ROMANIA
NATIONAL AGENCY FOR FISCAL ADMINISTRATION
REVENUE ADMINISTRATION MODERNIZATION PROJECT

REQUEST FOR QUOTATIONS
FOR MODELING SOFTWARE LICENSES – RAMP/7

November 23rd, 2015

INVITATION TO QUOTE (ITQ)

MODELING SOFTWARE LICENSES

Date: November 23rd, 2015

*Country***:** ROMANIA

Name of the Project: Revenue Administration Modernization Project (RAMP)

Project ID: P130202

*Loan No***:** 8261 - RO

*Assignment Title***:** MODELING SOFTWARE LICENSES

Reference No. (as per Procurement Plan): Goods and Non-Consulting Services - RAMP/7

Dear Provider,

1. The Government of Romania has received financing from the International Bank for Reconstruction and Development (IBRD) ("the Bank", "World Bank") in the form of a loan toward the cost of the **Revenue Administration Modernization Project** ("the Project"). The **National Agency for Fiscal Administration (NAFA)**, as implementing agency of the Project, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Quotations is issued – *MODELING SOFTWARE LICENSES (reference number RAMP/7)*.

2. The National Agency for Fiscal Administration (NAFA, "the Purchaser") hereby invites you to submit your price quotation for the provision of **MODELING SOFTWARE LICENSES** as per the Terms and Conditions of Supply below.

3. Price quotations will be evaluated according to requirements for the software and training and the contract will be awarded to the firm offering the lowest evaluated quotation that meets the requirements contained in this Request for Quotations. Incomplete or partial Quotations will not be considered. Alternative quotations/options are not allowed.

4. Each Provider shall submit only one quotation.

5. Your price quotation in the form attached may be submitted by email or by post in English and/or Romanian to the address below, in a sealed envelope, with the subject line ”**MODELING SOFTWARE LICENSES”**:

    National Agency for Fiscal Administration

    RAMP Project Management Unit

    To the attention of Mrs. Daniela Manoli, Project manager

    17, Apolodor Street

    050741, Sector 5, Bucharest

    Romania

    Tel: +4021 387 20 57;

    E-mail: ramp.anaf@mfinante.ro

6. Your Quotation in English language should be accompanied by adequate documentation, catalogue(s) and other printed material or pertinent information (in English or Romanian).

7. The deadline for receipt of your quotation by the Purchaser by e-mail or at the address indicated in Paragraph 5 above is ***17.00 hrs on December 21st, 2015***. Late quotations will be declared late, rejected and returned unopened.

8. The evaluation of the price quotations will be conducted according to the ***Shopping*** procedures set out in the World Bank's Guidelines: *Procurement Of Goods, Works, And Non-Consulting Services Under IBRD Loans and IDA Credits & Grants By World Bank Borrowers*, Para. 3.5 *"Shopping"*.

9. Your quotation should be submitted as per the following instructions and in accordance with the attached *Contract*. The attached *Terms and Conditions of Supply (Annex A)* form an integral part of the *Contract*.

   (i) **PRICES:** The prices should be quoted for all software and training and shall include all duties, taxes and other levies payable (including VAT). Prices may be quoted in any freely convertible currency or in the local currency (Romanian Leu - RON).

   (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the requirements contained in this Request for Quotations will be evaluated by comparison of the total price for the procurement. For evaluation purposes, price quotations in other currencies than Romanian Leu (RON) will be converted to RON based on the exchange rate communicated by the National Bank of Romania (as published on www.bnr.ro) and valid on the day indicated as the deadline for receipt of quotations.

   In evaluating the quotations, the Purchaser will determine for each offer the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

   (a) If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between added or subtracted subtotals and totals, the unit or subtotal price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit or subtotal prices, in which case the line item total as quoted shall govern and the unit price or sub-total shall be corrected.

   (b) If there is a discrepancy between words and figures, the amount in words will prevail, unless the discrepancy is the result of a typo/error for which the correction is self-evident to the Purchaser.

   (c) In case a provider refuses such correction, his offer will be rejected.

   (iii) **AWARD OF CONTRACT:** The Purchaser will award the Contract to the bidder whose offer has been determined to be substantially responsive and is the lowest evaluated offer, provided further that the bidder has been determined to be qualified to perform the Contract satisfactorily. The successful bidder will sign a contract as per the attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of ninety (90) days from the deadline for receipt of quotations indicated in Paragraph 7 above.

10. Qualification requirements: The bidders shall meet the following minimum qualification requirements:

    - The bidders should be authorized dealers or resellers of the modeling softwares.

    - The bidders should present evidence of at least two trainings successfully delivered for each training course sessions (Modeling software and Excel respectively) provided to two different beneficiaries/clients during the last 12 months;

    - The bidders should propose a trainer with a valid training certification in Modeling software and Excel (CV and recommendation from at least one previous beneficiary/client);

11. Failure of a bidder to meet all the above requirements will result in the rejection of its quotation.

12. The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the bidders.

13. Interested bidders may obtain further information by addressing to the e-mail address ramp.anaf@mfinante.ro. The bidder shall bear all costs associated with the preparation and submission of its quotation, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

14. *At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantities of goods and services by a maximum of twenty percent (20%), without any change in the unit prices or other terms and conditions of the quote and the Invitation to Quote*.

15. Please confirm by fax/e-mail the receipt of this invitation and whether or not you will submit a price quotation.

Yours sincerely,

Daniela Manoli

Project Manager

FORM OF CONTRACT

THIS AGREEMENT number …………….. made on ……………..2015, between the National Agency for Fiscal Administration in the implementation of the *"Revenue Administration Modernization Project "*, having its principal place of business at *17 Apolodor Street, district 5, Bucharest, Romania* (hereinafter called *"the Purchaser"*) on the one part and _____ (hereinafter called *"the Provider"*) on the other part.

WHEREAS the Purchaser has invited quotation for **MODELING SOFTWARE LICENSES** to be provided by the Provider, viz. Contract **RAMP/7**, (hereinafter called "Contract") and has accepted the Quotation by the Provider for the said goods and services under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

    a) Form of Quotation;

    b) Terms and Conditions of Supply;

    c) Amendment (if applicable);

2. In consideration of the payments to be made by the Purchaser to the Provider as hereinafter mentioned, the Provider hereby concludes an Agreement with the Purchaser to execute and complete the provision of Contract and to remedy any shortcomings therein in conformity with the provisions of Contract.

3. The Purchaser hereby covenants to pay in consideration of the delivery of goods and services the Contract Price in accordance with Payment Conditions prescribed by Contract.

4. This Agreement is concluded for a period of **60 calendar days** from the Date of signing of the Contract.

5. **Termination**

    5.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Provider, may terminate the Contract in whole or in part:

(i) if the Provider fails to deliver any or all of the goods or services within the period specified in the Contract, or within any extension thereof granted;

(ii) if the Provider fails to perform any other obligation under the Contract; or

(iii) if the Provider, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 6 below, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered or not performed and the Provider shall be liable to the Purchaser for any additional costs for such similar goods and services. However, the Provider shall continue performance of the Contract to the extent not terminated.

5.2 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving notice to the Provider if the Provider becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Provider, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

5.3 Termination for Convenience

The Purchaser, by notice sent to the Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Provider under the Contract is terminated, and the date upon which such termination becomes effective.

6. Fraud and Corruption

If the Purchaser determines that the Provider and/or any of its personnel, or its agents, or its Subcontractors, Providers, service providers, Providers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Provider, terminate the Provider's employment under the Contract and cancel the contract, and the provisions of Clause 5 shall apply as if such expulsion had been made under Sub-Clause 5.1.

7. Inspections and Audits

The Provider shall carry out all instructions of the Purchaser that comply with the Romanian laws.

The Provider shall permit, and shall cause its Subcontractors and Providers to permit, the Bank and/or persons appointed by the Bank to inspect the Provider's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to

have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Provider's and its Subcontractors and Providers' attention is drawn to the fact that any acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

Signature and seal of the Purchaser:

FOR AND ON BEHALF OF

National Agency for Fiscal Administration

Implementation Unit of the:

Revenue Administration Modernization Project

_____

…………………..,

…………………..,

RAMP Project Coordinator

Signature and seal of the Provider:

FOR AND ON BEHALF OF

Name of Authorized Representative

Terms and Conditions of Supply

Project Name: **"Revenue Administration Modernization Project - RAMP"**

Purchaser: **National Agency for Fiscal Administration**

1. Prices and Schedules:

	Description of Goods/Services	Quantity* Software Licences or number of staff	Unit Price without VAT (*currency)*	Total Price without VAT (*currency)*	Total Price with VAT (*currency)*	Delivery Date
1.	Office Professional Suite (MS Office Professional or substantially equivalent)	10				within 15 days from contract signature
2.	Modeling software (eViews 9 Enterprise Edition or substantially equivalent)	10				
3.	Training – MS Office Excel Advanced (or the equivalent spreadsheet software) (5 days/person)	10				The sessions dates will be available after the software delivery date and will be agreed between parties
4.	Training - Modeling software (5 days/person)	10				
TOTAL						

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance. The price includes all duties, taxes and other levies payable. The price will include the total cost for the goods and services delivered.

3. The schedule of delivery: Supply and installation licenses must be completed according to the schedule above, but not exceeding 15 calendar days of signing the contract. Installing the software will be at the Purchaser's headquarters. The date for training sessions will be available after the delivery date and will be agreed between parties.

4. Applicable Law: The Contract shall be interpreted in accordance with the laws of Romania.

5. Resolution of Disputes: The Purchaser and the Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Provider, the dispute shall be settled in accordance with the applicable law.

6. Deliverables: After completion of the delivery, installation and training, Provider shall submit the following documents:

  i. *License certificates – within fifteen (15) days after the date of signing the contract;*

  ii. *Training attendance sheets signed by the trainees.*

Certificates stating the training qualification for the candidates who passed the Excel Advanced and Modeling software exams will be delivered within 3 weeks after the results exam have been released.

7. Acceptance: Within 15 (fifteen) working days of the submission of the Provider documents referred to in clause 6 above, the Purchaser will issue either an acceptance document or request the Provider to remedy any shortcomings in the delivery, software installation and training. All deficiencies will be corrected by the Provider with no cost to the Purchaser within (5) five business days of notification of the Purchaser. Acceptance document will be issued to the Purchaser immediately after showing compliance with the Provider's request to remedy.

8. Payment: 100% of the total price will be paid within 45 calendar days from the date of the Purchaser's Acceptance under Clause 7 above. The Provider shall issue the invoice on the same date as the Purchaser's Acceptance.

9. Force-Majeure: The Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an event beyond the control of the Provider and not involving the Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, acts of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Provider shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

10. Technical specifications

A. General description

1. The software (Office Professional Suite and Modeling) will be the latest versions available on the market at the date of the quotation.

2. The Provider is expected to deliver and install the software with licenses. Installing the software will be at the Purchaser's headquarters, in Bucharest.

3. The software licenses will be of permanent type. The Purchaser shall have all the rights to use this software.

4. Software Installation and Configuration. The Supplier must:

   At the outset of the Contract execution, provide perpetual user licenses, manufacture's standard warranties, and appropriate media to the RAMP Project Manager to be conveyed to NAFA General Directorate for IT, who, in turn, will be responsible for installation and configuration of the software on the trainees' computers.

   Provide timely and effective technical support to the staff of NAFA's General Directorate for IT on installation and configuration of the software. This may be provided on-site and/or remotely. But it must be available five days a week, eight hours a day during the Romanian workweek with response times of no more than one hour.

   Provide timely and effective technical support to the staff of NAFA's General Directorate for IT on maintenance of the software (i.e., troubleshooting, software updates, documentation, etc.). This may be provided remotely by telephone, e-mail, web-site, etc. But it must be available five days a week, eight hours a day during the Romanian workweek for at least one year following the acceptance of the licenses and training. The response times must be no more than four hours.

5. The Provider is expected to deliver training and to prepare the customized training materials, questionnaires, tests, handbooks and additional learning aids. In addition to the learning activities, the Provider will be accountable for all the logistic arrangements necessary for the implementation of the training program. The training sessions shall be delivered in the form of a classroom training course. The training will be delivered in a suitable environment (classroom, conference room etc.), centrally located in Bucharest. The available computer lab resources need to be indicated.

6. The Provider is required to present into their technical proposals the most suitable design of the training sessions. The training schedule will be completed during the initial period of the assignment and the final training plan will be decided together with NAFA.

7. The Provider will deliver each training course for 10 people in Romanian language.

8. The Provider must prove having sufficient personnel to allow for flexibility in scheduling the training sessions.

9. The Provider will ensure MS Office Excel Advanced and Modeling software examinations for the 10 NAFA staff and will dispatch the related certificates to the individuals that pass the exams.

10. The Provider will provide the provision of two (2) coffee breaks and one (1) lunch for all attendants during each day of training.

11. The Provider will submit the training reports to NAFA for approval, no later than 5 working days from the date of completion of each session.

B. Specific details for software

OFFICE PROFESSIONAL SUITE - 10 (ten) one-time permanent licenses for Office Professional software with at least following functions:

- Compatible with MS Windows version 8.1;
- Must include Word, Excel, PowerPoint, OneNote, Outlook, Publisher and Access or equivalent applications;
- Keep track of comments in Word documents and mark them as done with the new reply button;
- Pull content from PDFs straight into Word. Open PDFs and edit paragraphs, lists, and tables just as in familiar Word documents;
- Save time formatting information in Excel so user can draw insights from data faster. Must recognize the pattern and auto-complete data;
- In Excel, must create basic forecasts on data series with one click to visualize future trends;
- Share PowerPoint presentation over the web by sending a link to it or using the free Office Presentation Service to deliver it;
- Embed Excel spreadsheets, diagrams, audio clips, videos, and almost any other kind of file in OneNote notebooks;
- List and summarize data from a related table or query fast in Access.

MODELING SOFTWARE: 10 (ten) one-time permanent licenses for Econometric software, with at least following functions:

- Compatible with MS Windows version 8.1;
- Regression with Robust Standard Errors;
- Hypothesis Testing;
- Model Selection: Nesting and Testing;
- Univariate Time Series Models, estimation and forecasting;
- Serial Correlation Correction;
- ARMA;
- Simulating Stochastic Processes;
- Stationarity Issues;
- Simple Programs;
- Granger Causality;
- Cross-section Regression;
- Residual Diagnositics;
- Correlation Correction and modeling;
- ARMA;
- Forecasting with Univariate Model;
- Time Series Regression (Y on Xs);
- Regression with Robust Standard Errors;
- GARCH;
- Residual Diagnostics and modeling;
- VAR;

- Monte Carlo Simulation.

The software must working with time series, cross-section, or longitudinal data, quickly and efficiently manage the data, perform econometric and statistical analysis, generates forecasts or model simulations, and produce high quality graphs and tables for publication or inclusion in other applications, should have featuring an innovative graphical object-oriented user-interface and a sophisticated analysis engine, within a flexible, easy-to-use interface. The software must provide flexibility to directly connect to different data sources and must allow direct access to any database with an ODBC driver, providing transparent connection to common relational databases such as Oracle, Microsoft SQL Server, IBM DB2, or Sybase.

The software must provide an open programming interface that allows users to develop their own customized connection to any public or proprietary data source providing simple and immediate access to the data. The library must allow to work with data stored in file formats from within other applications. Database object library must make it simple to pull the finished results of the work directly from software workfile, or to write a simple application to regularly update database from an external data source.

Any external data source that implements this interface must be opened directly from within software.

By implementing a database extension for an external database format, software must include one or more of the following functionalities:

- user could ask what objects the external database contains.

- user could read data objects from the external database.

- user could write data objects to the external database.

- user could browse through the contents of the external database using a custom graphical interface developed specifically for the data source.

The software library should be developed in many different programming environments including native C++ and Microsoft .NET. The Database Extension Interface must used by software to interact with the underlying database.

C. Specific details for training

Training in MS Office Excel Advanced (or equivalent)

Training will be conducted on 5 (five) consecutive half days for 10 users.

The Provider will have the freedom to best define training topics, based on its own experience and on the available time, which must cover at least following aspects:

- Data editing: using cell references, names and domains, advanced formatting, conditional formatting, creating and updating links between data from spreadsheets;

- Charts: Creating a chart, choosing the right type of graphic representation of data, formatting, charts, sparklines graphics creation;

- Functions: Date and hour (Today, Day, Month, Year, Networkdays, Edate, Eomonth, Workday, Weeknum, calculating the difference between dates), mathematics (SUMIF,

SumIfs, Round, Roundup, Rounddown), statistics (Count, CountA, CountIf, CountIfs, AverageIf, AverageIfs), text (Proper, Upper, Lower, concatenate, Left, Right, Mid), search and reference (VLOOKUP, HLOOKUP, Match Index), logical (IF, AND, OR);

- Data Handling: validation and audit input, data protection, teamwork, removing duplicates, creating and using templates;

- Analysis and synthesis tools: creating subtotals, centralization of data, creating pivot tables and charts, the calculations in a pivot chart, pivot table improved filtering data from tables/graphs pivot using slicer attributes;

- Macros: record a macro, modification and execution of macros;

- in-depth topics proposed by instructor and selected by trainees.

Training in Modeling software. Training will be conducted on 5 (five) consecutive half days for 10 users.

The Provider will have the freedom to best define training topics, based on his own experience and on the available time, which must cover at least following aspects:

- introduction and overview (windows navigation and command line use, opening and saving workfiles, using databases and queries, data transformations, graphing series, descriptive statistics, correlation and regressions, exporting output into Word, Powerpoint and Excel);

- analysis and prognosis using regression models;

- econometric tools;

- panel data analysis;

- dynamic models;

- in-depth topics proposed by instructor and selected by trainees.

Supplier confirms compliance with above specifications *(if there are deviations, the provider will make a list of them).*

NAME OF PROVIDER_____

Authorized Signature_____

Place:

Date:

FORM OF QUOTATION

_____ (Date)

To: **National Agency for Fiscal Administration** in the implementation of the *"Revenue Administration Modernization Project - RAMP"*

We offer to provide the **MODELING SOFTWARE LICENSES** (RAMP/7) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(amount in words and numbers) (_____) (name of currency) _____. We propose to complete the delivery of the goods and services described in the Contract within a period of 45 calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory_____

_____

Name of Provider: _____

Address: _____

_____

Phone Number _____