

30 August 2023

Invitation to Tender – Data Analyst Consultancy

Project:	Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA)
Tender for:	The services to assist PRISMA in Data Analyst Consultancy
Activity Number:	ITT-731
The Company:	PT Palladium International Indonesia
Closing Date and Time:	Sunday, 24 September 2023 17.00 WIB
Contact Person:	Procurement Officer
Details for submission:	Tenderers are to submit their Tender by email submission only to this email address: Tenders1@aip-prisma.or.id ;
Tender Validity Period:	180 days from the Tender submitted
Number of Hard Copies of Tender:	N/A
Delivery Address:	See Details for submission.
Jurisdiction:	The Republic of Indonesia (Indonesia)

Thank you for your interest in the above procurement. As the managing contractor for the Project, the Company invites you to tender for this activity. This pack includes:

- 🕒 Part 1: Terms of Reference (TOR)
- 🕒 Part 2: Conditions of tender
- 🕒 Part 3 and 4: Technical and financial selection criteria
- 🕒 Part 5: Declaration by Tenderers

Please forward your Tender in accordance with the Details for Submission above by the Closing Date and Time. I look forward to your response. If you have any queries, please do not hesitate to contact me by e-mail as above mentioned.

Yours sincerely,

Procurement Officer

Part 1 – Scope of Services

1. Background

<p>1.1 Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA) will be known as “The Company” or “The Project” is a multi- year development program working to accelerate poverty reduction through inclusive economic growth. The Company adopts a market systems development approach by partnering with key stakeholders to improve agriculture market efficiency and sustainably benefit the poor. The Project aims to achieve an income increase for a total of 1,000,000 smallholder farming households by 2023. It operates in six provinces of Central Java, East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), West Papua, and Papua.</p>	<p>1.1 <i>Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA)</i> yang akan dikenal sebagai “Perusahaan” atau “Proyek” adalah sebuah program kemitraan pembangunan multi tahun yang bekerja untuk mempercepat pengentasan kemiskinan melalui pertumbuhan ekonomi yang inklusif. Perusahaan menggunakan pendekatan Pengembangan Sistem Pasar (<i>Market Systems Development – MSD</i>) melalui kemitraan bersama berbagai pemangku kepentingan untuk meningkatkan efisiensi pasar pertanian dan secara berkelanjutan memberikan keuntungan kepada masyarakat miskin. Proyek ini bertujuan untuk meningkatkan pendapatan 1.000.000 rumah tangga pertanian kecil di tahun 2023. Perusahaan beroperasi di enam provinsi di Jawa Tengah, Jawa Timur, Nusa Tenggara Barat (NTB), Nusa Tenggara Timur (NTT), Papua Barat, dan Papua.</p>
<p>1.2 Over time, The Project conducted many market research and assessments in six provinces in Indonesia. These research and assessments resulted in a massive stock of data and information. While The Project has already done descriptive analysis, we plan to infer deeper insights from the data set.</p> <p>The Project plans to hire a consultant or consulting firm to conduct the advanced data analysis.</p>	<p>1.2. Seiring berjalannya waktu, Proyek ini banyak melakukan penelitian dan pengkajian di enam provinsi di Indonesia. Penelitian dan penilaian ini menghasilkan stok data dan informasi yang sangat besar. Sementara Proyek ini telah melakukan analisis deskriptif, kami berencana untuk menyimpulkan wawasan yang lebih dalam dari kumpulan data tersebut. Proyek ini berencana untuk menyewa konsultan atau organisasi konsultan untuk melakukan analisis data lanjutan ini.</p>

2. Objectives of the assignment

<p>The objectives of the tender are to:</p>	<p>Tujuan dari diadakannya tender ini adalah:</p>
<p>2.1. The purpose of this data analytics consultancy is to discover further insights from the large dataset and communicate those insights with the relevant stakeholders.</p>	<p>2.1. Tujuan dari konsultasi analitik data ini adalah untuk menemukan wawasan lebih jauh dari kumpulan data besar dan mengomunikasikan wawasan tersebut dengan pemangku kepentingan terkait.</p>
<p>2.2. The specific objectives are to:</p> <ol style="list-style-type: none"> Review existing data set. Develop data analysis methodology. Analyse and visualise data. 	<p>2.2. Tujuan khusus adalah untuk:</p> <ol style="list-style-type: none"> Tinjau kumpulan data yang ada. Menyusun metodologi analisis data. Menganalisis dan memvisualisasikan data.

d. Interpret data and support developing communication materials based on the analysis and interpretation.	d. Menafsirkan data dan mendukung pengembangan materi komunikasi berdasarkan analisis dan interpretasi.
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3. Scope of the Assignment

3.1 Review data set: a) Understand the existing database, analysis done so far and opportunities for further analysis. b) Find gaps.	3.1 Tinjau kumpulan data: a) Memahami database yang ada, analisis yang dilakukan sejauh ini dan peluang untuk analisis lebih lanjut. b) Temukan celah.
3.2 Data Analytical Model: a) Propose advanced data analysis methodology. b) Based on the gap analysis, propose further data collection or extrapolation if needed. c) Identify tools to analyse data and communicate findings.	3.2 Model Analisis Data: a) Usulkan metodologi analisis data lanjutan. b) Berdasarkan analisis kesenjangan, usulkan pengumpulan atau ekstrapolasi data lebih lanjut jika diperlukan c) Mengidentifikasi alat untuk menganalisis data dan mengkomunikasikan temuan.
3.3 Data Processing and Analysis: a) Develop geospatial analytics and GIS (Geographical Information System) maps, charts, and other diagrams. b) Develop clustering and predictive analytics. c) Undertake further data analysis on cleaned data that have been provided by The Company to provide insights as needed.	3.3 Pemrosesan dan Analisis Data: a) Mengembangkan analitik geospasial dan peta GIS (Geographical Information System), bagan, dan diagram lainnya. b) Mengembangkan pengelompokan dan analisis prediktif. c) Melakukan analisis data lebih jauh pada data bersih yang telah disediakan oleh Perusahaan untuk memberikan wawasan sesuai kebutuhan.
3.4 Reports and Presentation: a) Dashboard of GIS (Geographical Information System) maps and other data visualisation. b) Report on clustering and predictive analytics results. c) Report on further data analytics results as needed. d) Presentation to the Project's team.	3.4 Laporan dan Presentasi: a) Dasbor peta GIS (Geographical Information System) dan visualisasi data lainnya. b) Laporan hasil pengelompokan dan analisis prediktif. c) Laporan hasil analisis data lebih jauh sesuai kebutuhan Proyek. d) Presentasi kepada tim Proyek.
3.5 Support to with the development of briefs and reports as needed	3.5 Kolaborasi dalam membuat laporan singkat dan laporan saat dibutuhkan
3.6 Be responsible for all administrative, management and logistical support required to carry out the task.	3.6 Bertanggung jawab untuk semua administrasi, manajemen dan dukungan logistik yang diperlukan untuk melaksanakan pekerjaan ini.

4. Output/Capaian

The indicative output expected for this assignment are as follows: 4.1 Data review findings. 4.2 Methodology.	Output indikatif yang diharapkan dari penugasan ini adalah sebagai berikut: 4.1 Temuan tinjauan data. 4.2 Metodologi.
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4.3 Insights.	4.3 Wawasan.
4.4 Dashboard for data visualisation and GIS (Geographical Information System).	4.4 Dasbor untuk visualisasi data dan GIS (Geographical Information System).
4.5 Report on predictive analytics and clustering.	4.5 Laporan analitik prediktif dan pengelompokan.
4.6 Presentation to The Project.	4.6 Presentasi kepada Proyek.
4.7 Other data analysis results as requested by The Project.	4.7 Hasil analisis data lain yang diminta oleh Proyek.

5. Timing and Deliverables

The first contract is for a maximum of 50 working days. The Project and the potential supplier will mutually agree on the number of days required for each task. All task notes will include a separate work plan and budget.	Kontrak pertama maksimal 50 hari kerja. Proyek dan calon vendor akan saling menyepakati jumlah hari yang dibutuhkan untuk setiap tugas. Semua catatan tugas akan mencakup rencana kerja dan anggaran yang terpisah.
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6. Mode of Assignment

Once selected, this will be a draw-down contract; The Project will develop separate task notes for each task. Both parties will collaborate on each task note.	Setelah dipilih, ini akan menjadi kontrak penarikan; Proyek akan mengembangkan catatan tugas terpisah untuk setiap tugas. Kedua belah pihak akan berkolaborasi pada setiap catatan tugas.
Task Note 1 The selected consultant or consulting organisation will start with a kiosk database of 1,500 respondents with cleaned data (see Annex 2 of Part 1 for the dataset) and research questions (see Annex 3 of Part 1). Follow-up task notes will be developed and shared by the Project upon completion of task note 1.	Catatan Tugas 1 Konsultan atau organisasi konsultan terpilih akan mulai dengan basis data kios dari 1.500 responden dengan data bersih (lihat lampiran 2 Bagian 1 untuk kumpulan data yang dikumpulkan) dan pertanyaan penelitian (lihat lampiran 3 Bagian 1). Catatan tugas tindak lanjut akan dikembangkan dan dibagikan oleh Proyek setelah menyelesaikan catatan tugas 1.

7. Others

ITT Proposal Format	Format Proposal ITT
Potential Suppliers are to submit their technical proposal (section A) in Microsoft Word format and their financial proposal (section B) in Microsoft Excel format and it will be assessed as per Part 3 Point 9 Scoring Criteria and Part 4 Financial Assessment Selection Criteria .	Proposal yang dikirim harus dalam format Microsoft Word (Bagian A) dan proposal keuangan (Bagian B) dalam format Microsoft Excel yang akan dinilai berdasarkan Kriteria Penilaian di Bagian 3 Point 9 dan Bagian 4 Kriteria Pemilihan Penilaian Keuangan .
7.1. Section A –Technical	7.1. Bagian A – Teknis
7.1.1.Capacity and experience, up to three (3) A4 pages (exclude experience sheet, CV, and certification):	7.1.1.Kapasitas dan pengalaman, hingga tiga halaman A4 (tidak termasuk lembar pengalaman, CV, dan sertifikat):

<p>a. Potential Suppliers are to provide up to two (2) relevant experiences on similar activities which strongly demonstrate their ability to fulfil the requirements stated in the Scope of Service using the format outlined as follows:</p> <p>i. For Company, please refer to Annex 1 Part 3 (company experience sheet) and Annex 2 Part 3 (proposed staff experience)</p> <p>ii. For Individuals, please refer to Annex 2 Part 3.</p> <p>b. Potential Suppliers are to provide one (1) referee per sheet from past clients who may provide substantive comments in relation to the Potential Supplier's execution of the activity. Where possible this must be a senior representative of the client. No referees are to have a financial interest or involvement with this ITT.</p> <p>c. Potential Suppliers are to provide a list of software owned that is relevant to undertake data analysis and visualisation to answer research questions as listed in Annex 3 Part 1 (only one (1) A4 page).</p> <p>d. Potential Suppliers are to provide an attachment of Data Analyst Certification.</p> <p>e. Potential Suppliers are to provide a profile document (only applies for the Company) (up to two (2) A4 pages).</p>	<p>a. Calon vendor harus memberikan hingga dua (2) pengalaman yang relevan tentang aktivitas serupa yang secara kuat menunjukkan kemampuan mereka untuk memenuhi persyaratan yang dinyatakan dalam Cakupan Layanan dengan menggunakan format yang diuraikan sebagai berikut:</p> <p>i. untuk perusahaan, mohon mengacu pada Lampiran 1 Bagian 3 (lembar pengalaman perusahaan) dan Lampiran 2 Bagian 3 (pengalaman staf yang diajukan)</p> <p>ii. untuk individu, mohon mengacu pada Lampiran 2 Bagian 3.</p> <p>b. Calon vendor harus menyediakan satu (1) referensi per lembar dari klien sebelumnya yang dapat memberikan komentar substantif sehubungan dengan pelaksanaan aktivitas calon vendor. Jika memungkinkan, ini harus perwakilan senior dari calon vendor. Tidak ada referensi yang memiliki kepentingan keuangan atau keterlibatan dengan ITT ini.</p> <p>c. Calon vendor harus menyediakan daftar perangkat lunak yang dimiliki yang relevan untuk melakukan analisis data dan visualisasi untuk menjawab pertanyaan penelitian sebagaimana tercantum dalam Lampiran 3 Bagian 1 (hanya satu (1) halaman A4)</p> <p>d. Calon vendor harus menyediakan lampiran Sertifikasi Analis Data.</p> <p>e. Calon vendor harus menyediakan dokumen profil (hanya berlaku untuk Perusahaan) (hingga dua (2) halaman A4).</p>
<p>7.1.2. Technical Approach (Up to Seven A4 Pages)</p> <p>a. Proposed methodology Potential Suppliers are to propose the methodology (up to three (3) A4 pages) (refer to 3.2 Data Analytical Model).</p> <p>b. Quality control system Potential Suppliers are to propose quality control system when undertaking the Scope of Service using the methodologies stated (Up to two (2) A4 pages).</p>	<p>7.1.2. Pendekatan Teknis (Hingga Tujuh Halaman A4)</p> <p>a. Metodologi yang diusulkan Calon vendor harus mengusulkan metodologi (maksimal tiga (3) halaman A4) untuk menjawab pertanyaan penelitian (merujuk pada 3.2 Model Analisis Data).</p> <p>b. Sistem kontrol kualitas Calon vendor harus mengusulkan sistem kontrol kualitas saat melakukan Lingkup Layanan menggunakan metodologi yang dinyatakan (Hingga dua (2) halaman A4).</p>

<p>c. Proposed work plan and personnel(s) in charge (PIC) Potential Suppliers are to provide a detailed work plan for delivering the Scope of Service and Deliverables within the time frame as indicated in Annex 1 Part 1, using a Gantt chart or similar. (up to two (2) A4 pages).</p>	<p>c. Rencana kerja yang diusulkan dan penanggung jawab Calon vendor harus memberikan rencana kerja terperinci untuk menyampaikan Cakupan Layanan dan Hasil Kerja dalam Jangka Waktu sebagaimana ditunjukkan dalam Lampiran 1 Bagian 1, menggunakan bagan Gantt atau yang serupa. (hingga dua halaman A4).</p>
<p>7.2. Section B - Financial Proposal Potential suppliers are to submit their financial proposal on Microsoft Excel format using the format set in Annex 1 Part 4.</p>	<p>7.2. Bagian B - Proposal Keuangan Calon vendor harus menyerahkan proposal keuangan mereka dalam format Microsoft Excel menggunakan format yang diatur dalam Annex 1 Part 4.</p>

8. Responsibilities of the Company

N/A	N/A
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9. Tenderer responsibilities

<p>9.1. To be to prepared sign the Standard Contract Terms.</p> <p>9.2. To have in place insurance policies covering Professional Indemnity and Public Liability.</p> <p>9.3. To have any relevant registrations (including tax registrations) in the activity Jurisdiction.</p> <p>9.4. A Tender is submitted on the basis that the Tenderer acknowledges that:</p> <ol style="list-style-type: none"> examined the ITT documents. it sought and examined all necessary information that is obtainable by making reasonable inquiries relevant to The Project's requirements, including the risks and other circumstances which may affect a Tender in lodging its Tender, it did not rely on any express or implied statement, warranty, or representation, whether oral, written, or otherwise made by or on behalf of the Project other than any statement, warranty, or representation contained in the ITT; it did not use the improper assistance of the Project Office and staff or ex-employees, or information unlawfully obtained from the Project in compiling its Tender; 	<p>9.1 Mempersiapkan untuk menandatangani Persyaratan Kontrak Standar.</p> <p>9.2 Memiliki kebijakan Asuransi yang mencakup ganti rugi professional dan tanggung jawab public.</p> <p>9.3 Memiliki registrasi relevan (salah satunya adalah registrasi pajak) dalam yuridiksi tempat aktivitas.</p> <p>9.4 Proposal yang diajukan diharapkan berdasarkan atas pengetahuan Calon vendor akan:</p> <ol style="list-style-type: none"> Sudah mempelajari dokumen ITT dengan saksama Mencari tahu dan mempelajari semua informasi yang dibutuhkan dalam membuat pertanyaan terkait persyaratan Proyek ini, termasuk risiko dan keadaan lain yang mungkin mempengaruhi tender. dalam mengajukan Tendernya, tidak bergantung pada pernyataan, jaminan, atau representasi tersurat maupun tersirat, baik lisan, tertulis, atau dibuat oleh atau atas nama Proyek selain dari pernyataan, jaminan, atau representasi apa pun yang terkandung dalam ITT ini; tidak menggunakan bantuan yang tidak semestinya dari Kantor Proyek dan staf atau mantan karyawan Proyek, atau informasi yang diperoleh secara tidak sah dari Proyek dalam menyusun Proposal Tender.
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ANNEX Part 1 / LAMPIRAN Bagian 1

Annex 1. Proposed Time Frame by Potential Supplier / Lampiran 1. Jangka Waktu yang Diajukan Calon Vendor

No	Activities	Sep-23				Oct-23				Nov-23				Dec-23	
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2
1	Task Note 1														
2	Next task notes														

Annex 2. Data Set of Task Note 1 / Lampiran 2. Rangkaian Data dari Catatan Tugas 1

Demographic Data	Behaviour Data	Derived Data
<p>Respondent Name Kiosk Name Age Sex Education Phone Number Location (with geotagging) Kiosk ownership Kiosk establishment Kiosk year of establishment</p>	<ul style="list-style-type: none"> • Business Operations, consists of: Monthly turnover in a planting season Monthly turnover during peak season Monthly turnover during low season Business legality documents ownership Type of sold products. Volume of procurement and sales Total transactions Procurement cost Total farmers and kiosks served. Sales coverage areas Main commodities served. Product suppliers and suppliers' preferences Capital (account receivables, inventory, cash) Bookkeeping types Source of information about agri-input products • Financial Access, consists of: Access to loan Willingness to apply loan. Preference to loan Loan purpose Access to financial products (but loan) Available payment methods in kiosk Collateral availability Nonbank investment Source of information about financial products • Preference as Banking Agents • Source of income • Incentives received from suppliers and preferences. • Digital Access, consists of: Smartphone ownership Email account ownership Online selling and purchasing experience. • Sharia financial products awareness and usage 	<ul style="list-style-type: none"> • Financial Literacy • Digital Literacy • Turnover seasonality • High land and low land • Urban and rural

Annex 3 List of Questions of Task Note 1 / Lampiran 3. Daftar Pertanyaan Catatan Tugas 1

- Agri-kiosks clustering based on characteristics.
 - What is the clustering of Agri-kiosks? What are similar characteristics (refer to Annex 2) that agri-kiosks have? How many kiosks in each cluster?
 - Are there any similar characteristics among clusters? If yes, what are they? Are they significant?
 - What are the recommendations for each cluster to grow their business?
 - What are suitable products and services that financial institutions and Agri-input companies can offer to Agri-kiosks?
 - When is the suitable timeline for financial institutions and Agri-input companies to offer their products and services to Agri-kiosks?
 - What are the right incentives for each Agri-kiosk cluster?
- Agri-kiosks clustering based on geographical conditions (weather, commodities, environmental risk such as flood, earthquake, and pests)
 - What are the characteristics of agri-kiosks in each geographical clustering? How many kiosks are in each cluster?
 - Are there any similar characteristics among geographical clustering? If yes, what are they? Are they significant?
 - What are suitable products and services that financial institutions and Agri-input companies can offer to Agri-kiosks?
 - When is the suitable timeline for financial institutions and agri-input companies to offer their products and services to Agri-kiosks?
 - What are the right incentives for each Agri-kiosk cluster?
- Predictive analytics for financial institutions
 - What are key predictors to analyse Agri-kiosks eligibility in accessing flexible loans (such as revolving loans, Buy Now Pay Later, credit cards)? And why are those chosen as key predictors?
 - What are key predictors to analyse Agri-kiosks capacity and capability as branchless banking agents? And why are those chosen as key predictors?
- Predictive analytics for Agri-input companies
 - What are key predictors to analyse Agri-kiosks capacity and capability as GAP (Good Agricultural Practices) information providers to farmers? And why are those chosen as key predictors?
 - What are key predictors to analyse Agri-kiosks capacity and capability as product distribution channels? And why are those chosen as key predictors?

Part 2 – Conditions of tender

1. Tender content

- 1.1. The tender must contain the following:
 - 1.1.1.a cover letter (no longer than 1 page) to the tender for the activity (specify the Activity number), including the signed declaration contained in Part 5;
 - 1.1.2. a technical submission (in the form detailed in Part 3);
 - 1.1.3. a financial submission (in the form detailed in Part 4).
- 1.2. Every Tender needs to state in the submission:
 - 1.2.1. in the case of a company, other registered entity, the full name of the entity, the address of the registered office of the entity, the relevant registration number and a copy of the certificate of registration; and
 - 1.2.2. If relevant, a list (including CVs if requested) of all the nominated personnel expected to contribute to the performance of the TOR, including their names, surnames, title of their position and their proposed level of effort.
- 1.3. The Tenderer' (where capitalised) means the person or organisation to whom this invitation has been sent, the person or organisation responding to this invitation (as applicable). Depending on the context, an uncapitalised version of 'tenderer' may also refer to the Tenderer.

2. Tender Assessment Process

- 2.1. Tenders must comply with the requirements of the Scope Of Service Failure to submit a Tender including the information required by the Scope Of Service (or this Tender generally) will factor into The Company's assessment of the level of compliance of the Tender and may result in rejection of the Tender.
- 2.2. The Company will evaluate Tenders on the following basis:
 - 2.2.1. a technical assessment;
 - 2.2.2. a financial assessment;
 - 2.2.3. any other factors which may impact on the Tenderer's potential performance.
- 2.3. The Company reserves the right:
 - 2.3.1. to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion;
 - 2.3.2. to cancel or vary the Invitation to Tender process at any time whether before or after the closing date;
 - 2.3.3. to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions;
 - 2.3.4. to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for this action;
 - 2.3.5. to require that tenderers submit to the Company's Due Diligence process prior to or after the submission of Tenders; and
 - 2.3.6. to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process.
- 2.4. The Company shall not be bound by any advice given or information furnished by it.
- 2.5. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.
- 2.6. Any inducements and rewards intended to influence the outcome of the Tendering process will result in Tenderer's immediate suspension from the process.
- 2.7. Your Tender will be valid for the Tender Validity Period specified on p.1.

3. Technical Assessment

- 3.1. The Technical Assessment will be undertaken by an internal procurement committee.
- 3.2. The Company may specify weighting for assessment criteria in Part 3.

4. Financial Assessment

- 4.1. Following consideration of the technical merit of Tenders, a like-for-like price assessment may be undertaken by The Company of the Tenders assessed as technically suitable.
- 4.2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.
- 4.3. Unless otherwise specifically stated, prices quoted must be provided as a fixed maximum price and show the tax-exclusive price, the tax component, and the tax-inclusive price.
- 4.4. The contract price, which must include any and all other charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.
- 4.5. Additionally, if requested by the Company, potential Tenderers 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.
- 4.6. 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.

5. Acceptance of Tenders

- 5.1. The Company is not bound or required to accept the lowest-priced Tender or any Tender.
- 5.3. The Company reserves the right to enter into negotiation with any other tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

6. Alternative Tenders

- 6.1. The Company reserves the right to accept and consider alternative Tenders providing they:
 - 6.1.1 are submitted with a compliant Tender;
 - 6.1.2 clearly identify the differences and improvements offered.

7. Non-Compliant Tenders

- 7.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.
- 7.2. The Company may, however, in its absolute discretion evaluate any non-compliant Tender.

8. Lodgement of Tenders

- 8.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.
- 8.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender but, for reasons proven by the Tenderer, it did not. The Company may allow a late Tender to be assessed at its absolute discretion.
- 8.3. The Company will not consider or entertain any queries about a decision to assess or reject a late Tender.

9. Tenderer Costs

- 9.1. Tenderers are responsible at their own cost to:

- 9.1.1. make all arrangements and obtain and consider all information relating to the Scope of Service
- 9.1.2. prepare, deliver and lodge their tender;
- 9.1.3. deal with any issues, including disputes, that may arise out of the tendering process.

10. Confidentiality

- 10.1. The Tenderer acknowledges that in the course of this Tender, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this Tender). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.
- 10.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:
 - 10.2.1. is strictly necessary for submitting the Tender;
 - 10.2.2. is required by relevant laws;
 - 10.2.3. is authorised by prior written approval from the Company; or
 - 10.2.4. occurs after the Confidential Information already is or comes into the Tenderer's possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties' (or that parties') unauthorised disclosure.
 - 10.2.5. If the Tenderer 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.
 - 10.2.6. The parties agree that this obligation applies during the Tender and after the completion of the process.

11. Request for Information

- 11.1. Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by the Company as soon as practicable. Where in the opinion of the Company the information could have an effect on other tenderers, that information may at the Company's sole discretion be given in writing to all known prospective tenderers.

12. Business Partner Code of Conduct

- 12.1. Tenderers shall comply with the Company's Business Partner Code of Conduct in the submission of any tenders. The Code is currently available at thepalladiumgroup.com/policies.

13. Unsuccessful Tenders

- 13.1. Unsuccessful Tenders will be notified in writing and The Company will not enter into discussion or communications on the content of the Tender debrief once it has been completed

14. Tenderer Acceptance of Conditions

- 14.1. A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the cover letter of the submission. The Company reserves the right to reject any departure from these Conditions of Tender, and thereby determine that the tender submission is non-conforming for that reason.

15. Conflict of Interest

- 15.1. Tenderers 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).

16. Inconsistencies

16.1. If there is inconsistency within this ITT, the following order of precedence shall apply:

- 16.1.1. these Terms and Conditions;
- 16.1.2. the Cover Page of this ITT; and
- 16.1.3. Part 5 – Client Terms
- 16.1.4. Part 6 – Standard Contract
- 16.1.5. Part 1 – Terms of Reference
- 16.1.6. Part 4 – Financial Assessment Selection Criteria
- 16.1.7. Part 3 – Technical Assessment Selection Criteria
- 16.1.8. the Schedule

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

17. Jurisdiction

17.1. This Tender process shall be subject to the laws of the Jurisdiction.

17.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

17.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

17.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

17.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.

Part 3 – Technical assessment selection criteria

Tender Requirement:

The Tenderer may only submit one tender. If a Tenderer submits or participates in more than one tender, that Tenderer will be disqualified. However, this does not limit the participation of the individual experts of inclusion in more than one proposal.

Requirements for the Technical Submission

The Technical Submission must:

1. Technical proposal must be submitted in PDF (Portable Document Format).
2. All material is to be presented in A4 pages (except where specified elsewhere), Arial 10 pt font, and all margins are to be no less than 2.5cm be in a single column format;
3. The Technical Proposal outlining the company's understanding of the task, the approach that will be taken, and the personnel who will be engaged to work on the activity. The Technical Proposal should address in turn each of the Scope of Services
4. Tenderers should provide relevant company experiences on similar work/projects in the format outlined in **Annex 1 part 3** which demonstrate strongly their ability to fulfil the objectives of the project. Only relevant examples completed within the last 2 years (prior to the ITT issue date) should be included.
5. Tenderers are to provide two referees from past clients who may provide substantive comments in relation to the organization's execution of the activity or project. Where possible this must be a senior representative of the client. No referees are to have a financial interest or involvement with the Tenderer.
6. CVs must be in the format outlined in **Annex 2 Part 3** including referees and may not exceed the number of pages noted in Part 1 Scope of Service.
7. The CV must include the declaration noted in **Annex 2 Part 3 Error! Reference source not found.** and be signed and dated by the nominated consultant.
8. Tenderers are to develop a detailed work schedule (Gantt or Bar Chart) that identifies the main activities of the Services, their content and duration, phasing and interrelationships, milestones, and delivery dates of any reports or other specified outputs.
9. The following selection criteria and weighting will be used in the assessment process to assess the technical capacity of the Tenders.

Criteria / Sub-criteria	Maximum Score
Capacity and Experience	65
Experience in implementing activities of a similar size and technical nature related to data analytics in the Agriculture and Finance sectors. (Refer to 7.1.1.a)	25
Ownership of relevant software (legal software) for conducting data analytics and data visualization (refer to 7.1.1.c)	15
Ownership of Data Analyst Certification (refer to 7.1.1.d)	25
Technical Approach	35
Proposed methodology approach (refer to 7.1.2.a)	10
Quality control system (refer to 7.1.2.b)	15
Indicative work plan (refer to 7.1.2.c)	10

Criteria / Sub-criteria	Maximum Score
TOTAL	100
Minimum Passing Score (Technical Evaluation)	70%

10. Each conforming Tender will be given a technical evaluation against the Selection Criteria noted in **point 9** and receive a technical score. Bidders will be rejected at this stage if they do not to achieve a minimum technical score stated in the table.
11. The technical assessment of the proposal will be worth for **70%** of the overall score and calculated in accordance with the below formula:

$$\text{Technical Score} = \frac{\text{Tenderer's Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 70\%$$

ANNEX Part 3 / LAMPIRAN Bagian 3

Annex 1 Supplier's Experience Sheet / Lampiran 1. Lembar mengenai Pengalaman Perusahaan

Details of relevant activities or projects in which the Tenderer has been involved for the previous 2 years which demonstrate the Tenderer's ability to fulfil the objectives of the Activity must be presented in the format outlined below. This annex must not contain more than 2 examples / Perincian mengenai kegiatan atau proyek yang relevan dimana Peserta Tender telah terlibat selama 2 tahun yang terakhir, yang menunjukkan kemampuan Peserta Tender untuk memenuhi tujuan Kegiatan, harus disajikan dalam format yang diuraikan di bawah. Lampiran ini tidak boleh memuat lebih dari 2 contoh.

PAST EXPERIENCE FORM / FORMULIR PENGALAMAN SEBELUMNYA

Activity Name/ Nama kegiatan:			
Activity Location(s)/ Lokasi kegiatan:			
Activity Duration/ Jangka Waktu kegiatan:		Client/Donor: Klien/Donor:	
Activity Value/ Nilai Kegiatan:		Year Completed: Tahun Berakhir	
Brief description of the activity or project / Gambaran singkat mengenai kegiatan atau proyek:			
Brief description of Services provides and any outcomes / Gambaran singkat mengenai Jasa yang diberikan dan hasilnya:			
List of Publications / Daftar Publikasi:			
1.			
2.			
Statement of the similarities between this activity and the requirements of the activity currently being tendered and how this activity supports your statements addressing the Selection Criteria: Penjelasan mengenai kesamaan atau kemiripan antara kegiatan ini dengan persyaratan kegiatan yang saat ini sedang ditenderkan dan bagaimana kegiatan ini mendukung pernyataan Anda dalam menyikapi Kriteria Seleksi:			
Nominated Activity Referee / Pemberi referensi mengenai Kegiatan yang ditunjuk:			
Name / Nama:			
Position / Jabatan:			
Company / Perusahaan:			
Work phone / No telepon di tempat kerja:			
Email:			

*Experience Form must not exceed 2 A4 pages / Formulir Pengalaman tidak boleh melebihi 2 halaman A4.

Annex 2. Curriculum Vitae / Lampiran 2. Riwayat Hidup

Name / Nama	
Proposed position / Jabatan yang diusulkan	
Nationality / Kebangsaan	
Qualifications / Pendidikan:	<i>Qualification / Date / Institution/ Pendidikan /Tanggal / Institusi</i>
Languages & degree of proficiency / Bahasa & tingkat kemahiran	<i>i.e. fluency in spoken and written language / Mis.kan fasih dalam bahasa lisan dan tertulis</i>
Countries of work experience / Negara dimana pengalaman kerja diperoleh	
Specialist fields / Bidang keahlian	<i>State up to five only / Sebutkan paling banyak lima saja</i>

1. **Summary Of Relevant Experience** [*Please include one or two paragraphs only*] / **Ringkasan dari Pengalaman yang Relevan** [*Masukkan satu atau dua paragraf saja*]

2. **Relevant Professional Experience** [*Starting from most recent*] / **Pengalaman Profesional yang Relevan** [*Mulai dari yang paling akhir*]

Date / Tanggal:	month/year / bulan/tahun to month/year / bulan/tahun/	Country / Negara:	
Position Title/ Nama Jabatan		Donor/Employer/ Donor/Pemberi Kerja	
Project Title/ Nama Proyek			
Main Responsibility/ Tanggung jawab Utama	Enter brief description / Masukkan gambaran singkat		
Main Duties / Tugas Utama	•		
List of Publications	•		

Date / Tanggal:	month/year / bulan/tahun to month/year / bulan/tahun/	Country / Negara:	
Position Title/ Nama Jabatan		Donor/Employer/ Donor/Pemberi Kerja	
Project Title/ Nama Proyek			
Main Responsibility/ Tanggung jawab Utama	Enter brief description / Masukkan gambaran singkat		

Main Duties / Tugas Utama	•
List of Publications	•

Etc

3. Commitments / Komitmen: *Please note any existing or potential commitments that may affect your ability to deliver the services / Catat komitmen yang ada atau yang mungkin ada, yang dapat mempengaruhi kemampuan Anda untuk memberikan jasa.*

4. Referees / Pemberi Referensi: *Referees must not be from the same company / Pemberi Referensi tidak boleh berasal dari perusahaan yang sama*

Referee No. 1		Referee No. 2	
Name:		Name:	
Position:		Position:	
Company:		Company:	
Phone		Phone	
Email:		Email:	
Relationship to Applicant		Relationship to Applicant	

5. Certification / Pernyataan:

"I [*insert name*], certify that the information provided in this CV is accurate and hereby authorize The Company to make whatsoever enquiries it may consider reasonable and necessary to undertake in the course of the selection process in relation to information I have provided in this CV or any other matter which may relate to my suitability for the position noted above.

"Saya [*masukkan nama*], menyatakan bahwa keterangan yang diberikan dalam Riwayat Hidup ini benar adanya dan dengan ini memberi kuasa kepada Perusahaan untuk mengajukan pertanyaan apa saja yang dianggap beralasan dan perlu dilakukan dalam rangka proses seleksi sehubungan dengan keterangan yang saya berikan dalam Riwayat Hidup ini atau hal lain yang terkait dengan kesesuaian saya untuk posisi yang tercantum diatas.

I confirm my availability and commitment to the Project as described in the Technical Proposal.

Saya menegaskan ketersediaan dan komitmen saya kepada Proyek seperti dijelaskan dalam Proposal Teknis ini.

I have not been convicted of an offence of, or relating to, bribery, fraud, or child abuse, nor am I subject to any proceedings which could lead to a conviction.

Saya belum pernah dihukum karena tindak pidana, atau terkait dengan, penyuapan, penipuan, atau kekerasan terhadap anak, maupun sedang berada dalam proses yang dapat menyebabkan penghukuman.

Signature/ Tandatangan:

Date/ Tanggal:

Part 4 – Financial assessment selection criteria

- a. The Financial Proposal is to be submitted in the format provided **at Annex 1 Part 4.**
- b. The Financial Proposal is must the best offer based on current market rate including all costs, escalation, taxes and any allowance for foreign exchange rate variations for the duration of the contracted Activity.
- c. The financial proposal is to be expressed in IDR.
- d. Financial proposal to be submitted in excel form **only.**
- e. Tender amount **must not** be expressed in any other document except at the point 4 above.
- f. Financial Proposals will be reviewed for accuracy and consistency with the Technical Proposals. Where required the Financial Proposal will be adjusted to correct for errors and inconsistencies following which the Financial Score will be calculated as indicated in the table below with the lowest acceptable evaluated financial proposal given the maximum financial score.

Price Score	Bid Price of Lowest Priced Technically Suitable Bid	X 30%
	Tenderer's Bid Price	

ANNEX Part 4 / LAMPIRAN Bagian 4

Annex 1 : Financial Proposal

Budget Item	Unit	No. Unit	Freq.	Rate (IDR)	Total (IDR)	Grand Total (IDR)
Personnel Fee						
Personnel - title						
Sub-Total Personnel Fee						
Travel Cost						
Hotel						
Transportation						
Flight Ticket						
Per diem						
Sub-Total Travel Cost						
Total Cost						
<u>Total Cost + all Taxes, if any</u>						

Notes:

1. Budget template can be adjusted depending on the proposal from Potential Supplier
2. Grand Total budget must in gross amount (Tax inclusive).
3. Proposed budget must be presented in Excel file formal, and in Indonesian Rupiah – IDR

Part 5 – Declaration by Tenderers

Tenderers shall submit their tender with the following declaration:

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

Where requested by the Company, I/We will promptly provide the certificates or other documents referenced in this ITT.

I/We understand that any information given by us will be relied on and used by the Company to assess my/our suitability to participate further in this potential procurement.

I understand that the Company may reject my/our Tender if it is non-compliant, or false/misleading in any way.

Where this statement is being provided by an individual on behalf of the Company, that individual has the necessary corporate authorisation to provide the declaration on behalf of the Company.

I / We have not communicated to any person other than the Company the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above.

I/We have not engaged in any behaviour which has or could contravene Bribery Act 2010 (UK), the Foreign Corrupt Practices Act (US) or any similar legislation.

I/We have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, Tenderers (or any other person involved in the decision-making process relating to this tender) which could give rise to a perception of bribery or corruption in relation to the Tender or any other dealings between the parties.