## RFP Template

| What to include in an RFP as background information to align all stakeholder understanding of objectives | |
|---|---|
| Descriptive title | \<Insert\> |
| Goal | \<Insert\> |
| Targets | \<Insert\> |
| Commencement date | \<Insert\> |
| Duration | \<Insert\> |
| Target area | \<Insert\> |
| Beneficiaries | \<Insert\> |
| Implementation partners | \<Insert\> |
| Funding partners or source/s | \<Insert\> |

| Outline: Project specific Information to provide to the bidder | |
|---|---|
| Item | Description |
| Scope of work | Overall service requirements. Minimum standards. |
| Technical evaluation criteria | A table setting out how the bid will be evaluated (e.g. technical plan – x points, price – y points, project references – z points…). |
| Draft service level agreement | Draft of the key clauses of the proposed service level agreement for the successful bidder. |
| Administrative and legal requirements | Requirements arising from procurement legislation (e.g. around pricing), funder requirements, etc that the bidder must be aware of and comply with in submitting the bid as well as if awarded the tender |

| Checklist: What to request from the bidder in the RFP | |
|---|---|
| **Item** | **Description** |
| Detailed proposal | Overall service requirements<br><br>Minimum standards |
| Cost indication | Costs of delivery of the project as set out in the scope of work. This should not only be a lump sum but should also be broken down into equipment, labour, licensing and other costs.<br><br>It should also clearly specify capex and opex and payment periods. |
| Commencement date and dependencies | Describe start-up requirements/dependencies or lead time required to begin services. |
| Site surveys | Copies of the maps and site surveys on which the proposal is based. |
| Administration and billing | Describe payment terms and the invoicing process. |
| Company information (General) | Capabilities<br><br>Organizational charts<br><br>Company history<br><br>References |
| Company information (Project specific) | Capabilities<br><br>Project organisational chart<br><br>CVs of key team members |
| Describe any additional professional services that may be beneficial to the school/ project | This allows the bidder to provide advice on any aspect of the proposed roll-out that they cannot do, and which may have been overlooked by the project team. |
| Examples | India: https://ictschools.ncert.gov.in/wp-content/uploads/2017/08/ICTguide.pdf<br><br>Rwanda: https://www.unicef.org/rwanda/media/2941/file |

**Reference material: OECD tools for effective procurement**

Checklist for Supporting the Implementation of OECD Recommendation of the Council on Public Procurement: Participation

OECD Public Procurement Toolkit