide supporting documentation:

	Requirement	Supporting Documentation
(a)	Must be a registered legal entity in the country of origin for a minimum of one year.	Copy of legal registry certificate or public deeds or document equivalent.
(b)	Must not have any active exclusions from working with the US government (www.sam.gov), the UN (Sanctions List), or the US Department of the Treasury Office of Foreign Asset Control.	NA- Palladium will conduct a search of these databases as part of the due diligence process
(c)	Past performance with demonstrated experience and success in implementation of traceability systems.	- Description of relevant projects previously performed by the firm, demonstrating expertise in implementation of traceability systems. - Contact details for three recent referees.

- (2) If these minimum criteria are met, the offer's technical proposal will be evaluated as follows:

Evaluation Criteria	Maximum Score
Experience in the implementation of traceability systems for Amazonian agricultural products (e. g. cocoa and coffee, rice, palm oil, non-tree forest products, etc.)	10 Points
The traceability system offered has embedded modules that will allow the user to apply technologies such as GPS, QR, IoT, Machine Learning, Analytics & Business Intelligence. (see Annex A: item 4.5)	10 Points
The system should have integration channels with the digital ecosystem such as Micro services, APIs and XML file import/export, for easy the integration. (see Annex A: item 4.3)	10 Points
Traceability system uses a well-known database such as: MySQL, SQL Server, Mongo DB. (see Annex A: item 4.1)	10 Points
Proposal contains a detailed statement of the work flow process, milestones, timeline, activities and people involved to be carried out during the implementation of the traceability system.	10 Points
Proposal includes an easy to understand technical description of the components or modules of the traceability system, according to the section "Modules" in the scope of work. (see Annex A: item 2)	5 Points

Proposal describes how the offeror will use standard project management tools and techniques for the implementation of the traceability system.	5 Points
Proposal describes how the offeror will provide support post implementation. (see Annex A: item 7)	5 Points
The offeror has an established service level agreement (SLA) for support and escalation. (see Annex A: item 7)	5 Points
The solution must be capable of capturing information in offline mode, with description of how it is then updated and uploaded. (see Annex A: item 4.4)	5 Points
The solution has a synchronization process: all information entered offline must be updated in the central server, including proposed frequency. (see Annex A: item 4.4)	5 Points
The proposal incorporates and specifies appropriate level of functional testing, usability, performance, regressive, user acceptance, and beta testing. (see Annex A: item 6)	5 Points
Compliance with the technical security specifications according to the section "Security Features" in the scope of work. (see Annex A: item 5)	5 Points
TECHNICAL TRAINING: Application Administration. (see Annex A: item 9.1)	5 Points
END USER TRAINING: Use of the application as an end user. (see Annex A: item 9.2)	5 Points
Total (Maximum Score)	100 Points

(3) The offeror's economic proposal will be evaluated considering the:

- Proposed total cost of the work to be performed.
- Realism and reasonableness of the work to be performed.
- Correct alignment between the projected budget and the overall strategy and activities to be performed.
- Price is consistent with various elements of the technical proposal.

Palladium reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and budget with the original submission.

PROCUREMENT INTEGRITY AND ETHICS

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same, will be grounds for disqualification of the vendor/contractor from participation in this and any of Palladium's future procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

Resulting Award

This RFP in no way obligates Palladium to award a contract. Palladium may opt to select multiple offers in response to this RFP.

Any contract/purchase order resulting from this solicitation must be signed by both parties in order to be considered valid and in force. All costs associated with, but not limited to, production, preparation and/or delivery of goods or services, including deliveries, accepted by Palladium staff, without a fully executed (signed by both parties) contract/purchase order, are at the vendor's risk only. Palladium shall not pay for any costs, without limitation, associated with production, preparation or delivery of goods and/or services under this or any other contract/purchase order, which has not been signed by both parties.

If your proposal is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant client

terms and conditions. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any proposals pursuant to this RFP.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.

Attachments

Attachment 1 - Local (Non-U.S.) Company Data Sheet

Attachment 2 - Certifications and Representations

Attachment 3 - Palladium Business Partner Code of Conduct and Child Protection Guidelines

Annex A: Scope of Work

About the anchor firm (end user)

The anchor firm is an agricultural company that works hand in hand with producers, collectors, transporters and distributors, and has processing plants where new products derived from raw materials are produced. The employees of the anchor firm will be the users of the traceability system. The anchor company has a team of extension workers who will help in recording information on each producer and their crops. The traceability system will be integrated into the digital ecosystem as item 4.3 of scope of work.

The traceability system should be capable of recording and managing information and data from producers as mentioned in item 11. Please reference item 12 for an approximate number of usage licenses that the system will need to accommodate.

The scope involves the design, development and implementation of the traceability system that will allow a better information flow of the value chain for the anchor firm. CATALYZE Perú will purchase software implementation and software usage licenses for one year under this procurement (to be included in the offeror's budget proposal.) The anchor firm will be responsible for renewing the usage licenses of the traceability system on a yearly basis thereafter.

1. General system specifications:

- 1.1. The language of the system and mobile application must be in SPANISH.
- 1.2. The system must include the mechanisms and tools for data registration, control of data flow, robust databases and generation of reports.
- 1.3. The system must be web native or cloud native developed, with explanation of how it will operate in low or unreliable internet access areas.
- 1.4. The system must have a mobile application, which works in online and offline modes.
- 1.5. The system must allow the design of templates and forms for the data collection (in the web and mobile application). Example of field information:
 - Family productive units, services, access roads, collection centres.
 - Production, dates of land preparation, planting, harvest, post-harvest, storage, and transport; cost of production, volume of production.
- 1.6. The system must include information such as detailed data on parcel size, location, farming practices, production history, and sales.
- 1.7. The system must be modular and scalable and allow for new modules to be easily added or attached. Required modules are listed below in section 2. In its proposal, the offeror must identify the modules it plans to develop (including those in section 2) for the subcontract. If the need for a new additional module is determined during the period of performance, this will be reviewed on a case-by-case basis, with the offeror.
- 1.8. The precise data that will be included in the system will depend on the needs of the company to satisfy the demand of the traceability actors.
- 1.9. Design of the information flow (protocols) and interaction between actors, both in physical and electronic media (how it is collected, periodicity, means of collection and quality control).
- 1.10. The supplier must propose the specialized equipment and / or hardware necessary for the best operation of the system, from data collection (bar readers, scanners or other devices) to the issuance of reports and / or product identification and control labels.
- 1.11. The proposal does not include the cost of the hardware: peripheral equipment (scanner, barcode readers, QRs, smart mobile equipment or others) that the system uses. However, list of types of equipment it would work optimally with should be listed.

2. Modules:

The software must include at least the following modules:

2.1. Production process registration, starting with the registration of producers, registration of farms, GPS coordinates such as identification and georeferencing of production units, procurement information, as well as the registration of production and productivity data, access roads, collection and dispatch centres.

2.2. Certification of production, calculation of the cost of production, control of the inputs delivered according to the farm and the growing area.

2.3. Monitoring reports regarding the flow of product transfers, from the farm to its destination. This process includes monitoring the preparation of the land, sowing, agricultural management, harvest, post-harvest, collection, transfer, until the product is delivered to its destination.

2.4. Record of product identification, control, and its passage through the different verification points until the receipt of the product.

2.5. Stock management methods to control warehouses.

2.6. Labelling that allow physical identification, verification of the control processes through which it has passed and the generation of reports for decision-making.

2.7. The system must have a set up module for the parametrization and for better administration of the application, devices, and users.

2.8. Generation of managerial and administrative reports.

3. Technical Supervision. -

The supervision and coordination of traceability solution will be overseen by the Director of Emerging Technologies and the technical team.

4. Technical Considerations.-

4.1. Development

- Native web or cloud development, with known programming languages such as Java, C#, Code, VB, Angular.
- For the mobile App use Android native app development tools, Kotlin, Java language and/or native iOS App development tools.
- The database for the back-end of the application must be a sound database such as: Oracle, MS SQL Server, MySQL, MongoDB.

4.2. Operating systems

- The traceability system for the end user should work on any operating system via web browser.
- The mobile App should work primarily in Android OS.

4.3. Integration channels with the digital ecosystem

- The system should have Micro services, APIs and XML file import/export, for ease of integrating the traceability system into the digital ecosystem and sharing authorized information through these technical channels. Detailed information will be shared with the awarded firm.

4.4. Mobile application architecture (Offline / online)

- The mobile application (for registration on the field) must be capable of capturing information in offline mode, so that later, when there is connectivity, the data is transferred to the central system.

Offline:

- It must allow recording all the information according to the business requirements.
- It must allow the recording of GPS geolocation information.

On-line:

- The application must implement a set of rules that will be used to synchronize the information when it goes from offline to online.

4.5. Technical availability in embedded modules for future improvement

- The system must have embedded modules that will allow a future improvement of the traceability system, the users will be able to apply technologies such as GPS, QR, IoT, Machine Learning, Analytics & Business Intelligence.

5. Security Features

- All connections between client (terminal) and server must be encrypted and secured with HTTPs signed with SHA2 algorithm or higher.
- It must support the TLS 1.2 protocols.
- No internal access credentials should be stored, such as database access.
- Data security

6. About the Testing

The offeror must conduct the following tests. The tests must be carried out by individuals who are not involved in the system development. "The scope of the tests will be agreed between the offeror and CATALYZE Peru. The offeror should provide a testing plan of how it will perform each of these tests and with how many people approximately.

- **Functional test:** check if it works according to the functional requirements.
- **Usability test:** ensure that it is friendly, intuitive, easy to use.
- **Performance test:** check speed performance, offline/online, and during synchronization.
- **Specific test on tablets and cell phones:** test on different physical devices for tablets and cell phones, despite having tested in computer simulators, these tests should be performed on physical devices.
- **User Acceptance Test:** these tests must be carried out by the product owner or future users of the mobile application.

7. Support post-implementation.

The supplier must have an online help desk or remote assistance system and record a follow-up of assistance tickets:

- There must be an SLA for attention and escalation.
- Remote care should not exceed 48 hours to solve any incident.
- The query support must be available 8 hour a day, 7 days a week
- Support for operability errors must be 24 x 7 x 365.
- The support service must include updates due to security errors in the software.

8. Continuous support post-implementation.

The anchor firm will be responsible for renewing the usage licenses of the traceability system on a yearly basis. The offeror must continue to provide the same degree of support listed above in “support post-implementation” with its annual licenses.

9. Training and knowledge transfer.

9.1. Technical training – application administration. -

There must be a knowledge transfer plan and work on the administration and configuration of the traceability system.

9.2. End user training. -

There must be a training sessions plan and execution of the plan for the end users for the mobile application and for the web application.

10. Implementation Reports.

The supplier must present progress reports on compliance with the project implementation milestones, describing the corresponding activities and results achieved.

11. Performance and capacity requirements.

- The software should be capable to record and manage information of at least 3000 producers.
- The software should cope at least 50 concurrent users.

12. Licensing.

CATALYZE Perú will purchase software implementation and software usage licenses for one year under this procurement (to be included in the offeror’s budget proposal.) The beneficiary (Villa Andina) of these licenses will be responsible for renewing the usage licenses of the traceability system on a yearly basis thereafter. The approximate number of intended users is as follows:

Mobile users: 30

Web users: 12

13. Warranty

The functionalities provided by the final version of the system will have a guarantee period of 6 months, which will govern from the acceptance and approval of the implemented system.

Attachment 1 – Local (Non – US) Company Data Sheet

COMPANY DATA SHEET

REMIT TO INFORMATION:

Vendor Name	Telephone Number	Fax Number
Street Address	City/State/Zip Code	Country
Federal Tax ID	DUNS Number	NAICS Code (North American Industry Classification System Code)

MAILING INFORMATION:

Vendor Name	Street Address	City/State/Zip Code
Sales Contact	Title	Sales Contact Telephone Number
Billing Contact	Title	Billing Contact Telephone Number

PARENT COMPANY INFORMATION (IF DIFFERENT):

Vendor Name	Telephone Number
Street Address	City/State/Zip Code

BUSINESS INFORMATION:

Business Type	Vendor Type
<input type="checkbox"/> A Division <input type="checkbox"/> An Affiliate <input type="checkbox"/> A Subsidiary (%) <input type="checkbox"/> A Wholly Owned Subsidiary <input type="checkbox"/> Independently Owned & Operated	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Reseller <input type="checkbox"/> Value-Added Reseller <input type="checkbox"/> Consultant/Individual <input type="checkbox"/> Subcontractor <input type="checkbox"/> Integrator <input type="checkbox"/> Retailer

PRIMARY SERVICES/SUPPLIES:

Does your company have a commercial published price list? Yes No
 Does your company hold a GSA Schedule? Yes No
 If yes, please provide your GSA Schedule Number: _____
 Do you have a US Government approved job cost accounting system? Yes No
 If no, do you have an adequate job cost accounting system that will support cost-type contracts? Yes No
 If yes, what system are you using? _____
 Do you have a US Government approved purchasing system? Yes No
 Do you have a US Government approved property system? Yes No
 If you are a large business, do you have a corporate master small business subcontracting plan? Yes No

SMALL BUSINESS ADMINISTRATION CLASSIFICATION (SBA Type):

- Eligibility as a small business is based upon the regulations issued by the Small Business Administration. Per 13 CFR Part 121 of the Federal Acquisition Regulation. (If in doubt, consult the SBA office in your area or the SBA Website: www.sba.gov.)
- Eligibility as a small disadvantaged business is first based on eligibility as a small business, as noted above. Second, disadvantaged status consists of at least 51% ownership of a firm by a disadvantaged person(s) and daily management and control of the firm by such disadvantaged person(s). Disadvantaged are minority groups, specifically Black Americans, Hispanic Americans, Native Americans (Aleuts, Eskimos, American Indians, and Hawaiians), Asian Pacific Americans, and firms which have been admitted to the SBA's 8(a) program. (See FAR 19.102 for the current, complete identification of Size Standards)

<input type="checkbox"/> Large Business	<input type="checkbox"/> HUBZone – Certified
<input type="checkbox"/> Small Business	<input type="checkbox"/> HUBZone – Uncertified
<input type="checkbox"/> Small Disadvantaged Business - Certified	<input type="checkbox"/> Veteran Owned Small Business
<input type="checkbox"/> Small Disadvantaged Business - Uncertified	<input type="checkbox"/> Service Disabled Veteran Owned Small Business
<input type="checkbox"/> Woman Owned Small Business	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> HBCU/MI	<input type="checkbox"/> Foreign

NUMBER OF EMPLOYEES: The number of employees should include the total of all employees located in all division, affiliates, subsidiaries, and the parent company.	INDUSTRY CERTIFICATION:	
	ISO 9001:2000 <input type="checkbox"/> Yes <input type="checkbox"/> No	ISO 9001 Certificate Available <input type="checkbox"/> Yes <input type="checkbox"/> No
ABILITY TO ACCEPT ACI / E-PROCUREMENT PMT <input type="checkbox"/> Yes <input type="checkbox"/> No	CMMI Maturity Level <input type="checkbox"/> No <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	CMMI Certificate Available <input type="checkbox"/> Yes <input type="checkbox"/> No
	PAYMENT TERMS: <input type="checkbox"/> Immediately <input type="checkbox"/> 15 Days <input type="checkbox"/> 30 Days <input type="checkbox"/> 45 Days <input type="checkbox"/> CC	

CERTIFICATION:

Signature: _____ Title: _____
 Typed/Printed: _____ Date: _____

Attachment 2 - Certifications and Representations

1. CERTIFICACIONES

1.1 Certification Regarding Debarment and Suspension

- (1) Subcontractor certifies to the best of its knowledge and belief that it and its “principals” (as defined below):
 - a. Are not presently debarred, suspended, proposed for disbarment, or declared ineligible for the award of contracts by any Federal agency;
 - b. Have not within a three-year period preceding this Subcontract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract or subcontract; violation of Federal or State antitrust statues relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph b. of this certification;
 - d. Have not, within a three-year period preceding this Subcontract, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied; and
 - e. Have not within a three-year period preceding this Subcontract had one or more contracts terminated for default by any Federal agency.
- (2) “Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a division or business segment, and similar positions).
- (3) Subcontractor shall not enter into any lower-tier subcontract in excess of \$35,000 with a subcontractor that is debarred, suspended, or proposed for debarment by any U.S. executive agency, unless approved in advance by the Company.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Business Name:	
Authorized Representative Name (print)	
Authorized Representative Title (print)	
Authorized Representative Signature	
Date	

1.2 Certification Regarding Lobbying

By signing this contract, Subcontractor certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any US agency, a member of US Congress, an officer or employee of US Congress, or an employee of a member of US Congress on Subcontractor’s behalf in connection with the awarding of this Subcontract or awarding, making, entering into, extending, continuing, renewing, amending, or modifying any Federal contract, grant, loan, or cooperative agreement.

If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of Subcontractor with respect to this Subcontract, Subcontractor shall complete and submit to the Company OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. Subcontractor need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Business Name:	
Authorized Representative Name (print)	
Authorized Representative Title (print)	
Authorized Representative Signature	
Date	

1.3 Certification Regarding Terrorist Financing

By signing and submitting this application, the Subcontractor provides and is bound by the certification set out below:

1. Subcontractor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3. The certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Subcontractor pursuant to an authorization contained in one or more applicable licenses issued by the U.S. Treasury's Office of Foreign Assets Control (OFAC).

2. The following steps may enable Subcontractor to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, Subcontractor will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx> or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by the Company to Subcontractor.

b. Before providing any material support or resources to an individual or entity, Subcontractor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, Subcontractor should refer to the consolidated list available online at the Committee's website: https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list.

c. Before providing any material support or resources to an individual or entity Subcontractor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. Subcontractor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

i. "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

ii. "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

b. "Terrorist act" means-

i. an act prohibited pursuant to one of the 19 United Nations Conventions and Protocols related

to terrorism (see UN terrorism conventions Internet site: <https://www.un.org/sc/ctc/resources/international-legal-instruments/>); or

- ii. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or
 - iii. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
 - d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless Subcontractor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
 - e. Subcontractor's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by Subcontractor that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless Subcontractor has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

Any violation, notified or discovered, of this Certification prior to completion of the Subcontract work shall be grounds for voidance of the Subcontract in its entirety by the Company and no costs shall be recoverable by the Subcontractor. Any violation of this Certification, notified or discovered after any of the Work has been performed under this Subcontract, shall result in immediate termination of this Subcontract by the Company and no payments for any Work performed or goods delivered prior to such termination shall be made without express written approval of USAID.

Business Name:	
Authorized Representative Name (print)	
Authorized Representative Title (print)	
Authorized Representative Signature	
Date	

1.4 Certification of Compliance with Laws and the U.S. Foreign Corrupt Practices Act

Subcontractor shall comply with all laws and regulations in the jurisdictions where it is performing under this Agreement. Contractor is familiar with applicable anti-corruption, anti-bribery, anti-kickback, laws and regulations and will not undertake any actions that may violate these laws and regulations. Contractor is familiar with the U.S. Foreign Corrupt Practices Act (the "FCPA"), its prohibitions and purposes, and will not undertake any actions that may, if taken by a U.S. person, violate the FCPA.

Accordingly, Contractor hereby agrees that:

1. Contractor will not employ a person who is a governmental official or employee, including employees of government owned or government-controlled corporations, agencies or bodies.
2. Contractor will not, directly or indirectly, make any payment, offer or promise to make any payment or transfer of anything of value to a governmental official or employee, or to any political party or any

candidate for political office, with the purpose of influencing decisions favorable to the Contractor and its business in contravention of the FCPA or other applicable laws.

3. Contractor will immediately advise the Company in writing in the event that any person employed by or associated with Contractor becomes such government official, political party official or candidate.
4. Contractor shall maintain true and accurate records necessary to demonstrate compliance with the Agreement (including the requirements of this Certification) and shall provide to the Company evidence of such compliance upon simple request.
5. Contractor shall provide the Company and/or its representatives, with access to financial records and supporting documentation to demonstrate the existence of normal and anticipated payment patterns and financial arrangements as well as transparency in expenses and accounting records related to transactions arising out of this Application.
6. Contractor understands that if it fails to comply with any of the provisions of this Certification (irrespective of the size, nature or materiality of such violation), such failure shall be deemed to be a material breach of any resulting Agreement and, upon any such failure, the Company shall have the right to terminate any Agreement with immediate effect upon written notice to Contractor, without penalty or liability of any nature whatsoever.

Business Name:	
Authorized Representative Name (print)	
Authorized Representative Title (print)	
Authorized Representative Signature	
Date	

Attachment 3 - Palladium Business Partner Code of Conduct and Child Protection Guidelines

Palladium Business Partner Code of Conduct and Child Protection Guidelines can be downloaded in full at: <http://www.thepalladiumgroup.com/policies>