

PRE-QUALIFICATION OF SOFTWARE DEVELOPMENT COMPANIES QUESTIONNAIRE

Name of Company

Category

Prepared By

Please email the completed package to procurement@itftkd.sport
By 31st March 2021, 21:00 GMT



INTERNATIONAL TAEKWON-DO FEDERATION

The **International Taekwon-Do Federation** is creating a registry of companies that can provide software development, support and maintenance services. To this end, interested parties are invited to send the required information outlined in this Questionnaire. All information will be held in the utmost confidentiality.

GENERAL INSTRUCTIONS

- a. Companies wishing to pre-qualify for the provision of mobile application and software development services to the International Taekwon-Do Federation (ITF) from Fiscal 2021 to Fiscal 2023 may apply by filling out this Questionnaire.
- b. Please read these General Instructions carefully before completing the Request for Prequalification Questionnaire.
- c. Please provide a response to all questions. If any question is not applicable to the services provided by your Organisation, please mark "NOT APPLICABLE".
- d. Responses are not limited to the spaces provided in the Questionnaire. Where additional space is required to record all the information requested, please include a separate sheet attached to the completed Questionnaire documents.
- e. Applicants should provide the name and contact information of a Designated Officer, in the event that the International Taekwon-Do Federation requires clarification on any aspect of the Questionnaire.
- f. The categories for prequalification must be clearly printed on the cover page of the Questionnaire.
- g. Applicants are allowed to pre-qualify for more than one (1) category
- h. Applicants are advised that representatives from the International Taekwon-Do Federation may visit their premises for the purposes of verifying the information recorded in the Questionnaire.
- i. If any information obtained in this Questionnaire is found to be false and /or misleading the application will be rejected. Where such a determination is made, subsequent to pre-qualification of the Applicant, the Applicant will be deregistered.
- j. The Questionnaire must be signed by the duly authorised officer/s of the Applicant's Organisation and affixed with the Organisation's stamp or seal.
- k. The completed Questionnaire and supporting documents are to be emailed to **procurement@itftkd.sport before 21:00 GMT 31st March 2021.**
- l. The information submitted with any application will be held in strict confidentiality and will be used solely by the International Taekwon-Do Federation for purposes related to the category of this pre-qualification or the pre-qualification process as well as for choosing the Company with whom the ITF will decide to contract itself or invite to submit a proposal.
- m. Clarifications on the Questionnaire may be sought in writing to procurement@itftkd.sport
- n. Applicants will be advised in writing as to the status of their application under one of the three categories (a. Still under assessment. b. Denied and c. Included in the Registry).

PREQUALIFICATION PROCESS

1. The ITF publishes Notice of Pre-qualification on its social media feeds and its website.
2. Applicants are invited to download the Pre-Qualification Application form from the ITF's website (<http://itftkd.sport/news/>)
3. Applicants submit pre-qualification applications at stipulated deadlines.
4. Evaluation Committee conducts evaluation whereby compliance with requirements, competence and capability are assessed.
5. Pre-Qualification Evaluation Report is submitted to the Board of Directors with a list of recommended Provider applicants for prequalification.
6. Head of the Evaluation Committee advises Applicants of their pre-qualified status (as in m. above) or that their applications were not successful.
7. During the pre-qualified period, Provider applicants may be invited – at the discretion of the ITF - to tender based on ranking in accordance with evaluation scores and any other relevant criteria.
8. The performance of Applicants chosen to provide goods or services (hereinafter referred to as "Providers" or "Suppliers" may be continuously monitored in accordance with established Key Performance Indicators
9. Pre-qualified Providers are advised prior to the expiration of the pre-qualified period.

ELIGIBILITY

Only Applicants who have satisfied the following criteria will be eligible for pre-qualification:

1. Applicants (or parts thereof) incorporated or otherwise registered in the country of origin and having a place of business located in that country.
2. Applicants who have provided all of the required documentation as outlined in the Pre-Qualification Application.
3. Applicants who have satisfied the pre-determined evaluation criteria, as indicated in the Pre-qualification Application.

EVALUATION

The following is the evaluation chart which will be utilised in evaluating all submissions

SECTION			WEIGHTING
1. Administrative/General background & Organisation of the Firm			10%
2. Financial Capability			10%
3. Available Manpower & equipment			20%
4. Track Record			20%
5. Software competencies	Xamarin Develop – Cloud Develop (Azure AW)	10%	40%
	Relational Databases (MySQL, SQL Server,)	15%	
	Agile Methodologies (Scrum, Kanban,)	5%	
	iOS and Android Application Programming Interfaces (API)	10%	

THE PRE-QUALIFICATION EVALUATION PROCESS IS CONDUCTED IN 2 PHASES:

- Phase I – An examination of the Applicant's compliance with the requirements of the Prequalification Application (along with site visit, if required)
- Phase II – An evaluation of the Applicant in the Five (5) areas identified in the above evaluation chart.

MINIMUM SCORE

An Applicant must achieve at least **50%** of total points allocated to each criterion listed at 1-5 above as well as an overall percentage of at least **60%** to be eligible for pre-qualification.

NOTIFICATION OF STATUS

The purpose of the assessment during the pre-qualification process is to determine whether the Provider Applicant has demonstrated satisfactory and relevant qualifications, experience, competence and a good track record of performance in **software development**. As a result, the Provider Applicant may be assessed as being:

- A. Pre-qualified and eligible to be entered into the register for the provision of **software development**.
- B. Unsuitable for pre-qualification for the provision of **software development**.

Applicants are advised of the results of the assessment in writing and may apply again at any time to be pre-qualified when their Company improves their competencies, together with the relevant documentary evidence in support of such an application.

DISQUALIFICATION

Any Applicant providing false and or misleading information will be rejected and not be invited to enter any arrangement, or any contract offered by the ITF permanently. Any effort by an Applicant to influence any member of the evaluation committee or any other person related to or connected with the pre-qualification process shall result in the rejection of the Applicant.

REMOVAL FROM THE PRE-QUALIFIED DATABASE Providers may be removed from the pre-qualified database for any of the following reasons:

- A. Failure to perform satisfactorily (as explained below)
- B. Providing false or misleading information (as explained above)
- C. Engaging in unethical procurement practices including bribery, corruption or fraud.

INVITATION TO TENDER

As the need arises, the ITF seeks to engage a company for the provision of goods, works or services in relation to that need, an invitation to tender will be extended only to those Providers who have been pre-qualified by the ITF. In exceptional circumstances, based on solid reasons presented by the BUSINESS AND MARKETING COMMITTEE to the ITF Board, The ITF Board may approve in writing to extend the tender to other possible companies, not amongst the Providers ("Specified Contractor"). In such circumstances, all the following provisions will also apply to the Specified Contractor.

The ITF reserves the right to utilise a ranking system in order to determine which pre-qualified Providers will be invited to make submissions in relation to the provision of any service. The ranking system shall be based in the first instance upon the scores achieved by the Six (6) pre-qualified Providers in the evaluation of their Pre-qualification Applications. These scores are subject to modification to include such scores as may be included thereafter by the ITF in the assessment of a Provider's performance once that Provider has been awarded a contract by the ITF. Pre-qualified Providers will be invited to submit quotations or proposals, as the case may be. These quotations or proposals must be supported by all of the documents which are indicated as being required in the relevant invitation to tender. A working email address is a prerequisite to doing business with the ITF.

EVALUATION

Quotations and proposals which are submitted by Providers are evaluated by a multidisciplinary team at the ITF. The Evaluation Committee is guided in its deliberations and assessment by pre-determined evaluation criteria, which is published to all proponents. Evaluation is based solely upon the information contained in the quotations and/or proposals as well as ITF's due diligence.

PROVIDER PERFORMANCE MANAGEMENT

The ITF employs a robust Provider Performance Management system in order to continuously assess Providers' performance in the provision of works, goods and/or services to the Federation. The result of this assessment has a direct impact upon the Provider's pre-qualification status, as the initial ranking and scores of that Provider are subject to modifications in accordance with the results of the said assessment.

ITF's expectations of its Providers and the Key Performance Indicators by which a Provider will be assessed in relation to the performance of its Contract with ITF are clearly outlined in the contract documents which are executed between the ITF and the Provider. The ITF utilises an interactive and collaborative approach in the continuous monitoring and assessment of the Provider's performance. Where a Provider's performance does not meet the required quality and standard of the ITF's expectations, opportunities for improvement within a specified period of time will be granted by the ITF, failing which the ITF will take the appropriate steps for termination of the Contract or removal from the pre-qualified database.

CATEGORIES

Please indicate below the categories in which you wish to pre-qualify:

- ☐ **I – WEB, API, and Mobile Application Development**
- ☐ **II – Data Science, Cloud Computing and Back-end Development**
- ☐ **III – Embedded Systems Development**
- ☐ **IV – Software Tools and Security Software Development**

1.0 GENERAL INFORMATION

1.1	Name of Company	
1.2	Registered Address	
1.3	Mailing Address (if different from above)	
1.4	Telephone No.	
1.5	Email Address	
1.6	Website	
1.7	Name of Designated Representative	
1.7.1	Job Title	
1.7.2	Cellular Telephone No.	
1.7.3	Email Address	

1.8 TYPE OF ORGANISATION

Please tick the appropriate box.

- ☐ Public Limited Liability
 ☐ Joint Venture
 ☐ Consortium
☐ Private Limited Liability
 ☐ Sole Proprietorship
 ☐ Partnership
☐ Corporation
☐ Other (please specify)

1.9 COMPANIES DOCUMENTATION

Applicants are required to submit documents outlining the following:

ADMINISTRATIVE / GENERAL BACKGROUND & ORGANIZATION OF THE FIRM (10%)

- ☐ Organisational Structure
- ☐ Brief Description of the Organization
- ☐ Certificate of Registration, Incorporation & Continuance (as applicable)
- ☐ Company Information (Curriculum Vitae of key Human Resources)
- ☐ The directors/owners and officers have not been convicted of any criminal offence
- ☐ Statement on Not being insolvent, in receivership, bankrupt or being wound up, affairs are not being administered by a court or a judicial officer, business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing

FINANCIAL CAPABILITY (10%)

- ☐ Financial Statements for the last three (3) years
- ☐ Banker's Letter (issued within the last three (3) months)

AVAILABLE MANPOWER (20%)

- ☐ Possess the necessary equipment and other physical facilities to perform the procurement contract
- ☐ Curriculum Vitae (CV) of key Human Resources

TRACK RECORD / SIMILAR WORK EXPERIENCE (20%)

- ☐ example of work done with Letters of References

SOFTWARE COMPETENCIES 40%

- ☐ certification in specific languages or systems

1.10 COMPANY STRUCTURE

Provide a current organisational chart illustrating your Company's structure, including all key personnel. Please provide the names and addresses of each affiliated and /or subsidiary Company.

NAME	ADDRESS

1.11 KEY PERSONNEL Work Team: description of the work team that would participate in development projects. Indicating the training and experience of each member

SIGNED AND DATED CVS MUST BE SUBMITTED WITH THIS QUESTIONNAIRE.

NAME	TITLE	QUALIFICATION	EXPERIENCE

2.0 FINANCIAL INFORMATION

2.1 Please provide a letter from your bank or suppliers confirming your relationship, credit and/or banking history.

2.2 BONDING

2.2.1 Are your Banker / Bonding Company prepared to provide a guarantee or performance bond if required?

☐ Yes ☐ No

2.2.1.1 If yes, please state the maximum limit (Euros)

3.0 JUDGEMENT / LITIGATION

3.1 Are there any pending actions or claims against the Company and / or the principal officers or directors?

☐ Yes ☐ No

If yes, please specify.....

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3.2 Are there any judgements registered against the Company and /or the principal officers or directors?

☐ Yes ☐ No

If yes, please specify.....

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4.0 COMPANIES EXPERIENCE

4.1 Please provide a list of all projects, both ongoing and those completed within the last five (5) years.

CLIENT	PROJECT DESCRIPTION	VALUE	START / END DATE	PROJECT COMP. WITHIN TIME (Y / N)	PROJECT COMP. WITHIN BUDGET (Y / N)

4.2 Development methodology used: description of the development process that you use in your work. Describe aspects such as experience in agile methods, technologies, version control, quality assurance, documentation, testing, etc.

4.3 Please provide a list of all the projects completed within the last two (2) years in the category of service to which your request prequalification. Kindly provide the name and contact information for at least one (1) reference for each project.

PROJECT NAME	REFERENCES	Contact information

[illegible]

The Applicant declares that the information provided in this Questionnaire which includes all submitted Schedules are true and correct. This Questionnaire is signed by a duly Authorised Officer and/or Agent of the Applicant. The signatory of this Questionnaire guarantees the veracity and accuracy of all responses given herein,

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COMPANY NAME

.....
SIGNATURE OF OFFICER / AGENT

.....
NAME OF OFFICER / AGENT

.....
TITLE

.....
DATE



COMPANY'S SEAL OR STAMP