

## **Request for Quotation**

For the development of a screening system for human trafficking integrated with the Rorbor 1 template  
RFQ-6825-24-01

Issued: June 3, 2024  
USAID Thailand CTIP Project

No. 571, RSU Tower, 10th Floor, Unit 4-5,  
Klongton-Nua, Wattana, Bangkok 10110

Cooperative Agreement: AID-486-LA-17-00001  
Country: Thailand  
Geographic Code: 937



Table of Contents

Introduction ..... 3

Submission Details ..... 3

    Submission Deadlines ..... 3

    Submission Questions and Clarifications ..... 3

    Electronic Submissions ..... 3

    Instructions to Vendors ..... 4

    Bid Documents to Include ..... 4

Detailed Specifications ..... 4

Assumptions & Constraints ..... 5

Certification of Independent Price Determination ..... 5

## Introduction

The USAID Thailand Counter Trafficking in Persons (CTIP) Activity seeks to reduce trafficking in persons (TIP) and to better protect the rights of trafficked persons in Thailand by reducing demand and incentives for using trafficked labor, empowering at-risk populations to safeguard their rights, and strengthening protection systems for survivors. The Activity is collaborating with the Office of the Secretary-General of the Counter Trafficking in Persons Command Center by supporting the development of screening systems for the prevention of labor exploitation and trafficking to enhance efficiency and modernize operations for more effective implementation.

The Activity is seeking a vendor to develop a web-based statistical information system and associated database for forced labor and human trafficking screening workflow based on a list of indicators and data from the Royal Thai Government (RTG) and compatible with the Rorbor 1 template. The overall objectives of this task will be:

- To develop a screening system for the prevention of labor exploitation and trafficking to facilitate convenient, speedy, and up-to-date data management that can integrate with other systems.
- To provide convenience for both central and regional personnel in data storage, analysis, and operational processing, ensuring convenience, speed, and efficiency.

## Submission Details

### Submission Deadlines

Proposals must be received no later than 5:00 PM on Monday, June 24, 2024. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

### Submission Questions and Clarifications

Inquiries/questions must be received no later than Friday, June 7, 2024, and must be submitted via e-mail to [TCTIP.recruitment@winrock.org](mailto:TCTIP.recruitment@winrock.org). Winrock will review and respond to all questions by Wednesday, June 12.

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors with or without discussion.

### Electronic Submissions

Electronic submissions in response to this Request for Proposal/Quote will be accepted as long as they meet the following criteria:

Send via email to: [TCTIP.recruitment@winrock.org](mailto:TCTIP.recruitment@winrock.org)

### Instructions to Vendors

- Validity of bid: 60 days starting from the submission date.
- Delivery time: up to the vendor to decide and will be a comparative criterion of award among bids.
- The financial proposal must include unit prices and total price in THB.
- Include VAT if applicable.
- Payment terms and complete banking information
- Winrock reserves the right to make changes or cancel this solicitation as required by USAID.
- Only quotations from vendors licensed and registered to operate in Thailand will be considered.

### Bid Documents to Include

- Legal Business Name
- Authorized contact including address, phone number and email.
- Proof of business registration and nationality
- A list of previous similar contracts completed successfully with the names and contact information of buyers.
- Technical proposal in English, including CVs of key staff who will work on the project.
- Financial proposal with unit prices and total prices in THB.

### Detailed Specifications

The contractor is required to complete the following tasks:

- Determining the appropriate base/tool for the database as well as statistical application that will enable users to conduct data entry, data extraction and data visualization.
- Developing and creating a website-based statistical information system and associated database for forced labor and human trafficking screening workflow based on the lists of indicators and data that are needed as per the requirements of the RTG.
- Attending the meeting, workshops, discussions with Winrock, partners and the RTG as and when needed.
- Submitting the following deliverables to Winrock for comments and approval:
  - Inception report with updated project plan.
  - Database and web-based application developed and delivered as per technical requirements stated in the scope of work and agreed with Winrock.
  - Conducted orientation training for targeted end users.
  - Conducted software/database maintenance training for Ministry of Labor's IT staff (one working day).
  - Delivered final version of the developed database along with documented source code.
  - Delivered user's manual and training materials.
- Developing an accompanying user's manual and training materials.

- Conducting training of master trainers and users for data entry and extraction, as well as system maintenance and troubleshooting.
- Supporting in troubleshooting during the piloting and after handing over of the database.

### Assumptions & Constraints

The contractor must provide a warranty for defects or malfunctions of the system delivered under the contract for a period of 1 year, starting from the date of delivery and acceptance of the work in the final installment. This warranty period does not entail any additional charges. In the event of system malfunctions, the contractor must conduct an inspection and make necessary repairs to ensure that the system functions properly and restores data to its current state. Upon the expiration of the warranty period, the contractor must deliver all source code of the system with the latest modifications, recorded on at least 1 flash drive. Beyond the warranty for defects and malfunctions, issues unrelated to the software system, such as LAN cable problems, internet disruptions, server hardware, and database management system (DBMS) malfunctions or issues, are not covered under the warranty.

### Certification of Independent Price Determination

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to

subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through.

(a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.