



Terms of Reference

كراسة الشروط والمواصفات

*Egypt*FOSS Platform

Development, content preparation, identity setting, marketing, management, and maintenance of a platform for fostering FOSS in Egypt

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1. Introduction مقدمة

أسندت وزارة الاتصالات وتكنولوجيا المعلومات مهام التنسيق لتفعيل إستراتيجية البرمجيات الحرة مفتوحة المصدر FOSS إلى مركز تقييم واعتماد هندسة البرمجيات (SECC) بهيئة تنمية صناعة تكنولوجيا المعلومات ITIDA كنقطة اتصال محورية بالحكومة فيما يخص البرمجيات الحرة مفتوحة المصدر، وتشتمل إجراءات تفعيل الإستراتيجية على إرساء أسس التحفيز والتواصل لجميع عناصر مجتمع البرمجيات الحرة مفتوحة المصدر من مطورين ومستخدمين وباحثين ومدربين سواء كانوا أفراد أو جهات، ومن هنا جاءت الأهمية القصوى لتطوير وإعداد محتوى ووضع الهوية وتسويق وإدارة وصيانة منصة مصر للبرمجيات الحرة مفتوحة المصدر طبقاً للمواصفات التالية:

- إرشادات للمنتجات
- قواعد بيانات مفتوحة
- خارطة العاملين (أفراد وفرق وجهات)
- سوق إلكتروني للخدمات
- مركز طلبات
- الأحداث
- مركز مصادر الوعي (أوراق بحثية ودروس ودراسات حالة و...)
- مركز تقييم المعرفة
- مركز التعاون الاجتماعي (تحميل ومشاركة وتقاسم الموارد والوثائق)
- مدونة لأراء وأفكار الرواد
- محرك البحث الدلالي
- قصص النجاح

وعليه تستهدف هذه الكراسة وضع الشروط والمواصفات المطلوبة للتعاقد مع جهة رائدة ومتخصصة لتنفيذ الأنشطة والمواصفات أعلاه باستخدام أحدث التقنيات وتبني أفضل الممارسات مثل إستراتيجية البيانات المفتوحة والمحتوى الدلالي ونهج Social-Local-Mobile وكذلك الاعتماد في التنفيذ على برمجيات مفتوحة المصدر مما سيكون له بعد إيجابي آخر على تفعيل الإستراتيجية.

1.1. Software Engineering Competence Center

One of the key players in the ICT sector in Egypt is the Software Engineering Competence Center (SECC), inaugurated by the Ministry of Communications and Information Technology (MCIT) to transform and support the software and ICT industry in Egypt. SECC is part of the Information Technology Industry Development Agency (ITIDA). As a leading regional Center of Excellence (CoE), SECC has the mission of advancing and transferring the state of art and practice in software engineering and ICT service delivery to ICT companies in order to enhance their quality, efficiency, and innovation level and improve the global competitiveness of their IT products and services.



SECC has the mandates of:

- Encouraging ICT companies to adopt best practices in product development and service delivery.
- Fostering the development and growth of the ICT entities and increasing their competitive capabilities.
- Supporting and transferring advanced technology and realizing benefit from it.
- Supporting SMEs through quality systems and raising their work efficiency.

Since March 2014, SECC has been mandated as well with coordinating the activation of the FOSS strategy as the government's single point of contact. The strategy works on achieving the following objectives: delivering knowledge at the lowest cost, improving transparency and effectiveness, supporting the development of the ICT sector and maximizing competitiveness for the benefit of the user, supporting the rational budgeting of technology solutions, achieving the technological independence, building the sustainable knowledge-society including users and developers, boosting micro and small companies, and raising awareness about the available FOSS solutions.

1.2. This ToR

This ToR requests capable bidders to propose for the development, content preparation, identity setting, marketing, management, and maintenance of *Egypt*FOSS Platform; an online platform that boosts and promotes FOSS in Egypt on several fronts.

The ToR includes:

- The ToR Documentation (this document you are reading)
- Requirements compliance sheet (appended assistive checklist that summarizes the platform requirements)

The establishment of the target platform includes, but not limited to:

- Online portal design, development, and integration
- Creating, managing, and boosting social media identity
- Creating, managing, and boosting a blog or several vertical blogs
- Developing semantic search engine
- Developing mobile identity (mobile native apps, HTML5 portals, integration with existing mobile platforms ...etc)
- Developing and implementing an email marketing strategy
- Developing and implementing a content strategy that strongly serves all the above



- Developing and implementing measurement and KPI methodology

SECC would like to stress that developing the online portal is only part of the project while SECC looks forward to bidders' vision and strategy to create and manage this overall online platform following the SOLOMO approach (Social Local Mobile). The platform runs on open-source software and all data follow the 5 Star Open-Data model.

1.3. The Bidder and the Project

The target bidder yields the best overall value for money taking into consideration business and technical capabilities, past experience, quality, and requirement fulfillment for all the features it is required to provide.

Bidders responding to this ToR are requested to present their solutions/services, capabilities, and project plans to establish the target platform within a maximum duration of 9 month while adopting iterative/agile development methodology so as to reduce time to first launch and to successive upgrades. Bidders are also requested to run this platform for 3-year duration subject to renewal by end of that period.

The above implies that the target scope of work defines a two-phase project:

- Phase I: The platform establishment phase with a maximum duration of 9 months
- Phase II: The platform management, operation, and maintenance phase with 3-year duration

The bidder may be an individual company with a professional track record or a consortium of different companies to implement the different activities required. In case the bidder is a consortium then one member shall be assigned as Main Company and the single point of contact with SECC for the whole project.

2. Instructions to Bidders

2.1 General and Financial Conditions الشروط العامة والمالية

Ser.	Article	البند	م.
1.	<u>Date and Venue for the Bids Submission Session:</u>	<u>تاريخ ومكان انعقاد جلسة المناقصة:</u>	١
	It is set that Wednesday, Jan 21, 2015, 12:00 PM CLT is the due date for accepting the Technical and Financial Proposals submitted by the bidding companies and is the date for holding the session of opening the Technical Proposals on ITIDA premises located at Smart Village, Building B121, Giza, Egypt. Any offer or amendment made to an existing offer submitted after the aforementioned date will not be considered.	تحدد يوم الأربعاء ٢١ يناير ٢٠١٥ الساعة الثانية عشر ظهراً طبقاً للتوقيت المحلي لمدينة القاهرة، كحد أقصى لتلقى العروض الفنية والمالية للشركات وكموعداً لانعقاد جلسة فض المظاريف الفنية، بمقر هيئة تنمية صناعة تكنولوجيا المعلومات الكائن في القرية الذكية مبنى ١٢١- الجيزة- جمهورية مصر العربية، ولا يعتد بأي عطاء أو تعديل في عطاء يرد بعد الميعاد المشار إليه.	
2.	<u>Bid Bond:</u>	<u>تأمين المناقصة:</u>	٢
2.1.	The Bidders shall submit an initial Bid Bond in the amount of 50000 Egyptian Pound (Only Fifty Thousand EGP). Any Bidder that submits an offer with a bond value less than that amount will be disqualified. The Successful Bidder shall increase the Bid Bond to the amount of (5%) of the final upfront value of the bid as a Performance Bond within 10 days from the date of notification of the successful Bidder as per a registered notice of receipt. The successful Bidder may also be notified electronically via email.	يجب أن يؤدي مع كل عطاء تأمين ابتدائي مقداره مبلغ ٥٠٠٠٠ جنيه (فقط خمسون ألف جنيه مصري)، ويستبعد كل عطاء غير مصحوب بكامل هذا المبلغ، وعلى صاحب العطاء المقبول أن يستكمل التأمين الابتدائي إلى ما يساوي نسبة (٥%) من قيمة العقد، تأميناً نهائياً وذلك خلال عشرة أيام تبدأ من اليوم التالي لإخطار صاحب العطاء المقبول بكتاب موصى عليه بعلم الوصول بقبول عطاءه، ويمكن أن يتم الإخطار إلكترونياً بواسطة البريد الإلكتروني.	١١٢
2.2.	The Bid Bonds shall either be made by virtue of an unconditional, irrevocable, revolving and confirmed Letter of Guarantee, issued by an accredited	يجب أن يؤدي التأمين الأبتدائي بموجب خطاب ضمان غير مشروط، وغير قابل للإلغاء، دائم ومعزز، صادراً عن أحد البنوك المصرية	٢١٢

	Egyptian bank, or an electronic bank transfer, or in cash deposit in ITIDA's treasury department pursuant to an official receipt of the amount and date thereof will be registered and verified in the Bid. No interests will be made on these sums of money.	المعتمدة أو عن طريق إحدى وسائل التحويل الإلكتروني أو نقداً بإيداعها خزينة الهيئة بموجب إيصال رسمي يثبت في العطاء قيمته وتاريخه ولا تحسب فائدة على هذه المبالغ.	
2.3.	In case the Bid Bonds are made according to a Letter of Guarantee. The bank must acknowledge in it its commitment to pay a sum of money equals to the required Bid Bond and that it is committed to pay it in full at ITIDA's first written demand without taking heed of the Bidder's objection. In all cases, the term of the Letter of Guarantee should not be less than at least 30 days after the Validity Period of the Bids. As for the Performance Bond, it will be standing and valid for a period starting from the date of issuance till 3 months after completion of the Contract, unless otherwise agreed by both parties.	في حالة ما إذا كان التأمين خطاب ضمان وجب على المصرف أن يقر بأن يدفع لأمر الهيئة مبلغاً يوازي التأمين المطلوب وأنه مستعد لأدائه بأكمله عند أول طلب من الهيئة دون الالتفات إلى أية معارضة من مقدم العطاء، وفي جميع الأحوال يجب أن لا تقل مدة سريان خطاب الضمان الابتدائي عن ثلاثين يوماً على الأقل بعد انتهاء المدة المحددة لسريان العطاءات، وبالنسبة للتأمين النهائي يكون سريان خطاب الضمان لمدة تبدأ من وقت إصداره إلى ما بعد انتهاء مدة تنفيذ العقد بثلاثة أشهر، إلا إذا اتفق على غير ذلك.	٣١٢
3.	<u>Structure of Bid Submission:</u>	<u>طريقة تقديم العطاء:</u>	٣
3.1.	The Bid Submission consists of one large sealed and marked envelope as per the following:	تقدم العطاءات في مظروف واحد خارجي مغلق بناء على الآتي:	١١٣
3.1.1.	The envelope will contain the Bid Bond in addition to three sealed and marked envelopes for Technical Proposal (one original and two copies) and one sealed and marked envelope for Financial Proposal.	يحتوى المظروف الخارجي على التأمين الابتدائي المطلوب بالإضافة إلى ثلاثة مظاريف داخلية مغلقة للعرض الفني (أصل ونسختين) ومظروف رابع داخلي مغلق للعرض المالي.	١١١٣
3.1.2.	The envelope will be marked with: - Proposal: Development, content preparation, identity setting, marketing, management, and maintenance of Egypt FOSS Platform - The name and address of the Bidder - SECC address:	يكتب علي المظروف الخارجي: - Proposal: Development, content preparation, identity setting, marketing, management, and maintenance of Egypt FOSS Platform - أسم و عنوان مقدم العطاء - عنوان المركز:	٢١١٣

	ITIDA, Building B121, Smart Village, Km 28, Cairo/Alex. Desert Rd., Giza, Egypt 12577 Phone +202-3534-5068 Fax +202-3534-5069	هيئة تنمية صناعة تكنولوجيا المعلومات مبنى B121 القرية الذكية ك ٢٨ طريق القاهرة/ الأسكندرية الصحراوي الجيزة - جمهورية مصر العربية ١٢٥٧٧ ت +202 3534 5068 فاكس +202 3534 5069	
3.1.3.	If the inner envelopes are not sealed and marked as per the instructions in this section, ITIDA/SECC will not assume responsibility for the Proposal's premature opening or misplacement.	لا تتحمل الهيئة أي مسؤولية عن فقدان أو فتح مخالف للمظاريف الداخلية إذا لم يتم غلقها والكتابة عليها وفقا للتعليمات المبينة في هذا القسم	٣١١٣
3.2.	Technical Proposal:	مظاريف العرض الفني:	٢١٣
	Each envelope (one original and two identical copies) of the Technical Proposal contains a hard copy of the following information and documents:	يجب أن يحتوي كل مظروف من مظاريف العرض الفني على نسخة ورقية من البيانات والمستندات الآتية:	
3.2.1.	All the technical information about the submitted Offer based on the ToR.	جميع البيانات الفنية عن العرض المقدم طبقاً لما ورد بكراسة الشروط والمواصفات.	١١٢٣
3.2.2.	The deployment plan including proposed service delivery schedule and milestones, including required deliverables, activities, and the personnel involved.	الخطة التنفيذية موضح بها البرنامج الزمني للتنفيذ ومواعيد تسليم المخرجات، مقترناً بالأعمال والعمالة المستخدمة.	٢١٢٣
3.2.3.	Detailed lists of the names, jobs, technical know-how, and expertise of the key staff in the service provision process.	بيانات عن أسماء ووظائف وخبرات الكوادر التي سيسند إليها تنفيذ متطلبات التعاقد وخصوصاً المدربين المقترحين.	٣١٢٣
3.2.4.	Documents verifying the previous experience and providing similar services as the required service.	المستندات الدالة على وجود سابقة أعمال وتقديم خدمات مماثلة لنوع الخدمة المطلوبة.	٤١٢٣
3.2.5.	The Bidder's legal status and the documents verifying its legal entity's nature and form.	بيان الشكل القانوني للجهة مقدمة العطاء والمستندات الدالة على قيامها قانوناً.	٥١٢٣
3.2.6.	The envelope containing original documents is marked with "RESPONSE to EgyptFOSS ToR: Technical Proposal (Original)." The other two envelopes is marked with "RESPONSE to EgyptFOSS	يكتب على المظروف الذي يحتوي علي النسخ الأصلية من المستندات "RESPONSE to EgyptFOSS ToR: Technical Proposal (Original)" وعلى المظروفين الآخرين	٦١٢٣

	ToR: Technical Proposal (Copy)."	"RESPONSE to EgyptFOSS ToR: Technical Proposal (Copy)"	
3.2.7.	The envelope containing original Technical Proposal documents should include a CD containing electronic version of the Technical Proposal in only pdf, MS Word, MS PowerPoint, MS Excel and/or MS Project formats.	يجب ان يحتوي مظروف أصل العرض الفني علي نسخة الكترونية من العرض الفني على أسطوانة مدمجة مكتوبه باستخدام pdf, MS Word, MS PowerPoint, MS Excel, and/or MS Project formats.	٧١٢١٣
3.2.8.	The envelope containing original Technical Proposal documents should include a copy of the ToR with signature on each page.	يجب أن يحتوي مظروف أصل العرض الفني على كراسة الشروط والمواصفات موقع على كل صفحة منها.	٨١٢١٣
3.2.9.	If there is any discrepancy between soft and hard copies, the hard copy of the original Technical Proposal will prevail.	في حالة وجود أية اختلاف بين النسخ الورقية والالكترونية فيعدت بالنسخة الورقية بأصل العرض الفني.	٩١٢١٣
3.3.	<u>Financial Proposal envelope:</u>	<u>مظروف العرض المالي:</u>	٣١٣
3.3.1.	Taking into consideration the technical terms and specifications set forth in this ToR the Financial Proposal shall comprise a hard copy of the price lists, the terms of payment including all taxes, fees, stamp fees, sales tax, expenditure and all other factors that affect the financial value of the Offer.	مع مراعاة ما ورد بالشروط والمواصفات الفنية، يجب أن يحتوى مظروف العرض المالي على قوائم الأسعار، وطريقة السداد شاملة كافة الضرائب والرسوم والدمغات وضريبة المبيعات والمصروفات وغيرها من العناصر التي تؤثر في القيمة المالية للعرض.	١١٣١٣
3.3.2.	All prices should be quoted in Egyptian Pound.	يجب ان تكون كل الأسعار في العرض المالي بالجنيه المصري.	٢١٣١٣
3.3.3.	The envelope will be marked with "RESPONSE to EgyptFOSS ToR: Financial Proposal"	يكتب علي المظروف: "RESPONSE to EgyptFOSS ToR: Financial Proposal"	٣١٣١٣
3.3.4.	Travel and accommodation expenses in a separate sheet.	يجب أن تكون نفقات السفر والإقامة في ورقة منفصلة.	٤١٣١٣
3.3.5.	Bidders must submit sealed envelope containing printed Copy of the Financial Proposal.	يتم تقديم العرض المالي في صورة ورقية في مظروف مغلق.	٥١٣١٣
4.	<u>Validity Period:</u>	<u>صلاحية العطاء:</u>	٤

	The Validity Period shall not be less than three months, starting from the specified date of the Opening of the Technical Proposals provided that the Proposals are evaluated and the Bidders are notified of the Tender Evaluation Committee's decision before the expiry of the Offers validity. In case this condition is not practicable, the Validity Period of the Proposals may be extended after obtaining the Bidder's approval.	يجب ألا تقل مدة صلاحية العطاء المقدم عن (ثلاثة أشهر) اعتباراً من التاريخ المحدد لفتح المظاريف الفنية، على أن يتم البت والإخطار في حالة القبول قبل انتهاء مده صلاحية سريان العطاءات، فإذا تعذر ذلك فإنه يجوز مد مدة صلاحية سريان العطاءات بموافقة مقدمي العطاءات.	
5.	<u>Execution Period:</u>	<u>مدة التنفيذ:</u>	٥
	The Bidder shall execute and carry out the activities under the scope of this Bidding as per the timelines set forth in the time-schedule of the execution it submitted.	يلتزم مقدم العطاء بتنفيذ الأعمال موضوع هذه العملية في المواعيد ووفقاً لما هو مبين بجدول البرنامج الزمني للتنفيذ المقدم منه.	
6.	<u>Fines:</u>	<u>الغرامات</u>	٦
6.1.	After contracting the successful Bidder, if the Contractor fails to carry out the activities or part thereof as per the predefined timelines set forth in the Contract and the time schedule, a delay fine amounting to 1% will be enforced on it per week (or part of a week) of delay. The total fines may not exceed 10% of the Contract value. Modification and correction time for rejected activities are included in the delay period without prejudice to ITIDA/SECC's right to withdraw the Contract and carry out all the activities the Contractor failed to implement at the latter's expense, or revoke the Contract as per the procedures, regulations and terms set forth in the Egyptian Laws in this concern including ITIDA's right to have and exercise the Performance Bond.	في حالة التعاقد، توقع على المتعاقد معه غرامة تأخير بواقع نسبة (١%) عن كل أسبوع أو جزء منه بحيث لا يجاوز مجموع الغرامة نسبة (١٠%) من قيمة العقد، وذلك في حالة تأخر المتعاقد معه عن تنفيذ الأعمال أو جزء منها عن الموعد أو المواعيد المحددة بالعقد والبرنامج الزمني، ويدخل في مدة التأخير أوقات تعديل ما يتم رفضه من أعمال، وذلك دون الإخلال بحق الهيئة في سحب العقد وتنفيذ ما لم ينفذه المتعاقد معه على حسابه، أو فسخ العقد وفقاً للإجراءات والضوابط والشروط المقررة قانوناً في هذا الشأن وما يترتب على ذلك من آثار أخصها أن يصبح التأمين النهائي من حق الهيئة.	١١٦

6.2.	ITIDA/SECC is entitled to deduct the due fines payable there to (and all ensuing damages, including the contango rates and administrative expenditure) from any payments due or payable to the Contractor without prejudice to ITIDA's right to all legal remedies for any event of default on the part of the Contractor.	يكون للهيئة الحق في أن تخصم ما يستحق من غرامات على المتعاقد معه وقيمة كل خسارة تلحق بها - بما في ذلك فروق الأسعار والمصاريف الإدارية - من أية مبالغ مستحقة أو تستحق للمتعاقد معه وذلك كله مع عدم الإخلال بحق الهيئة في الرجوع على المتعاقد معه بما تتمكن من استيفائه من حقوق بالطرق القانونية.	٢١٦
7.	<u>Due Payments:</u>	<u>دفع المستحقات :</u>	٧
7.1.	The Bidder shall determine the payment means and procedures as per the time-schedule of activities execution. The payments should be in Egyptian Pounds; any other currency is not accepted. In case the Bidder applies for prepayment, the adjudication between Bids will be made as per an interest equal to the base rate as determined by the Central Bank of Egypt at the time of evaluation of Bids as this interest will be added to the value of its Bid for the amounts of money that should be paid in advance. The interest will be calculated for the period from the date of payment till the actual due date.	يحدد مقدم العطاء أسلوب وطريقة سداد المستحقات وفقاً للجدول الزمني لتنفيذ الأعمال على أن يتم السداد بالجنيه المصري ولن يتم السداد بأي عملة أخرى، وفي حالة طلب مقدم العطاء لدفعة مقدمة فإن المفاضلة والمقارنة المالية بين العطاءات تكون على أساس إضافة فائدة تعادل سعر الفائدة المعلن من البنك المركزي وقت البت في المناقصة إلى قيمة عطائه المقترن بالدفع المقدم وذلك عن المبالغ المطلوب دفعها مقدماً وتحسب الفائدة عن المدة من تاريخ أداء هذه المبالغ حتى تاريخ استحقاقها الفعلي.	١١٧
7.2.	The Contractor shall submit to the ITIDA an unconditional Letter of Guarantee from an accredited bank with the same value and currency and will be valid until the actual due date of such amounts.	يجب على المتعاقد معه قبل استلامه للدفعة المقدمة أن يقدم لجهة التعاقد "الهيئة" خطاب ضمان مصرفي معتمد بذات القيمة والعملة وغير مقيد بأي شروط وساري المفعول حتى تاريخ الاستحقاق الفعلي لتلك المبالغ.	٢١٧
8.	<u>Disqualified Bidders:</u>	<u>حالات استبعاد العطاءات</u>	٨
	The Tender Evaluation Committee is entitled to disqualify any Bid in the following cases:	يستبعد العطاء من قبل لجنة البت في الحالات الآتية:	
8.1.	In case the Bid is submitted without the full amount of the Bid Bond. On paying the	تقديم العطاء غير مصحوب بالتأمين الابتدائي كاملاً. ويراعى عند سداد هذا التأمين بخطاب	١١٨

	Bid Bond as per the Letter of Guarantee, the Letter of Guarantee must include the Bid Bond in full without deducting from it any bank charges or any other charges.	ضمان أن يكون خطاب الضمان متضمناً كاملاً مبلغ التأمين الابتدائي غير مخصوماً منه أية مصاريف بنكية أو غيرها.	
8.2.	In case the Bid submitted by a company that is not incorporated as per the provisions of Law.	إذا كان العطاء مقمداً من شركة باطلة غير مشهورة وفقاً لأحكام القانون.	٢١٨
8.3.	In case the Bid is submitted by two persons who are not legally associated.	استبعاد العطاء المقدم من شخصين لا تجمعها رابطة قانونية.	٣١٨
8.4.	In case the Bid does not conform to the technical specifications of the ToR.	إذا كان العطاء غير مطابق للمواصفات الفنية المطروحة.	٤١٨
8.5.	In case the Bidder does not include the proven past experience and track record documents and references.	استبعاد العطاء لعدم تقديم سابقة الخبرة، والمستندات الدالة والمؤيدة لذلك.	٥١٨
8.6.	In case the Bid is not signed by the Bidder.	استبعاد العطاء غير الموقع من صاحبه.	٦١٨
8.7.	In case the Bidder loses good reputation, as this condition is a start and end condition.	إذا فقد مقدم العطاء شرط حسن السمعة لأنه شرط ابتداء وانتهاء.	٧١٨
8.8.	In case of Bidder's bankruptcy or Bidder's insolvency.	في حالة إفلاس مقدم العطاء أو حالة العجز عن الوفاء بالديون.	٨١٨
8.9.	In case the Bidder does not endorse the ToR document and return it back with the Technical Proposal.	عدم التوقيع على كراسة الشروط والمواصفات وإعادتها ضمن المظروف الفني.	٩١٨
9.	General Provisions:	أحكام عامة:	٩
9.1.	Bidding companies whether individuals or members in consortiums should have an Egyptian development site with at least 5 years of establishment. Individual companies or main companies of bidding consortiums should have an average annual sales turnover of at least 2 million EGP over the last three years.	سواء كان مقدم العطاء شركة واحدة أو تحالف لشركات، يجب أن يكون لجميع الشركات المشاركة موقع للتطوير بمصر عمره لا يقل عن ٥ سنوات، ويجب أن يكون متوسط حجم المبيعات السنوية ٢ مليون جنيه على الأقل خلال السنوات الثلاث الماضية، وذلك للشركة الواحدة أو للشركة الرئيسية في التحالف المزمع التعاقد معها في حالة قبول العطاء المقدم من التحالف.	١١٩

9.2.	A Bidder shall not submit alternative proposals and shall not submit more than one Bid to this ToR either as an individual entity or through its membership within a consortium.	لا يجوز التقدم بعروض بديلة، ولا يجوز التقدم بأكثر من عطاء حتى لو كان من خلال مشاركة مقدم عطاء في تحالف أو مشاركة شركة في أكثر من تحالف.	٢١٩
9.3.	The Bidder should include in its Bid the address to which all correspondences to the Bidder should be sent, and any notice sent to that address would be deemed valid. In case the Bid is submitted by an agent, it should submit a power of attorney approved by the competent authorities in addition to all necessary information and documents as per the provisions of the governing laws and decrees.	يجب على مقدم العطاء أن يبين في عطائه العنوان الذي يمكن مخابراته فيه ويعد إعلانه في هذا العنوان صحيحاً، وإذا كان العطاء مقدماً من وكيل عن صاحب العطاء فعليه أن يقدم معه توكيلاً مصدقاً عليه من السلطات المختصة بالإضافة إلى كافة البيانات والمستندات التي يجب عليه تقديمها وفقاً لأحكام القوانين والقرارات التي تنظم ذلك.	٣١٩
9.4.	The Bidder should attach to its Bid an official copy of its constitutive instrument, articles of association, in addition to the names of the persons authorized to enter into a contract on behalf of the Successful Bidder, and the scope and limits of that right, in addition to the names of those who have direct responsibility for the implementation of terms and conditions of the Contract resulting from this ToR, signing the invoices, giving quitclaims in its name, and specimen of their signatures that should be true to that of the Bid or power of attorney.	على مقدم العطاء أن يرفق بعطائه صورة رسمية من عقد تأسيسه ومن نظامه الأساسي وبيان بأسماء الأشخاص المصرح لهم بالتعاقد لحسابه ومدى هذا الحق وحدوده وأسماء المسؤولين مباشرة عن تنفيذ شروط العقد - في حالة التعاقد - وإمضاء الإيصالات وإعطاء المخالصات باسمه ونماذج من إمضاءاتهم على أن تكون هذه النماذج على ذات العرض أو التوكيل .	٤١٩
10.	<u>Waiver and/or Assignment of Proceeds:</u>	<u>التنازل:</u>	١٠
	The Successful Bidder may not waive and assign this Contract, all (or part of) the due payments payable thereto. Nevertheless, the Successful Bidder may waive these due payments to a bank. In such a case, only the bank's approval will be needed without prejudice to the Contractor's obligations under the Contract. Accepting	لا يجوز للمتعاقد التنازل للغير عن العقد أو المبالغ المستحقة له كلها أو بعضها، ومع ذلك يجوز أن يتنازل عن تلك المبالغ لأحد البنوك ويكتفي في هذه الحالة بتصديق البنك دون الإخلال بمسئولية المتعاقد معه عن تنفيذ العقد، كما لا يخل قبول تنازله عن المبالغ المستحقة له	

	and approving this waiver does not prejudice ITIDA's rights.	بما يكون للهيئة قبله من حقوق.	
11.	Legal Status:	الوضع القانوني	١١
11.1.	This ToR is open to submissions of individual companies as well as consortiums of different companies to provide the different services required.	تقبل العطاءات من شركات أو تحالفات لشركات لتقديم مختلف الخدمات المطلوبة.	١١١
11.2.	In case of a bidding consortium, only one entity is assigned the role of the Main Company. It will be the single entity contracted if the consortium is awarded the tender. It acts as the Single Point of Contact (SPOC) throughout the tendering process, and during the project lifetime if awarded, and SECC shall not be involved in any communications with the rest of the consortium.	إذا كان مقدم العطاء تحالف لشركات تأخذ إحدى الشركات صفة الشركة الرئيسية المزمع التعاقد معها في حالة قبول العطاء وتكون نقطة الاتصال الوحيدة بالتحالف خلال المناقصة وخلال التنفيذ في حالة قبول العطاء.	٢١١
11.3.	The Successful Bidder shall be considered as having the legal status of an independent Contracting Party. The Contracting Party (i.e. Successful Bidder), its sub-contractors and their staff shall not be considered, in any respect, affiliates, partners, employees, or agents of MCIT or ITIDA. The Successful Bidder will be liable for all of them, whether in insuring or compensating them against risks or any harms related to their work.	يكون للمتعاقد معه صفة المتعاقد معه المستقل، ولن يعتبر في أي حال من الأحوال المتعاقد معه، ومقاولوه من الباطن، وموظفهم، تابعين أو شركاء أو وكلاء عن وزارة الاتصالات وتكنولوجيا المعلومات أو الهيئة، وتقع مسؤولية هؤلاء كاملة على المتعاقد معه سواء من ناحية التأمين عليهم أو تعويضهم ضد الأخطار وغير ذلك من أمور متعلقة بشئونهم.	٣١١
12.	The Applicable Law:	القانون الواجب التطبيق:	١٢
12.1.	The ToR and Contract (including any Attachments, Annexes, Schedules, or Tables thereof) shall be governed by, in all respects, and construed in accordance with the laws of the Egypt as amended from time to time.	ستخضع كراسة الشروط العامة والمالية والمواصفات الفنية والعقد المبرم بين الطرفين (بما في ذلك أي مرفقات أو ملاحق أو جداول مرفقة بالعقد) والتفسيرات الخاصة بها للقوانين السارية في جمهورية مصر العربية، وأي تعديلات سيتم إدخالها عليها من وقت لآخر.	١١٢
12.2.	The Contractor warrants and undertakes to comply with all the directions,	يتعهد المتعاقد معه بالالتزام بجميع التوجيهات	٢١٢

	procedures and policies of the Contracting Body (i.e. ITIDA) including any procedural requirements under the Egyptian law that are pertinent to the provision of its services and performance of its obligations under the scope of this ToR and Contract.	ذات الصلة والنظم والسياسات الخاصة بالهيئة بما في ذلك المتطلبات الإجرائية التي يقتضيها القانون المصري والتي تتعلق بتقديم خدماته وتنفيذ التزاماته محل كراسة الشروط العامة والمالية والمواصفات الفنية وهذا العقد.	
13.	Notices:	الإخطارات:	١٣
	Any notice, demand, direction, permit, control, authorization, or any other correspondences that are required or permitted to be made under the scope of this ToR or Contract (including any Attachments, Annexes, Schedules, or Tables thereof) must be in writing and sent by fax, registered mail or courier service and addressed to: Information Technology Industry Development Agency "ITIDA" Smart Village, B121, Km. 28, Cairo/Alexandria Desert Road, Giza, Egypt 12577 Phone: +202 3534 5068 Fax No.: +202 3534 5069	أي إخطار أو طلب أو توجيه أو تصريح أو أمر مراقبة أو تفويض أو غير ذلك من المكاتبات التي يتعين أو يسمح بإعطائها وفقا لطلب التقدم بالعرض أو العقد (بما في ذلك المرفقات أو الملاحق أو الجداول المرفقة به) لابد أن يكون مكتوبا وأن يرسل بالفاكس أو بالبريد المسجل أو عن طريق خدمة توصيل الرسائل وأن يكون موجهها إلى: هيئة تنمية صناعة تكنولوجيا المعلومات القرية الذكية - مبنى ١٢١ الكيلو ٢٨ طريق القاهرة- الإسكندرية الصحراوي الجيزة - جمهورية مصر العربية - ١٢٥٧٧ تليفون: ٢٠٢-٣٥٣٤٥٠٦٨ فاكس: ٢٠٢-٣٥٣٤٥٠٦٩	

2.2 Contents of Proposal

1 Sections of Proposal

Bidders are required to complete, sign and submit in the required number of copies the following documents:

1. 1 Proposal Submission Covering Letter (see Appendix A) enclosed in the Technical Proposal Envelope
1. 2 Documents Establishing the Eligibility and Qualifications of the Bidder (see Appendix B) enclosed as appendices of Technical Proposal (if consortium, provide for each member)
1. 3 Technical Proposal (see Appendix C). Technical Proposal should be appended with a ToR copy signed on each page and a completed Requirements Compliance Sheet as per the provided template.
1. 4 Financial Proposal (see Appendix D)
1. 5 Proposal Security enclosed in the Technical Proposal Envelope

2 Clarification of Proposal

Bidders may request a clarification of any of the ToR documents no later than the number of days indicated in the Data Sheet of Subsection 2.7 before the proposal submission date. Any request for clarification must be sent in writing to the SECC address in Subsection 2.1. SECC will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Proposal.

SECC shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of SECC to extend the submission date of the Proposals, unless SECC deems that such an extension is justified and necessary.

3 Amendment of Proposals

At any time prior to the deadline for submission of Proposals, SECC may for any reason, such as in response to a clarification requested by a Bidder, modify the ToR in the form of a Supplemental Information to the ToR. All Bidders who have provided confirmation of their intention to submit a Proposal will be notified in writing of all amendments to the ToR. In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Proposals, SECC may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the ToR justifies such extension.

2.3 Preparation of Proposals

- 4 Bidders must strictly adhere to all the requirements of this ToR. No changes, substitutions or other alterations to the provisions stipulated in this ToR will be accepted unless approved in writing by SECC. However, whilst fully complying with the ToR requirements, Bidders are encouraged to provide any suggestions and solutions that may achieve a more cost-effective value-for-money approach to requirements fulfillment.
- 5 Submission of a Proposal shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this ToR will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this ToR.
- 6 Cost of Proposal
The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. SECC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 7 Technical Proposal Format and Content
The Bidder shall structure the Technical Proposal as in Appendix C. The Bidder assures and confirms to SECC that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, SECC reserves the right to render the proposal non-responsive. Any substitution shall be made only with the approval of SECC.

The Technical Proposal shall not include any financial information for the goods and services required in this ToR. A Technical Proposal containing such information shall be rejected.

- 8 Financial Proposals
The Bidder shall structure the Financial Proposal as in Appendix D. In addition to the total price, it shall list all major cost components associated with the goods and services. All major outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any major output and/or activity described in the Technical Proposal, but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or outputs, as well as in the final total price.

9 Documents Establishing the Eligibility and Qualifications of the Bidder

The Bidder shall furnish evidence of its status as an eligible and qualified vendor, using the required forms (see Appendix B). The documentary evidence of the Bidder's qualifications to perform the Contract if the contract is awarded to the Bidder shall be established to SECC's satisfaction. This evidence shall include, and must demonstrate that the Bidder has the financial, technical, and production capability necessary to perform the Contract.

10 Consortium

If the Bidder is a consortium, all of the members shall be jointly and severally liable for the fulfillment of the provisions of the Contract and shall designate one party to act as the Main Company with authority to legally bind the consortium. The Main Company, composition or constitution of the consortium shall not be altered without the prior consent of SECC.

The description of the organization of the consortium must be clearly defined in the course of establishing the eligibility of the Bidder, by defining the expected role of each of its members in the course of performing the services defined in the ToR.

Where the consortium is presenting its track record and experience in a similar undertaking as those required in the ToR, it should present such information in the following manner:

- Those that were undertaken together by the consortium jointly and severally; and
- Those that were undertaken by the individual members of the consortium expected to be involved in the performance of the services defined in the ToR.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the consortium members cannot be claimed as the experience of the consortium or those of its members, but should only be claimed by the individual experts themselves in their presentation of their credentials.

11 Alternative Proposals

Alternative Proposals shall not be considered.

2.4 Submission and Opening of Proposals

12 Deadline and Late Proposals

- 12.1 Proposals must be received by SECC at the address specified in Subsection 2.1 no later than the date and time specified in the same subsection.

- 12.2 SECC shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by SECC after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Bidder.

2.5 Evaluation and Comparison of Proposals

13 Evaluation of Proposals

- 13.1 SECC shall examine the Proposal to confirm that all terms and conditions in the ToR have been accepted by the Bidder without any deviation or reservation.
- 13.2 The Technical Evaluation Committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the ToR, applying the evaluation criteria specified in the Data Sheet of Subsection 2.7. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the ToR, or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 13.3 In the second stage, only the Financial Proposal of those Bidders who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Bidder unopened. The evaluation method that applies for this ToR shall be as indicated in the Data Sheet.
- 13.4 SECC shall reserve the right to determine to its satisfaction the validity of information provided by the Bidder, through verification and reference checking, among other means that it deems appropriate, at any stage within the tendering process.

14 Responsiveness of Proposal

- 14.1 SECC's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself.
- 14.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the ToR without material deviation, reservation, or omission.

- 14.3 If a Proposal is not substantially responsive, it shall be rejected by SECC and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

2.6 Contract Award

- 15 Any Proposal submitted will be regarded as an offer by the Bidder and not as an acceptance of an offer/proposal by SECC. This ToR does not commit SECC to award a contract.
- 16 **Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**
SECC reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s), or any obligation to inform the affected Bidder(s) of the grounds for SECC's action. SECC shall neither be obliged to award the contract to the lowest price offer.
- 17 **Award Criteria**
Prior to expiration of the period of Proposal validity, SECC shall award the contract to the qualified Bidder based on the evaluation method indicated in the Data Sheet of Subsection 2.7.
- 18 **Contract Signature and Starting Date**
Within twenty (20) days from the date of the first receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to SECC. Service starts no later than 15 days from Contract signature date.
- 19 **Bank Guarantee for Advance Payment**
The advance payment shall not exceed 20% of the total price. SECC shall require the Bidder to submit a Bank Guarantee in the same amount as the advance payment.
- 20 **Bidder's Conference**
A bidder's conference will be conducted at the date, time and location specified in the Data Sheet. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the bidder's conference will be either posted on the SECC Website, or disseminated to the individual firms who have expressed interest in the ToR, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ToR unless such statement is specifically written in the minutes of the conference, or issued as an amendment in the form of a Supplemental Information to the ToR.

2.7 Data Sheet

Language of the Proposal:	English. Arabic is acceptable for documents establishing the eligibility and qualifications of the Bidder.
Q&A Conference will be held:	Time: 10:00 AM, Date: Dec 29, 2014, Venue: SECC Premises
Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of platform establishment price in return to Bank Letter of Guarantee of the same amount
Performance Security	Required Amount: 5% from total Contract, with 5% from price of platform establishment valid till end of the establishment task and the rest valid 3 months after completion of the Contract Form: Bank Letter of Guarantee
Deadline for submitting requests for clarifications/questions	23 days before the submission deadline date.
Evaluation method to select the most responsive Proposal	Bidders with technical evaluation score of 80% or more shall be qualified and considered responsive and the Contract will be awarded to the qualified Bidder with the lowest total price/technical evaluation score
Required Documents that must be Submitted to Establish the Eligibility and Qualifications of Bidders (In “Certified True Copy” form only and if consortium, provide for each member)	<ul style="list-style-type: none"> ■ Document evidencing the person(s) duly authorized to commit the Bidder or a Power of Attorney ■ Printed brochures and product catalogues relevant to the goods/services being procured if any ■ Financial statements (balance sheet) for last 3 years, approved from a reputable public accountant ■ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ■ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ■ In case of consortium, letter of intent to form consortium or consortium agreement

Technical Evaluation Criteria			
	Item	Score Weight	Points
1.	<p>Capability and Expertise</p> <ul style="list-style-type: none"> ■ Profile: Industry Standing, Reputation, Financial Capacity and Stability, Competencies, Partnerships, Consortium Organization and Members Roles (if applicable) ■ Best Practices: Governance, Quality Certification (CMMI is a definite plus), Project Management Controls ■ Track Record and Experience: Specialized Knowledge, Similar Projects, Regional Experience, Projects Jointly Undertaken for Consortiums 	30%	300
2.	<p>Proposed Approach and Implementation Plan</p> <ul style="list-style-type: none"> ■ Approach: Vision, Methodology, Quality Assurance, Extent of Subcontracting ■ Plan: Timeline, Risk Management, Reporting and Monitoring ■ Requirements Compliance 	40%	400
3.	<p>Management Structure and Key Personnel</p> <ul style="list-style-type: none"> ■ Management Structure ■ Staff Time Allocation ■ Key Personnel Qualifications: General Qualifications, International Experience, Regional Experience, Professional Experience, Training Experience (if applicable) 	30%	300
Total			1000
(A Proposal shall be rendered non-responsive if it fails to achieve 80% or more)			

3. Platform Purpose, Description, and Audience

3.1 Purpose

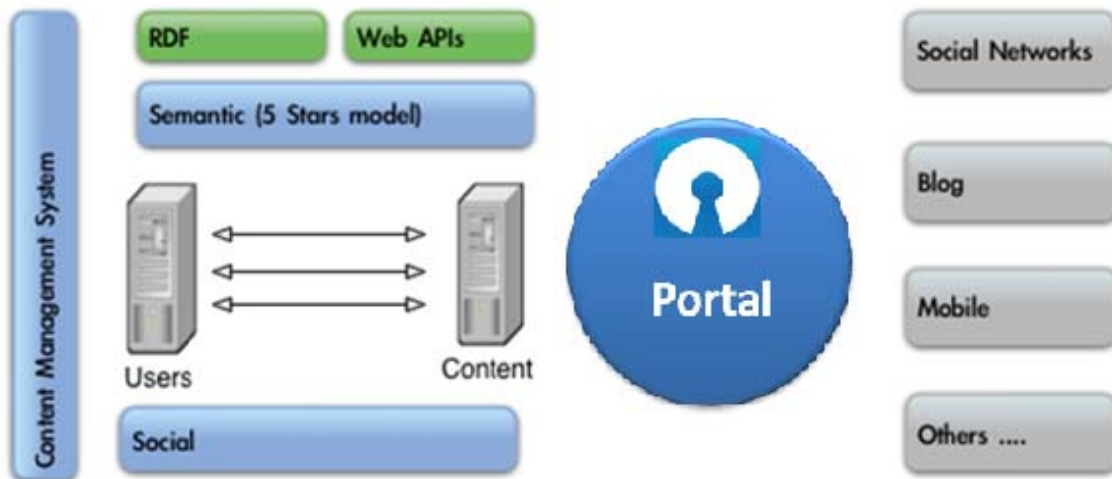
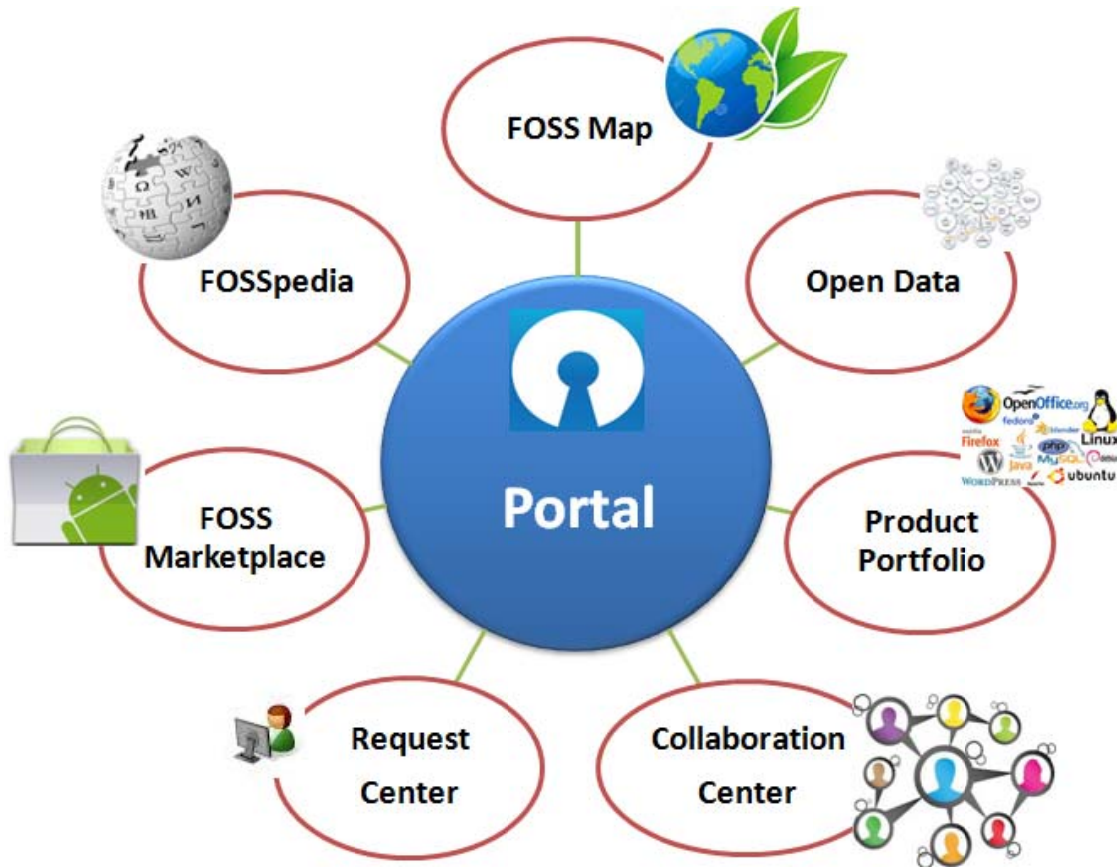
The purpose of the target online platform is to boost and promote FOSS in Egypt on several fronts, specifically through:

- Promoting the development and adoption of high-quality open-source software-based solutions and services as one fundamental pillar of the knowledge society in Egypt
- Being a single point of contact (SPOC), unique clearinghouse, and facilitator for FOSS adoption, whereby best-practice repository, tools, and practical support can be found
- Exposing Egypt's FOSS capabilities and resources locally and worldwide, highlighting Egypt's competence, and providing external partners and investors easy access to Egypt's best
- Building collaboration communities between common-interest FOSS stakeholders
- Connecting nodes of Egypt's FOSS ecosystem
- Enhancing the required awareness in Egypt about FOSS and the relevant ecosystem
- Developing a collaborative network of stakeholders to support SMEs and startups to accelerate their development and success
- Facilitating the process of FOSS service and technology trading to stimulate FOSS in Egypt

3.2 Description

This platform includes, but not limited to:

- Online portal
- Social networks
- Online identity
- Blog or several vertical blogs
- Search engine
- Mobile identity through mobile native apps, HTML5 portals, integration with existing mobile platforms ... etc
- Email marketing
- Contents for all the above
- Measurements and KPIs



Reference to the above diagram, the platform is to be established under the following conditions:

1. A database of users and a database of content about FOSS are built
2. Different users can collaborate on different content items
3. An open-source robust Content Management System is the backend for this platform
4. All available data follow the 5 Star Open-Data model, can be stored and published in RDF triples format, and are accessible through web APIs
5. It is socially enabled, which means that it supports social login, social sharing ...etc
6. The platform portal is one important channel providing as a minimum the following services and content:
 6. 1 Social Collaboration Center
 6. 2 FOSS Product Portfolio
 6. 3 Open Data
 6. 4 FOSS Marketplace
 6. 5 Request Center
 6. 6 Success Stories
 6. 7 Expert Thoughts (one or more blogs)
 6. 8 FOSSpedia (Resource Center)
 6. 9 Semantic Search
 6. 10 FOSS Map
 6. 11 Awareness Center
 6. 12 Events Database and Calendar
 6. 13 FOSS Activist Center
 6. 14 User Registration and Profiling
 6. 15 News
7. It has in addition to the portal other channels that include but not limited to social networks, blogs, mobile apps ...etc

3.3 Audience

Target platform audience in terms of types of users accessing the platform to get valuable content and receive different services includes, but not limited to:

- Individuals
 - Developer
 - User
 - Business Owner
 - Entrepreneur



- Investor
- Researcher
- FOSS Activist
- Entities/groups/businesses
 - Academia (universities/ institutes/colleges)
 - R&D entities (departments/centers)
 - Non-governmental organizations (NGOs)
 - Technology transfer offices/organizations
 - Projects (graduation or not/national or international)
 - Teams
 - Government agencies
 - Funding entities
 - Companies (national or multinational or overseas/startups/micro or small or medium or large)
 - FOSS supporting entities
 - Technology brokers
- Events/Activities
 - Summits/conferences
 - Competitions
 - Hackathons
 - FOSS days
 - Award parties/celebrations
 - Training
 - Webinars

4. Content Development Requirements

Bidders are requested to present their capabilities and plan to license or create original content to be delivered across the different channels of the platform (including the portal, social media, blogs, and so on).

4.1 Content Sections

Below is listed the contents required initially and are mandatory for the platform. Any additional content items suggested by Bidders are welcomed.

Product Portfolio (Product Database)

The FOSS Product Portfolio lists the most useful FOSS products that different types of audience can immediately use to facilitate their tasks. The content for each product should at least include:

- Developer
- Description
- Functionality
- Industry
- Type: application, middleware, database ...
- Technology
- Platform
- License
- Usage hints
- References
- Link to source
- Keywords

The Portfolio could be filtered based upon categories of the following: functionality, industry, type, technology, platform, and license. It should initially include as a minimum:

- 1000 products with a minimum of 20 products for 20 different categories
- 50 Top Ten lists for a minimum of 10 different categories

The Top Ten lists as well could be filtered based upon the above categories.



Open Data

The Open Data yields datasets that different types of audience can immediately use to facilitate their tasks. The content for each dataset should at least include:

- Publisher
- Description
- Format
- Type: Government, Enterprise, Academia ...
- Theme: Health, Education, Environment, Tourism, Scientific ...
- License
- Usage hints
- References
- Dataset/Link to source
- Keywords

The Open Data could be filtered based upon categories of the following: publisher, format, type, theme, and license. It should initially include as a minimum 100 datasets, with a minimum of 5 datasets for 10 different categories.

FOSSpedia

The content available at the FOSSpedia shall be the main source for education for the platform. Content here should at least include:

- Popular business models, in particular for FOSS adoption by SMEs, startups, and entrepreneurs
- Country experiences (minimum 10)
- Case studies (minimum 10)
- All license types
- Legal aspects, locally, regionally, and international (minimum 3 reports)
- Best practices, guidelines, and policies for adoption by governments, universities, and enterprises (minimum 3 reports)
- White papers (minimum 10)
- Tutorials/how-to guides for individuals and in particular new comers (minimum 5)

Events DB and Calendar

This database should list the 1-year upcoming local and international events and happenings related and of importance to the FOSS ecosystem in Egypt. Types include:



- Summits/conferences
- Competitions
- Hackathons
- FOSS days
- Award parties/celebrations
- Training
- Webinars

For each event, the following info should at least be available:

- Event name
- Event organizer
- Event type
- Website
- Location
- Duration
- Audience
- Objectives
- Prerequisites
- Cost
- Functionalities/Industries/Types/Platforms/Technologies
- Keywords

FOSS Awareness Center

This content shall be designed mainly to provide tools to the audience to measure their awareness for different topics around FOSS, so that they can understand what are they missing and go fetch it from the FOSSpedia (mentioned above). Minimum content includes:

- Definitions, myths, and concepts
- License types
- Business models
- Legal aspects
- Popular products and platforms

Bidders are requested to present the storyboards for the quizzes.



Success Stories

This content should list success and lesson-learned stories of Egyptian migration to and adoption of FOSS. This content should be the inspirational part of the available content that drives the audience to focus more on FOSS. Bidders are requested to avail at platform launch couple of stories for each of the following:

- ICT enterprises
- Government adoption
- Academia
- Entrepreneurs
- Why did not they succeed?

News

This type of content shall avail local and international FOSS news items. At platform launch 50 news items at least, 25+ local, should be availed for a minimum of 5 different FOSS categories (functionalities, industries, types, and technologies).

Expert Thoughts

Expert Thoughts content shall mainly be in the form of blog posts provided by Egyptian FOSS experts and activists. It is the Bidder's responsibility to contact four high-profile figures, and coordinate their contribution to these blog posts in a timely manner.

FOSS Database

This database shall act as the ultimate resource of information about FOSS in Egypt. Originally this database will be collected, gathered, structured, cleaned and refined by the Bidder and shall be updated through users/entities interactivity with the portal creating their pages and adding their data to this database.

This database should have clear information about the target platform audience described before. For each audience type at least the following fields should be available:

- Name in English & also in Arabic (if local)
- Logo (if applicable)
- Address in English & also in Arabic (if local)
- Contact info in English & also in Arabic (if local)
- Contact person in English & also in Arabic (if local)
- Type (Individual/Entity/Event)
- Subtype

- Functionality
- Industry
- ICT technologies
- Keywords
- Social profile (profile over different social networks like LinkedIn, Twitter, G+, and Facebook)
- Interest (i.e. filtering criteria as type, subtype, industry, ICT technologies, keywords, and specific address area)

4.2 Content Types

Bidders are requested to detail their capabilities in creating and/or licensing the above mentioned content requirements into different formats that include but not limited to:

- Text
 - Articles
 - White papers
 - Tutorials
 - Blog posts
- Visuals
 - Infographs
 - Images
 - Slideshows
- Audio/Video
 - Podcasts
 - Webinars
 - Video blogs

4.3 Content Language

All required content shall be availed in English before platform launch. In addition, at least one complete content topic under each section shall also be in Arabic. If before platform launch, the Bidder can provide all content in both English and Arabic that shall be a definite plus. If not, part of the Bidder's operation and maintenance plan will be dedicated to availing all content in Arabic as well.

5. Portal Features

Below is the list of features that should be available on the portal along with the requirements and specifications for each feature.

5.1 Registration and Profiling

Portal audience should be able to register/subscribe to the portal. Their profile page shall act as their clear online identity for all the audience types providing accordingly the following features:

- **Database form:** This section shall be the online form that fills in the database of the FOSS platform to enrich the data stored in it whenever a new registration happens.
- **Profile page:** For the registered audience, this section shall also avail their own online detailed profile page and their window to the world, having at least the fields described before.
- **Social login:** Registration should also be enabled through social login by integrating with Facebook, Twitter, LinkedIn, and G+ to facilitate and ease the registration process.
- **Notifications:** When creating his profile, user can choose if he/she wants to get email notifications from other common- interest profiles on the FOSS platform or not and can customize the type and frequency of those notifications.
- **News/Updates:** Each registered user can list on his/her profile the news and updates and choose whether or not to share these updates with common-interest profiles on the portal.
- **Social sharing:** Each registered user should be able to share his profile page over social networks including LinkedIn, Twitter, G+, and Facebook.
- **User Badges:** Each user is to be assigned 'badges' displayed as iconic images with user's information within postings. Badges are granted based on participation in the different platform activities and meeting certain success criteria. The Bidder must provide his/her proposal for the allowed badges, assignment criteria, and privileges of qualified users.

5.2 Social Collaboration Center

Profiles created on the FOSS platform, as described in the previous section, should have features to collaborate together by creating shared document spaces where they can jointly collaborate. Profiles on the portal should have at least the following features:

- Creating shared document spaces
- Creating, sharing, updating, and exchanging documents and assign different access rights to those documents across different users/profiles.
- Implementing document workflow, approval, and publishing rules and procedures
- Publishing these documents publicly to one of the portal content sections

- Users can choose the users to collaborate on his/her documents, for example share with
 - Specific user types/subtypes
 - Specific users
 - Specific functionalities
 - Specific technologies
 - Specific industries
 - Specific address areas
 - Specific keywords

5.3 Product Portfolio

The FOSS Product Portfolio is a content section that contains content mentioned in Section 4.1. It can be administered to be public or private.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide this content at the portal launch. Also Bidder should provide a plan for monthly developing new contents for this section.
 - Registered users can publish their content or collaborate jointly with each other to produce new content items. Other content items by the same contributor should be listed.
- **Social sharing:** This section shall have social sharing options where portal audience can share links to those resources over their social networks.
- **Feedback/Request form:** Portal audience shall have a feedback form where they can send feedback and/or request specific products and/or top-ten lists they need.

5.4 Open Data

The FOSS Open Data is a content section that contains content mentioned in Section 4.1. It can be administered to be public or private.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide this content at the portal launch. Also Bidder should provide a plan for monthly developing new contents for this section.
 - Registered users can publish their content or collaborate jointly with each other to produce new content items. Other content items by the same contributor should be listed.
- **Social sharing:** This section shall have social sharing options where portal audience can share links to those resources over their social networks.

- **Feedback/Request form:** Portal audience shall have a feedback form where they can send feedback and/or request specific datasets they need.

5.5 FOSS Marketplace

This section shall be one of the core services of the portal as it shall act as the marketplace to avail FOSS-based services. This shall be a public area for portal-registered users to display their FOSS-based services. The process goes as follows:

- Users submit their FOSS-based services with required details as title, industry, functionality, technology, description, conditions and constraints, and keywords.
- This submission shall be reviewed and validated by the portal administration team.
- If approved, it gets posted and an email notification is sent to all portal-registered users if they already expressed (filtered) interest.
- Interested users/the public may contact the submitter through the portal to express interest and/or request more information.
- Portal users edit/view/delete their submissions and view/delete requested contacts.

5.6 Request Center

This section shall act as a hub for posting user requests. The requests posted in this section shall come from the portal administrators and registered users. Requests from other portal sections are linked to the Request Center. The process goes as follows:

- Users/administrators submit requests with types as service request, product request, dataset request, resource request, business relationship request, and support request, and with required details as title, requirements, constraints, target business relationship (commercial agreement, license agreement, technical cooperation, joint venture agreement), industry, functionality, technology, keywords, and deadline.
- This submission shall be reviewed and validated by the portal administration team.
- If approved, it gets posted.
- An email notification is sent to all portal registered users if they already expressed (filtered) interest.
- Interested users may contact the submitter through the portal to express interest and/or request more information.
- Portal users edit/view/delete their submissions and view/delete requested contacts.
- Portal audience shall have a feedback form where they can send feedback.

5.7 Success Stories

This section shall be a content section highlighting different types of successful Egyptian migration to and adoption of FOSS as mentioned earlier in Section 4.1.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide this content at the portal launch. Also Bidder should provide a plan for monthly developing new contents for this section.
 - Registered users can publish their content or collaborate jointly with each other to produce new content items. Other content items by the same contributor should be listed.
- **Social sharing:** This section shall have social sharing options where portal audience can share links to those success stories over their social networks.

5.8 FOSSpedia

This section is a content section providing to the portal audience educative resources as mentioned earlier in Section 4.1. It can be administered to be public or private.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide this content at the portal launch. Also Bidder should provide a plan for monthly developing new contents for this section.
 - Registered users can publish their content or collaborate jointly with each other to produce new content items. Other content items by the same contributor should be listed.
- **Social sharing:** This section shall have social sharing options where portal audience can share links to those resources over their social networks.
- **Feedback/Request form:** Portal audience shall have a feedback form where they can send feedback and/or request specific resources they need.

5.9 FOSS Awareness Center

The FOSS Awareness Center acts as the main tool for portal audience to measure, assess, and benchmark their knowledge about different concepts around FOSS. This section shall contain interactive content in the form of quizzes. It can be administered to be public or private.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide this content at the portal launch. Also Bidder should provide a plan for monthly developing new contents for this section.

- Registered users on the portal can publish their content or collaborate jointly with each other to produce new content items. Other content items by the same contributor should be listed.
- **Social sharing:** Portal audience responding to the quizzes should have the option of posting their scores to their social networks.

5.10 Events Database and Calendar

Events database and calendar section lists the local and international events and happenings related and of importance to the FOSS ecosystem in Egypt. This calendar can be integrated with users' personal calendaring.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this ToR should provide upcoming events at the portal launch for 12 months from the launch date. Also bidder should provide a plan for monthly developing new contents for this section.
 - Registered users can publish their events. Other events items by the same contributor should be listed.
- **Social sharing:** This section shall have social sharing options where portal audience can share these events over their social networks.

5.11 FOSS Map

This shall be an interactive map of Egypt with demonstrated data about different places all over Egypt related to FOSS. This map has all interactivity features including zooming, rotating ...etc and shall display the spots and corresponding data about the different ecosystem actors in the registered users of the platform.

Also registered audience shall have the option to submit their point and data on the map. Displayed spots shall be filtered at least based upon user type/subtype, badge, industry, functionality, technology, keywords, and address area.

5.12 FOSS Activist Center

This section shall feature, honor, and celebrate Egyptian FOSS activists. It shall act as the national hub for activists providing them the required online identity and exposure. Activists are determined based upon the assigned user badges. Main objectives are:

- Recognize and encourage top platform users
- Enhance the visibility of universities and other entities with high interest in FOSS
- Motivate new comers
- Encourage the platform utilization to benefit society



This section displays the filtered profile pages of FOSS activists. Accordingly this section will be a subset of the FOSS database mentioned previously.

5.13 News

In this section the FOSS portal administrators shall publish FOSS news items. New content should be added every other day. Also the administrator can approve news posts requested for publishing by portal users. Related news is listed.

5.14 Expert Thoughts

This feature shall be in the form of a dedicated blog for the FOSS portal. This blog will be branded with the same look and feel to reflect the same online identity. The content in this blog would be based on the content mentioned in Section 4.1. New content should be added every other day.

5.15 Semantic Search

All the data on the portal should be structured in the semantic formats that shall enable semantic search on the portal (entity-based search and not keyword/string-based search) using different corresponding vocabularies and ontologies.

The portal semantic search shall enable entity-based queries that include but not limited to:

- Products
- Functionalities
- Industries/themes
- Datasets
- Organizations
- ICT technologies
- People
- Places
- Events
- Keywords

5.16 FOSS Database

The backend of the portal shall structure all the data available on different profile pages of different entities to act as the database of FOSS in Egypt that contains corresponding data about different ecosystem actors (see Subsection 3.3).

5.17 Portal languages

The portal shall have bi-lingual user interface, in both English and Arabic.

6. Technology Requirements

This section highlights the technology requirements for the target platform.

6.1 Open Source

The platform should be running on open-source software ensuring dynamic, robust performance and reliability without being tied up to any specific technology. The LAMP stack (Linux, Apache, MySQL, PHP) is preferable. All portal features should also be based on open-source frameworks. For example, the maps might be based on OpenStreetMap.

6.2 Open Data and Features

Bidders are requested to follow the 5 Star Open-Data model. They should expose all portal features in the form of APIs to facilitate the integration with different platforms. Full API documentation is required. All platform data, like the FOSS database, should be exposed via different online channels including but not limited to:

- Web APIs and SPARQL endpoints
- Bulk download
- Proprietary apps
- Web apps/widgets

6.3 Content Management System

The Content Management System (CMS) is the core software technology of the platform and it is mandatory to provide the following features:

Content Creation and Editing

The CMS should support content editing and revising with full revision history of changes and who made them. Editing tools like WYSIWYG editors are preferable for rich text with HTML and style (CSS) enforcement. Editing of metadata, including structured information such as publication and expiration dates as well as page titles, is required (for Search Engine Optimization (SEO)).

A Web form creation tool should be available for creating contact-us forms, polls, etc. Bulk content upload tools are needed to bulk ingest content with rich media formats like text, files, and images. The CMS should be able to generate thumbnails from images and videos automatically.

Multilingual support is a must. The CMS should support user roles and authorization levels.

Template Creation, Design, and Layout

The CMS should provide a page building and layout environment where users can select or drag and drop from a palette of page elements to change page designs without needing to create new templates. Also webmasters should be able to change or switch between different templates from the CMS web admin tool.

A search engine or filtering criteria should be available for webmasters to easily find and edit content. Bulk operations on content should also be available. The CMS should provide a preview function for pages/content before publishing the new page/content.

The design and templates must be compatible with all major browsers in their current versions. The design must be built in accordance to the W3C accessibility guidelines, fast loading pages with a responsive and adaptive design to support all mobile/tablet browsers.

The CMS should provide a way for easily creating visualized charts and maps with points of interests. Charts should be generated with an open-source/free service or library like Google charts, Google maps or OpenStreetMap.

Workflow

The CMS should allow social networks-based authentication as well as email signup. The Bidder shall explain in details the workflow of adding new content and the permissions to be assigned for each content provider. The CMS should be able to send push notifications through E-mail or SMS when there is a content/comment for review. Also the CMS should enable scheduling publishing/un-publishing of content/pages automatically.

In case of content edit forms, the CMS should allow inserted data validation such as required fields or allowable types of content by field. The content forms should also expose an easy way to ingest multilingual content.

Social Content

The CMS should provide a built-in blogging system which can be easily moderated by users with authorized roles. RSS feeds should be allowed to be created automatically for each added page/blog post. The CMS should also allow webmasters to open comments on different content types and pages. The comments should be easily moderated.

Integration with different social networks to show social site content should be easily configured from the Web admin interface as well as integration with external RSS feeds to automatically fetch, check, and update content. Social sharing icons should also be configurable for any content type or page.

Analytics

The Bidder should implement tracking software to produce user defined portal reports. This may be achieved from within the CMS Web admin tool or a third-party solution. The reporting/analytical tool should allow marketers to determine how content publishing activity impacts portal traffic and where on the portal to publish new content. The CMS should also provide marketers the ability to retain URLs when changes are made.

Implementation

The Bidder should also describe how portal features and functions are implemented. The Bidder should describe the process used to define portal navigation or "information architecture", who can move portal sections and subsections?, when portal sections are moved or reorganized what impact does this have on templates, design, markup, or other portal code?

The Bidder should discuss the upgrade process of the CMS and ensure all portal functions continue to work on all upgrades without re-implementation. The Bidder should also detail the upgrade plans (if any).

User Pages

Each subscriber/user shall have own customized profile page. The template of this profile page is to be defined based on user role. The profile page should reflect important details about the user as well as links to his/her public assets.

Integrations and APIs

The CMS should expose all CRUD functionalities through a standardized set of RESTful APIs. CRUD functionality through APIs should be enabled for all CMS entities like users, content pieces, pages ...etc. APIs should be secured by set of permissions that can allow public or private integrations. Bidder is to supply a documentation of all available APIs and sample integration code.

6.4 Hosting

Bidder can offer either self-hosted solution or cloud-based solution.

Self-Hosted Solution

The Bidder should detail all the needed hardware in terms of servers, and configuration and network components. A detailed hardware structure should be included in the Proposal with graphical images and network diagrams.

The Bidder shall recommend the Internet connection capacity that must be dedicated for the solution. The Bidder shall have a monitoring tool to make sure that the dedicated capacity usage doesn't exceed 80%.

Cloud-Based Solution

The bidder shall recommend the cloud computing service provider ensuring the security and stability of the platform. A detailed price forecasting shall be included to forecast the monthly fees for the service based on average number of subscribers.

6.5 System Requirements and Architecture

The Platform should be totally built on top of open-source technologies and doesn't require any extra licenses from third parties (LAMP stack is recommended). The platform setup should support load balancing and failover to expose the maximum availability time of over 99% and thus the Bidder shall include a clear and thorough explanation of the configuration and management mechanisms in terms of dimensioning and capacity control.

The bidder shall include a detailed description of the system architecture including:

- Different nodes needed for the solution and their functions
- How these nodes are connected together to ensure seamless integration
- A detailed dataflow diagram including throughput plans and the delay intervals for each offered service
- The capacity of each component which shall include the number of concurrent users as well as the total number of concurrent users the platform can handle
- The upgrade path and frequency knowing that the upgrades shall be done seamlessly in a way not to disrupt the service
- Updates and upgrades roadmap for next 2 years to be communicated while highlighting the new features that are planned to be introduced in each release

7. Overall Online Strategy

Egypt's ICT FOSS platform seeks a strong and effective online identity that targets different online channels so that it becomes an online FOSS hub for Egypt and not only a portal. In order to achieve this identity, Bidders responding to this ToR are required to submit a solid and detailed online strategy that includes vision and plan regarding the coming points.

7.1 Different Online Channels

Bidders are requested to detail their capabilities and plan for developing and managing different online channels that include but not limited to:

- The platform portal
- Social networks (Facebook, LinkedIn, Twitter, G+, YouTube, Pinterest, etc)
- Mobile apps/portals
- Email campaigns
- Blog(s)
- Search engine optimization

7.2 KPI Design and Measurement Methodology

Bidders are requested to present their strategy in measuring the Key Performance Indicators for the platform. Bidders should mention the success criteria and how these criteria would be measured and in what frequency.

7.3 SOLOMO Approach

The platform shall be "Social – Local – Mobile". Bidders are requested to detail the list of features for the platform that follow this approach including but not limited to

- Social
 - Social sharing buttons
 - Social login options
- Local
 - Listing a database of local FOSS resources in users' city like research centers, enterprises, NGOs, etc

- Integrating the above-mentioned database with maps that are also accessible for mobile (OpenStreetMap, google maps, etc)
- Mobile
 - The portal shall be strictly having friendly responsive web design to cater for different types of Internet-connected devices like PCs, desktops, mobiles, smartphones, tablets, etc
 - All data and services presented on the portal shall be device-independent

7.4 Open-Data Strategy

Bidders are requested to present a detailed open-data strategy so that the portal acts as a Linked Government Open-Data platform that enables re-using and also publishing additional details on top of the original dataset in a meaningful way and simply linking to the main dataset/portal without need for complex and costly in-house integrations.

Bidders should clearly state how they are applying the five star model on the portal data. They are requested to provide some main features that include, but not limited to:

- Transforming and storing data in triples format
- RDFa markup and linked data publishing
- Tagging named entities to increase portal content and data availability
- Enriching Google SERP via Rich Snippets by using semantic tagging
- Semantically enriching the portal content
- High-performance faceted semantic search
- Linking the portal datasets with other open datasets
- Clear URI policy

8. Project Management Requirements

This part of the ToR focuses on the project management requirements, from the date of signing the Contract, passing through the final delivery of all target features, then the management, running, and support of the platform, till the completion of the Contract.

8.1 Management Methodology

SECC requests that all Bidders responding to this ToR shall implement iterative/agile project management methodology so as to reduce time to platform launch and updates. Hence, all Bidders shall present the following:

- Expected number & length of iterations
- Iterations deliverables
- Overall high-level project plan (portal development, content development, online identity, platform management, etc)
- The allocated resources for the different project phases

8.2 Change Management Process

Bidders are requested to describe the process for change management within the project timeline including the proposed change request form.

8.3 Communication Plan

The Bidder shall clearly present his/her project manager as a SPOC for all project communications. In case of detailed communication and granular approvals required for different deliverables, then the Bidder shall present a communication matrix to structure and facilitate the communication during the project time span.

8.4 Project Status Reporting

Bidders are requested to present a bi-weekly status report for the overall project progress including but not limited to

- Actual versus planned activities and corresponding progress
- Activity log
- Decision log
- Change requests

8.5 Testing

The testing phase for each technical deliverable for the project is extremely crucial. Accordingly Bidders shall detail their internal testing approach as well as that to be utilized by the SECC team to test the deliverables to approve them before going live.

8.6 Content Management

The bidder shall dedicate the required editorial team to establish and run the platform in terms of content updates. The main responsibility of this team, while running the platform, is to ensure that it is always the ultimate source of fresh content, latest news, and updates. The main sections that shall be of highest focus to be regularly updated are:

- News
- Expert Thoughts

Special attention shall be paid the FOSS database, which is the core value of the platform. It shall be this team's responsibility to always ensure clean, accurate, and up-to-date data. In order to do so, this team is requested to do frequent and random data audits and checks.

The Bidder shall plan and monthly deliver new content items for different portal sections including:

- Product Portfolio
- Open Data
- FOSSpedia
- FOSS Awareness Center
- Success Stories
- Events Database and Calendar

If the Bidder can provide all content in both English and Arabic that shall be a definite plus. If not, part of the Bidder's operation and maintenance plan will be dedicated to availing all content in Arabic.

8.7 Online Identity Management

The required actions include but are not limited to:

- Managing the social media accounts like Facebook, Twitter, YouTube, G+, Pinterest, and others in order to
 - Seed, disseminate, and promote the valuable content available on the portal
 - Increase traffic to the portal with target goal to enrich the FOSS Database

- Speedily respond to questions/inquiries received over social networks
- Engage with users and fans over those social networks to achieve maximum interactivity over different channels thus maximizing the brand influence
- Managing the content and its updates over mobile apps/portals, email campaigns, and blogs
- Implementing the search strategy to always ensure visibility over search engines (search engine optimization)
- KPI measurement, evaluation, and recommendations for corrective actions whenever needed

8.8 Platform Maintenance and Technical Support

Bidder is required to provide all the required resources in terms of technical engineers, support engineers, monitoring tools, and scripts to ensure 99% availability of the platform.

Bidder shall provide their detailed plan for :

- Platform monitoring in terms of platform resources proactive health check and corresponding alerts and their different levels
- Platform backup strategy
- The time needed to rollback/restore the platform in case of a hardware or software failure
- The roadmap for future technical updates to the platform like new software releases, new versions for modules used, etc

8.9 SLA Schema and Response Time

A solid Service Level Agreement should be provided to ensure stability, maintainability, and accessibility of the platform. The SLA details should include:

- Different problems severity levels, and corresponding response and resolution time matrix
- Issue/incident reporting and tracking tools
- Communication and escalation matrix for the technical support team

8.10 Platform reporting

Bidder shall present a detailed overview for the reporting features he/she shall provide for the platform including but not limited to

- Web analytics
- Social media analytics

Proactive platform monitoring, reporting, and alerting is a must.



8.11 Resource Planning Requirements

Bidders are requested to present a detailed plan for the resource allocation for the platform establishment as well as management, operation, and maintenance.

The bidder is requested to present:

1. The breakdown and qualifications of team members assigned to the project.
2. CVs for the heads of activities, like project manager, account manager, operation managers, and technical support managers.

Appendix A: Bid Submission Covering Letter خطاب تقديم العطاء

السادة هيئة تنمية صناعة تكنولوجيا المعلومات

تحية طيبة وبعد،،،

نحن الموقعون أدناه نعرض بموجب هذا الخطاب تقديم الخدمات المهنية لتطوير وإعداد محتوى ووضع الهوية وتسويق وإدارة وصيانة منصة مصر للبرمجيات الحرة مفتوحة المصدر **EgyptFOSS Platform** طبقا لكراسة الشروط والمواصفات المطروحة من قبل الهيئة في ديسمبر ٢٠١٤ وعطاءنا،

ونقدم بناء على ذلك عطاءنا المرفق ويتضمن العرض الفني من أصل ونسختين، كل منهم في خطاب مغلق منفصل، والعرض المالي في خطاب رابع مغلق،

ونقر بصحة وسلامة جميع بيانات ومستندات العطاء ونقبل أن أي سوء فهم من قبلنا في العطاء لكراسة الشروط والمواصفات قد يؤدي إلى استبعاد العطاء أو عدم قبوله،

ونؤكد على قيامنا بقراءة وفهم وقبول الشروط العامة والمالية والالتزامات والواجبات المطلوبة مننا في كراسة الشروط والمواصفات،

ونوافق على الالتزام بما ورد في العطاء لمدة ... من تاريخ فض المظاريف الفنية،

ونتعهد بأنه في حالة قبول العطاء بأن نبدأ في تنفيذ الأعمال المطلوبة في خلال ... من تاريخ التعاقد،

وندرك ونتفهم تماما تحملنا لكافة تكاليف إعداد وتقديم العطاء، وبأن الهيئة غير ملزمة أو مسؤولة عن هذه التكاليف بصرف النظر عن نتيجة التقييم وقبول العطاء أو عدم قبوله،

وتفضلوا بقبول فائق الإحترام،،،

توقيع المصrch له:

الاسم والوظيفة:

اسم وختم الشركة:

العنوان:

Appendix B: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Proposal Submission]*

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of consortium, legal name of each party: <i>[insert legal name of each party in consortium]</i>
3. Bidder's Country of Registration: <i>[insert Country of registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>

7. Attached are certified copies of original documents of firm named in 1: *[check the box(es) of the attached documents]*

- Document evidencing the person(s) duly authorized to commit the Bidder or a Power of Attorney
- Printed brochures and product catalogues relevant to the goods/services being procured if any
- Financial statements (balance sheet) for last 3 years, approved from a reputable public accountant.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the firm is updated with its tax payment obligations, or Certificate of Tax exemption
- Certificate of Registration of the business
- In case of consortium, letter of intent to form consortium or consortium agreement.



Consortium Member Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: *[insert date (as day, month and year) of Proposal Submission]*

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. Consortium Member legal name: <i>[insert Consortium Member legal name]</i>
3. Consortium Member Country of Registration: <i>[insert country of registration]</i>
4. Consortium Member Year of Registration: <i>[insert year of registration]</i>
5. Consortium Member Legal Address in Country of Registration: <i>[insert Consortium Member legal address in country of registration]</i>
6. Consortium Member Authorized Representative Information Name: <i>[insert name of Consortium Member authorized representative]</i> Address: <i>[insert address of Consortium Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of Consortium Member authorized representative]</i> Email Address: <i>[insert email address of Consortium Member authorized representative]</i>
7. Attached are certified copies of original documents of firm named in 2: <i>[check the box(es) of the attached documents]</i> <input type="checkbox"/> Document evidencing the person(s) duly authorized to commit the firm or a Power of Attorney <input type="checkbox"/> Printed brochures and product catalogues relevant to the goods/services being procured if any <input type="checkbox"/> Financial statements (balance sheet) for last 3 years, approved from a reputable public accountant. <input type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the firm is updated with its tax payment obligations, or Certificate of Tax exemption <input type="checkbox"/> Certificate of Registration of the business <input type="checkbox"/> In case of consortium, letter of intent to form consortium or consortium agreement.

Appendix C: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT INSERT TITLE OF THE SERVICES

Note: Technical Proposals not submitted in this format may be rejected. The Financial Proposal should be included in separate envelope.

Name of Proposing Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: Capability and Expertise

1.1. Profile: Provide a brief description of the firm/consortium submitting the Proposal, its legal mandates/authorized business activities, the year and country of incorporation, organizational structure, types of activities undertaken, industry standing, financial capacity and stability, and annual revenue for the last three years. Include reference to reputation, competencies, and partnerships. If consortium, describe consortium organization and members roles demonstrating strengths and potentials.

1.2. Best Practices: Demonstrate how best practices are institutionalized. Also demonstrate governance, quality certification (CMMI is a definite plus), project management controls.

1.3. Track Record and Experiences: Demonstrate specialized knowledge, similar projects, regional experience, and projects jointly undertaken if consortium. Provide the following information regarding experience within the last five (5) years which are related or relevant to those required for this ToR.

Project Name	Client	Select Contract Value Range < 0.5 MEGP, < 1.5 MEGP, < 5 MEGP, Otherwise	Period	Activity Type	Status/Date Completed	References (Name, Phone, Email)

SECTION 2: APPROACH AND IMPLEMENTATION PLAN

2.1. Approach to the Service/Work Required: Please provide a detailed description of the vision and methodology for how the firm/consortium will achieve the requirements, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed subcontractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.4 Implementation Timeline: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to SECC, including a reporting schedule.

2.7. Requirements Compliance: Please identify the specific components proposed, addressing the requirements, as specified, point by point; stating how the Proposal meets or exceeds the specifications. ***Attach as an appendix a completed Requirements Compliance Sheet filled with Bidder's Yes/No answers with page references to Technical Proposal.***

2.8. Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

3.1. Management Structure: Describe the overall management approach toward work planning and implementation. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2. Staff Time Allocation: Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. *(Note: This spreadsheet is crucial and no substitution of personnel will be tolerated except in extreme circumstances and with the written approval of SECC. If substitution is unavoidable it will be with a person who, in the opinion of SECC, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.)*

3.3. Key Personnel Qualifications: Provide the CVs for key personnel provided to support the implementation of this project. CVs should demonstrate General Qualifications, International Experience, Regional Experience, Professional Experience, Training Experience (if applicable). Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of Activity/Project/Client	Job Title/Description of actual role performed

Appendix D: Financial Proposal Form

The Bidder is required to prepare the Financial Proposal in a separate envelope. The Financial Proposal must provide a cost breakdown. Provide separate figures for each functional grouping or category. The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal.

A. Cost Breakdown

SN	Item	%	Price (All Inclusive)
1	Online portal design, development, and integration		
2	Creating, managing, and boosting social media identity		
3	Creating, managing, and boosting a blog or several vertical blogs		
4	Developing semantic search engine		
5	Developing mobile identity (mobile native apps, HTML5 portals, integration with existing mobile platforms ...etc)		
6	Developing and implementing an email marketing strategy		
7	Developing and implementing a content strategy that strongly serves all the above		
8	Developing and implementing measurement and KPI methodology		
9	Management and maintenances for year one		
10	Management and maintenances for year Two		
11	Management and maintenances for year		



	Three		
	Total	100%	EGP

B. Payment Terms

SN	Payments	Due Date	%	Amount
1	Payment No. 1			
2	Payment No. 2			
3	Payment No. 3			
4	Payment No. 4			
	Payment No. n			
	Total		100%	EGP