



*Technology Innovation and
Entrepreneurship Center*

Request for Proposal

***Egypt*Innovate Platform**

June 2014

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Letter of Invitation

Giza, Egypt, June 29, 2014

*Egypt*Innovate Platform

Dear Mr./Ms.:

1. The Technology Innovation and Entrepreneurship Center (TIEC) of the governmental Information Technology Industry Development Agency (ITIDA) of Egypt hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above subject.
2. This RFP includes the following documents:
 - Section 1: Introduction
 - Section 2: Instructions to Bidders (including Data Sheet of Subsection 2.7)
 - Sections 3-8: Terms of Reference
 - Appendix A: Proposal Submission Covering Letter
 - Appendix B: Documents Establishing the Eligibility and Qualifications of the Bidder
 - Appendix C: Technical Proposal Form
 - Appendix D: Financial Proposal Form
3. Attached to the RFP is the Requirements Compliance Sheet which is a checklist that assists Bidders by summarizing the RFP requirements and that should be filled with Bidder's Yes/No answers with page references to Technical Proposal.
4. Your offer comprising of Technical and Financial Proposals, in separate sealed envelopes, should be submitted in accordance with Subsection 2.4.
5. Should you need further clarification? kindly communicate with the contact person indicated in the Data Sheet duly assigned to handle all queries for this RFP.
6. We look forward to your Proposal and thank you in advance for your interest in TIEC procurement opportunities.

Yours sincerely,

Hossam Osman, TIEC Acting Manager

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1. Introduction

1.1. Technology Innovation and Entrepreneurship Center (TIEC)

The Technology Innovation and Entrepreneurship Center (TIEC) is part of the governmental Information Technology Industry Development Agency (ITIDA) of Egypt. It has the vision of positioning Egypt as one leading regional hub and world-class gateway for technology innovation and entrepreneurship. It aims to enhance the relevant ecosystem, empower innovative and entrepreneurial businesses, and celebrate resulting achievements so as to reap high value-add economic growth and overall wellbeing of Egyptian citizens.

TIEC has the mandates of:

- Acting as catalyst and Single Point of Contact (SPOC) for the ecosystem of technology innovation in ICT involving government, the private sector, universities, and research institutes
- Fostering and encouraging Egyptian SMEs to adopt the technology innovation culture as one main core of their management system
- Creating enabling environment for development and management of intellectual property of technology innovation in ICT
- Developing mechanisms to recognize, adopt, and encourage innovators so as to establish promising ICT startups

1.2. This RFP

This RFP requests capable bidders to propose for the establishment, management, operation, and maintenance of **EgyptInnovate** Platform; an online platform that boosts and promotes the ICT innovation and entrepreneurship in Egypt on several fronts.

The RFP includes:

- The RFP Documentation (this document you are reading)
- Requirements Compliance Sheet (attached 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

TIEC would like to stress that developing the online portal is only part of the project while TIEC 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 RFP 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 TIEC for the whole project.

2. Instructions to Bidders

Definitions of Terms

- a) “*Contract*” refers to the agreement that will be signed by and between TIEC and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) in Subsections 2.1-2.6 and the Appendices.
- b) “*Country*” refers to the country indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Bidders in Subsection 2.7 used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Government*” refers to the Government of the country that will be receiving the services specified under the Contract.
- f) “*Instructions to Bidders*” (Section 2 of the RFP) refers to the complete set of contents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Proposals
- g) “*Proposal*” refers to the Bidder’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- h) “*Bidder*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by TIEC.
- i) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by TIEC for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- j) “*Services*” refers to the entire scope of tasks and deliverables requested by TIEC under the RFP.
- k) “*Supplemental Information to the RFP*” refers to a written communication issued by TIEC to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the RFP, before the deadline for the submission of Proposals.
- l) “*Terms of Reference*” (TOR) refers to the content included in RFP in Sections 3-8 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the Bidder, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful Bidder.

2.1 General

- 1 This RFP is open to submissions of individual companies with a professional track record as well as consortiums of different companies to provide the different services required.
- 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 TIEC shall not be involved in any communications with the rest of the consortium.
- 3 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 3 million EGP over the last three years.
- 4 Bidders must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by TIEC. However, whilst fully complying with the RFP 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 RFP will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this RFP.
- 6 Any Proposal submitted will be regarded as an offer by the Bidder and not as an acceptance of an offer/proposal by TIEC. This RFP does not commit TIEC to award a contract.
- 7 A Bidder shall not submit more than one Proposal to this RFP, either as an individual entity, or through its membership within a consortium. However, this does not limit the participation of subcontractors in more than one Proposal.
- 8 This RFP and the resulting Contract if any, as well as any subsequent contract(s) shall be governed by the laws of the Arab Republic of Egypt.

2.2 Contents of Proposal

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

9. 1 Proposal Submission Covering Letter (see Appendix A) enclosed in the Technical Proposal Envelope
9. 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)
9. 3 Technical Proposal (see Appendix C)
9. 4 Financial Proposal (see Appendix D)
9. 5 Proposal Security (see Data Sheet of Subsection 2.7) enclosed in the Technical Proposal Envelope

10 Clarification of Proposal

Bidders may request a clarification of any of the RFP 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, or by electronic means to the TIEC address indicated in the Data Sheet. TIEC will respond in writing or by electronic means and 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.

TIEC 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 TIEC to extend the submission date of the Proposals, unless TIEC deems that such an extension is justified and necessary.

11 Amendment of Proposals

At any time prior to the deadline for submission of Proposals, TIEC may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of a Supplemental Information to the RFP. All Bidders who have provided confirmation of their intention to submit a Proposal will be notified in writing of all amendments to the RFP.

In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Proposals, TIEC may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

2.3 Preparation of Proposals

12 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. TIEC shall in no case be

responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

13 Language of Proposal

The Proposal, as well as all related correspondence exchanged by the Bidder and TIEC, shall be written in the languages specified in the Data Sheet of Subsection 2.7. Any printed literature furnished by the Bidder written in a language other than the languages indicated in the Data Sheet, must be accompanied by a translation in the preferred language indicated in the Data Sheet. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern.

14 Technical Proposal Format and Content

Unless otherwise stated in the Data Sheet of Subsection 2.7, the Bidder shall structure the Technical Proposal as in Appendix C. The Bidder assures and confirms to TIEC 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, TIEC reserves the right to render the proposal non-responsive. Any substitution shall be made only with the approval of TIEC.

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

15 Financial Proposals

Unless otherwise stated in the Data Sheet of Subsection 2.7, 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.

Where the Data Sheet requires the submission of the Proposal Security, the Proposal Security shall be inside the Technical Proposal. The Proposal Security shall be forfeited by TIEC under any or any combination of the following conditions:

- If the Bidder withdraws its offer during the period of the Proposal Validity specified in the Data Sheet, or;
- If the Proposal Security is found to be less than what is required by TIEC as indicated in the Data Sheet, or;

- In the case the successful Bidder fails:
 - to sign the Contract after TIEC has awarded it; or
 - to furnish Performance Security required as a condition to rendering the Contract effective.

16 Currencies of Proposals

All prices shall be quoted in the currency indicated in the Data Sheet. However, where Proposals are quoted in different currencies, for the purpose of comparison of all Proposals:

- 16.1 TIEC will convert the currency quoted in the Proposal to the Data Sheet currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- 16.2 In the event that said proposal is found to be the most responsive to the RFP requirement, then TIEC shall reserve the right to award the contract in the Data Sheet currency.

17 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 TIEC's satisfaction. This evidence shall include, and must demonstrate that the Bidder has the financial, technical, and production capability necessary to perform the Contract.

18 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 TIEC.

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 RFP.

Where the consortium is presenting its track record and experience in a similar undertaking as those required in the RFP, 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 RFP.

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.

19 Alternative Proposals

Alternative Proposals shall not be considered.

20 Period of Validity

Proposals shall remain valid for the period specified in the Data Sheet of Subsection 2.7, commencing on the submission deadline date also indicated in the Data Sheet. A Proposal valid for a shorter period shall be immediately rejected by TIEC and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the Proposal validity period, TIEC may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

2.4 Submission and Opening of Proposals

21 Envelopes and Delivery of Proposals

- 21.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATED and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope must enclose an electronic searchable pdf version of the corresponding Proposal. In case of a discrepancy between the paper and electronic versions of a Proposal, the paper version shall govern. The Financial Proposal and the Technical Proposal Envelopes must be enclosed in a sealed outer envelope. The inner and outer envelopes shall:
 - bear the name and address of the Bidder
 - be addressed to TIEC as specified in the Data Sheet of Subsection 2.7 and
 - bear a warning not to open before the time and date for proposal opening as specified in the Data Sheet

If all envelopes are not sealed and marked as required, TIEC will assume no responsibility for the misplacement or premature opening of the Proposal.

- 21.2 Bidders may always submit their Proposals by mail/courier or by hand delivery. Electronic submission is not allowed. When the Proposals are expected to be in transit for over 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with TIEC’s deadline for submission. Under such circumstances, the Bidder must inform TIEC of the exact date and time of their dispatch, through the submission of copies of the official receipt and supporting

documents issued by the forwarding/courier company that will deliver the Proposal to TIEC.

- 21.3 Bidders submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal in separate sealed envelopes, duly marking the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The number of copies required shall be as specified in the Data Sheet of Subsection 2.7. In the event of any discrepancy between them, the original shall govern. The original and copies of the Proposal shall be signed by the person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization, or a Power of Attorney, accompanying the Technical Proposal.

22 Deadline and Late Proposals

- 22.1 Proposals must be received by TIEC at the address specified in the Data Sheet of Subsection 2.7 and no later than the date and time specified in the Data Sheet.
- 22.2 TIEC shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by TIEC after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Bidder.

23 Withdrawal, Substitution, and Modification of Proposals

- 23.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in details the full consistency of its Proposals to the requirements of the RFP, keeping in mind that deficiency in providing information requested by TIEC, or lack of clarity in the description of services to be provided, may result in the rejection of the Proposal. TIEC shall not assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the RFP out of the data furnished by TIEC.
- 23.2 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by TIEC prior to the deadline for submission and submitted in the number of copies required as specified in the Data Sheet (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.
- 23.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders.

- 23. 4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Bidder or any extension thereof.

24 Proposal Opening

- 24. 1 TIEC will open the Proposals in the presence of an ad-hoc committee formed by TIEC.
- 24. 2 The Bidders' names, modifications, withdrawals, the presence or absence of documents, and such other details as TIEC may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Bidder.

2.5 Evaluation and Comparison of Proposals

25 Confidentiality

- 25. 1 Information relating to the examination, evaluation, and comparison of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, until publication of the Contract Award.
- 25. 2 Any effort by a Bidder to influence TIEC in the examination, evaluation and comparison of the Proposals or contract award decision may at TIEC's discretion result in the rejection of its Proposal.
- 25. 3 In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with TIEC for debriefing, but said debriefing shall be limited to the discussions of the strengths and weaknesses of the Proposal of said Bidder, and no information relating to the Proposal or rating of other Bidders may be discussed.

26 Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, TIEC may, at its discretion, ask any Bidder for a clarification of its Proposal.

TIEC's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by TIEC in the evaluation of the Proposals, in accordance with the RFP.

Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by TIEC, shall not be considered during the review and evaluation of the Proposals.

27 Preliminary Examination of Proposals

TIEC shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. TIEC reserves the right to reject any Proposal after preliminary examination, if TIEC finds justifiable reason for such rejection, including but not limited to the discovery of material deviation, conflict of interest, fraud, among others.

28 Evaluation of Proposals

- 28.1 TIEC shall examine the Proposal to confirm that all terms and conditions in the RFP have been accepted by the Bidder without any deviation or reservation.
- 28.2 The Evaluation Committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the RFP, 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 RFP, or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 28.3 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 RFP shall be as indicated in the Data Sheet.
- 28.4 TIEC 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.

29 Responsiveness of Proposal

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

29. 3 If a Proposal is not substantially responsive, it shall be rejected by TIEC and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

30 Nonconformities, Errors and Omissions

30. 1 Provided that the Proposal is substantially responsive, TIEC shall correct arithmetical errors on the following basis:

- 30.1. 1 If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of TIEC there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- 30.1. 2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 30.1. 3 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

30. 2 If the Bidder does not accept the correction of errors made by TIEC, its Proposal shall be rejected.

31 Fraud and Corruption

TIEC implements a policy of zero tolerance on fraud and corrupt practices and is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against TIEC as well as third parties involved in TIEC activities.

2. 6 Contract Award

32 Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

TIEC 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 TIEC's action. TIEC shall neither be obliged to award the contract to the lowest price offer.

33 Award Criteria

Prior to expiration of the period of Proposal validity, TIEC shall award the contract to the qualified Bidder based on the evaluation method indicated in the Data Sheet of Subsection 2.7.

34 Right to Vary Requirements at the Time of Award

At the time of award of Contract, TIEC reserves the right to vary the quantity of services and/or goods, by up to a maximum 15% of the total price offer, without any change in the unit price or other terms and conditions.

35 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 TIEC. Service starts no later than 15 days from Contract signature date.

36 Performance Security

36.1 A performance security shall be provided in the amount and form in the Data Sheet of Subsection 2.7.

36.2 Failure of the successful Bidder to comply with the requirement of RFP Clause 36 or RFP Clause 36.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, on which event TIEC may award the Contract to the Bidder ranked second as per the Award Criteria, or call for new Proposals.

37 Bank Guarantee for Advance Payment

The advance payment shall not exceed 20% of the total price. TIEC shall require the Bidder to submit a Bank Guarantee in the same amount as the advance payment.

38 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 TIEC Website, or disseminated to the individual firms who have expressed interest in the RFP, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP 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 RFP.

39 Bidder Protest

Bidder Protest provides an opportunity for appeal to those firms not awarded a tender through a competitive procurement process. It is not available to non-responsive or untimely Bidders or to those with rejected Proposals.

2.7 Data Sheet

The following data for the goods and services to be procured shall complement, supplement, or amend the provisions in the previous sections. In case of a conflict, they shall prevail.

Project Context:	Establishment, management, operation, and maintenance of a platform for fostering innovation and entrepreneurship in ICT in Egypt
Title of Services/Work:	<i>EgyptInnovate</i> Platform
Country:	Egypt
Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (pls. specify) _____ Arabic is acceptable for documents establishing the eligibility and qualifications of the Bidder
Conditions for Submitting Proposals for Parts or Subparts of the Work	<input type="checkbox"/> Allowed <input checked="" type="checkbox"/> Not allowed
Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered
Pre-proposal Conference will be held:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Time: 10:00 AM Date: July 21, 2014 Venue: TIEC Premises

	<p>The TIEC focal point for the arrangement is: Ms. Rasha Tantawy</p> <p>Address: Smart Village, TIEC Building B5, Cairo-Alex Road Telephone: +202 3534 5816 Facsimile: +202 3534 5829 E-mail: rtantawy@tiec.gov.eg</p>
Period of Proposal Validity commencing on the submission deadline date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days
Proposal Security	<input checked="" type="checkbox"/> Required Amount : 50000 EGP Form: Bank Letter of Guarantee <input type="checkbox"/> Not Required
Acceptable Forms of Proposal Security. Beneficiary: Amount:	<input checked="" type="checkbox"/> Bank Guarantee <input type="checkbox"/> Manager's Check / Cashier's Check / Certified Check United Nations Development Programme – Technology Innovation and Entrepreneurship Center (TIEC) 50000 EGP
Validity of Proposal Security	90 days from the submission deadline date
Proposal Prices shall be subjected to Taxation	<input checked="" type="checkbox"/> Yes, pls. submit a price inclusive of all applicable taxes <input type="checkbox"/> No, pls. submit a price exclusive of all taxes
Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Allowed up to a maximum of 20% of platform establishment price in return to Bank Letter of Guarantee of the same amount <input type="checkbox"/> Not allowed
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of delayed deliverable price 1% No. of days of delay 7 Maximum amount prior to termination 3%_____
Performance Security	<input checked="" type="checkbox"/> Required Amount: 5% from total Contract, with 5% from price of platform establishment valid till end of the establishment task and the

	rest valid till end of Contract Form: Bank Letter of Guarantee <input type="checkbox"/> Not Required
Preferred Currency of Proposal	Single Currency: <u>EGP</u>
Method for Currency conversion	Reference date of exchange rates : UN operational rate of exchange on the last day of submission of Proposals
Deadline for submitting requests for clarifications/questions	28 days before the submission deadline date.
Contact Details for submitting clarifications/questions	Focal Person in TIEC : Ms. Rasha Tantawy Address: Smart Village, TIEC Building B5, Cairo-Alexandria Desert Road, Giza, Egypt 12577 Fax No. : +202 3534 5829 E-mail address dedicated for this purpose: rtantawy@tiec.gov.eg
No. of copies of Proposal that must be submitted	Original: 1 Copies: 2
Proposal submission address	Mr. Ahmed Agamy Smart Village, TIEC Building B5, Cairo-Alexandria Desert Road, Giza, Egypt 12577 Telephone: +202 3534 5818 Facsimile: +202 3534 5829
Deadline of Submission	Date: August 18, 2014 Time: 12:00 PM
Procedures and condition for submitting Proposals by electronic means	Max. File Size: Other conditions:
Date, time and venue for opening of Proposals	Date : August 18, 2014 Time : 12:00 PM Venue : TIEC Premises
Procedures and conditions for electronic opening of the Proposals	<input checked="" type="checkbox"/> Not Allowed <input type="checkbox"/> Allowed Max. File Size : _____ Digital Signature: _____ Addressee: _____ Other Conditions : _____

<p>Evaluation method to be used in selecting the most responsive Proposal</p>	<p><input type="checkbox"/> Lowest financial offer of technically qualified Proposals <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively</p> <p>The formula for the combined scoring method shall be : $C = 70 (T/H) + 30 (L/P)$</p> <p><u>Where</u> T = technical score of proposal being evaluated H = technical score of the highest technically scored proposal L = price of the lowest priced proposal P = price of proposal being evaluated</p> <p>and only Bidders with technical score of 70% or more shall be qualified and the Contract will be awarded to the qualified Bidder with the highest C</p>
<p>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)</p>	<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 	30%	300

	<p>Members Roles (if applicable)</p> <ul style="list-style-type: none"> ■ 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 		
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
	<p>Total</p> <p>(A Proposal shall be rendered non-responsive if it fails to achieve 70% or more)</p>		1000

3. Platform Purpose, Description, and Audience

3.1 Purpose

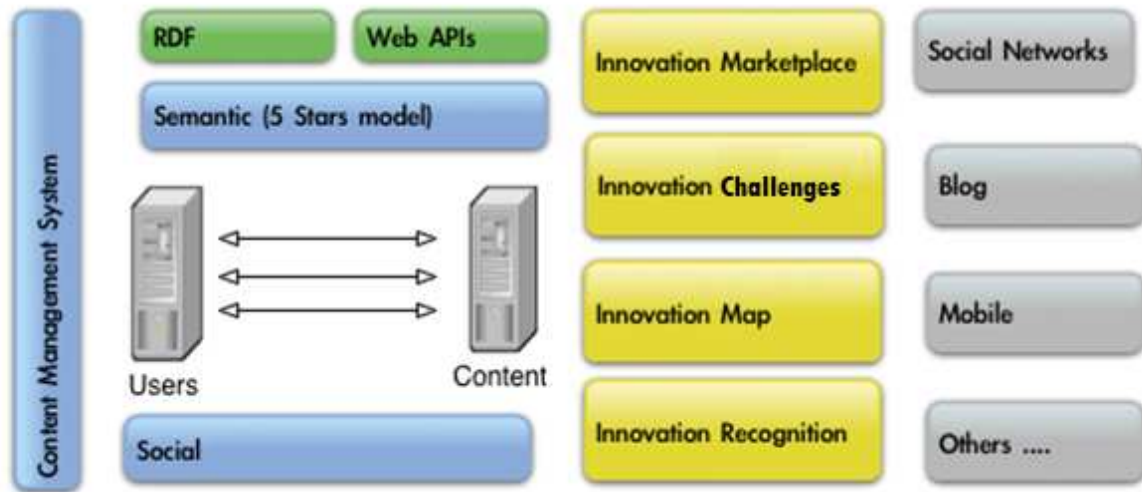
The purpose of the target online platform is to boost and promote the ICT innovation and entrepreneurship in Egypt on several fronts, specifically through:

- Exposing Egypt's innovators and innovations locally and worldwide, highlighting Egypt's competence, and providing external partners and investors easy access to Egypt's best
- Being a single point of contact (SPOC), unique clearinghouse, and facilitator for innovators and entrepreneurs, whereby they can find best-practice repository, tools, and practical support for their activities
- Building collaboration communities between common-interest innovation and entrepreneurship stakeholders
- Connecting nodes of Egypt's ICT innovation and entrepreneurship ecosystem
- Enhancing the required awareness in Egypt about innovation, entrepreneurship, and the relevant ecosystem
- Developing a collaborative network of stakeholders to support startups to accelerate their development and success
- Educating innovators, startups, and SMEs about IP and the value of IP protection
- Facilitating the process of patent and technology trading to stimulate innovation in ICT 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 innovation and entrepreneurship 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 Innovation Database that includes but not limited to the platform audience
 6. 2 Social Collaboration Center
 6. 3 Innovation Toolbox
 6. 4 Innovation Marketplace
 6. 5 Innovation Challenge Center
 6. 6 Success Stories
 6. 7 Leadership Thoughts (one or more blogs)
 6. 8 Resource Center
 6. 9 Semantic Search
 6. 10 Innovations Map
 6. 11 Awareness Center
 6. 12 Events Database and Calendar
 6. 13 Innovators Recognition 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
 - Entrepreneurs
 - Innovators
 - Inventors
- 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)
 - Government agencies
 - Funding entities (grants/loans)
 - Investors (angel investor/angel group/ VC fund/investment professional)
 - Companies (national or multinational or overseas/startups/micro or small or medium or large)
 - Supporting entities (accelerators/incubators)
 - Technology brokers
 - IP traders
- Events/Activities
 - Summits/conferences
 - Competitions
 - Hackathons
 - Pitching/mentoring/investment days
 - Award parties/celebrations
 - Training
 - Bootcamps/startup weekends

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.

Innovation Toolbox

The Innovation Toolbox is a set of diverse tools that different types of audience can immediately use to facilitate their tasks. Types of content for the toolbox should at least include:

- Templates/checklists
- Web apps/widgets
- Mobile apps
- Links to external resources

This toolbox should serve at least the following topics:

- Innovation kit: assessment, commercial feasibility, technical viability ...
- Intellectual property evaluation kit
- Business planning kit: planning for growth, business model, monitoring ...
- Marketing kit: research, segmentation, approaching customers, export ...
- Team recruitment Kit: finding right team, developing skills, accessing external skills ...
- Sales kit
- Online marketing kit
- Accounting and finance kit: management, access funding ...

Resource Center

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

- White papers
- Tutorials/How-to guides
- Case studies
- Best practices

The content should at least serve the following topics:

- Innovation, innovation management, and technology management fundamentals
- What is IP and what is a patent?

- To patent or not to patent
- Steps taken to protect your IPs in Egypt
- Why & how to search for patents
- Starting a business in Egypt
- Do you need mentoring?
- Explaining Egyptian IP laws
- Explaining key elements of IP laws with international examples
- How much does it cost to protect your IPs?
- Entrepreneurship essentials

Events DB and Calendar

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

- Summits/conferences
- Competitions
- Hackathons
- Pitching/mentoring/investment days
- Award parties/celebrations
- Training
- Bootcamps/startup weekends

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

- Event name
- Event organizer
- Event type
- Website
- Location
- Duration
- Audience
- Objectives
- Prerequisites
- Cost
- Technologies
- Keywords

Innovation Awareness Center

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

- Patent basics quiz
- Patent licensing and trading quiz
- Business readiness quiz
- Investment readiness quiz
- Innovation readiness quiz

Bidders are requested to present the storyboards for the quizzes.

Success Stories

This content should list success and lesson-learned stories of Egyptian and international innovators who leveraged on their innovations to start and grow a successful business. This content should be the inspirational part of the available content that drives the audience to focus more on innovations.

Bidders are requested to avail at platform launch couple of stories, one Egyptian at least, for each of the following topics:

- Success story for licensing and trading patents
- Successful story of recent technology innovators/inventors
- Successful recent entrepreneurs
- Why did not they succeed?

News

This type of content shall avail local and international ICT innovations and entrepreneurship news items. At platform launch 6 news items at least, 3+ local, should be availed for:

- Innovation
- Technology
- Entrepreneurship

Leadership Thoughts

Leadership Thoughts content shall mainly be in the form of blog posts provided by Egyptian public figures in the fields of ICT technology, innovations, IP and patents, and entrepreneurship. It is the Bidder's responsibility to contact four high-profile public figures, one in each of the previous categories, and coordinate their contribution to these blog posts in a timely manner.

Innovation Database

This database shall act as the ultimate resource of information about Innovation and entrepreneurship 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
- 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 ICT innovation and entrepreneurship 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 innovation 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.

5.2 Social Collaboration Center

Profiles created on the innovation 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 ICT technologies

- Specific industries
- Specific address areas
- Specific keywords

5.3 Innovation Toolbox

The Innovation Toolbox 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 RFP 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 form:** Portal audience shall have a feedback form where they can send feedback and/or request specific toolkits they need.

5.4 Innovation Marketplace

This section shall be one of the core services of the portal as it shall act as the marketplace to license and sell IPs and for business matchmaking. This shall be a public area for portal-registered users who already have innovations/inventions to display for potential business opportunities. The process goes as follows:

- Users submit their innovations/inventions with required details as title, status (idea/concept, prototype, patented, commercially ready), industries, description, innovative aspects, patenting status, applications, target business relationship (commercial agreement, capital investment, license agreement, patent for sale, technical cooperation, joint venture agreement, manufacturing agreement), ICT technologies, 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.

5.5 Innovation Challenge Center

This section shall act as a hub for posting technology challenges. The challenges posted in this section shall come from the portal administrators and registered users. The process goes as follows:

- Users/administrators submit challenges with required details as title, requirements and constraints, target business relationship (commercial agreement, license agreement, patent for sale, technical cooperation, joint venture agreement, manufacturing agreement), ICT technologies, keywords, and deadline.
- 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 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 Success Stories

This section shall be a content section highlighting different types of Egyptian and international success stories as mentioned earlier in Section 4.1.

- **Content sources:** This content shall be produced and uploaded from two sources
 - Bidder who responds to this RFP 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.

5.7 Resource Center

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 RFP 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 form:** Portal audience shall have a feedback form where they can send feedback and/or request specific resources they need.

5.8 Innovation Awareness Center

The Innovation Awareness Center acts as the main tool for portal audience to measure, assess, and benchmark their knowledge about different concepts around innovation and entrepreneurship. 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 RFP 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.

5.9 Events Database and Calendar

Events database and calendar section lists the local and international events and happenings related and of importance to the innovation and entrepreneurship 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 RFP 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.

5.10 Innovation Map

This shall be an interactive map of Egypt with demonstrated data about different places all over Egypt related to ICT innovation and entrepreneurship. 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, industry, ICT technology, keywords, and address area.

5.11 Innovators Recognition Center

This section shall feature, honor, and celebrate Egyptian innovators. It shall act as the national hub for Egyptian inventors and patent holders providing them the required online identity and exposure. Main objectives are:

- Recognize and encourage inventors who already have patents
- Enhance the visibility of universities' and other entities' technologies and innovations
- Encourage the disclosure of intellectual properties
- Motivate innovative students
- Encourage the utilization of the inventions of its members to benefit society

This section displays the filtered profile pages of inventors and patent owners as well as academia/universities who own patents.

Accordingly this section will be a subset of the innovation database mentioned previously. The users active in this section are

- **Academia/university:** In the registration process if the type selected is academia/universities then they will also have the option of describing their inventions and patents
- **Inventors/innovators:** In addition to the typical profile page options, they will also have the same option as above.

5.12 News

In this section the innovation portal administrators shall publish ICT innovation and entrepreneurship 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.

5.13 Leadership Thoughts

This feature shall be in the form of a dedicated blog for the innovation 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.

5.14 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:

- Industries
- Organizations
- ICT technologies
- People
- Places
- Events
- Keywords

5.15 Innovation 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 innovation and entrepreneurship in Egypt that contains corresponding data about different ecosystem actors (see Subsection 3.3).

5.16 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 innovation 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 innovation and entrepreneurship platform seeks a strong and effective online identity that targets different online channels so that it becomes an online innovation hub for Egypt and not only a portal. In order to achieve this identity, Bidders responding to this RFP 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 innovation resources in users' city like research centers, incubators, accelerators, 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 RFP 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

TIEC requests that all Bidders responding to this RFP 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 TIEC 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
- Leadership Thoughts

Special attention shall be paid the innovation 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:

- Innovation Toolbox
- Resource Center
- Innovation 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 Innovation 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: Proposal Submission Covering Letter

[use the Data Sheet of Subsection 2.7 to insert the missing data as applicable]

[insert: Location, Date]

To: *[insert: Name and Address of TIEC contact]*

Dear Mr. Ahmed Agamy:

We, the undersigned, hereby offer to provide professional services for *[insert: Title of services]* in accordance with your Request for Proposal dated *[insert: Date]* and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal each sealed under a separate envelope in one original and *[insert: Number of required copies]* copies.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the stated General Terms and Conditions.

We agree to abide by this Proposal for *[insert: Proposal Validity]*.

We undertake, if our Proposal is accepted, to start the services not later than *[insert: Number of days]* days from the Contract signature date.

We fully understand and recognize that TIEC is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that TIEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Company: _____

Contact Details : _____

[please mark this letter with your company seal]

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: <i>[check the box(es) of the attached documents]</i> <input type="checkbox"/> Document evidencing the person(s) duly authorized to commit the Bidder 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.

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 Consortium Member country of registration]</i>
4. Consortium Member Year of Registration: <i>[insert Consortium Member 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						
<p>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.</p>						
<p>1.2. Best Practices: Demonstrate how best practices are institutionalized. Also demonstrate governance, quality certification (CMMI is a definite plus), project management controls.</p>						
<p>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 RFP.</p>						
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 TIEC, 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 the provided 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 TIEC. If substitution is unavoidable it will be with a person who, in the opinion of TIEC, 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

Requirements Compliance Sheet

EgyptInnovate Platform RFP - Requirements Compliance Sheet				
No	Headline	Requirement	Yes/No/ Other	Page Ref.
1	Content Requirements			
1.1	Innovation Toolbox			
		Bidder can provide Templates/checklists		
		Bidder can provide Web apps/widgets		
		Bidder can provide Mobile apps		
		Bidder can provide links to external useful resources		
		Bidder can provide new content on monthly basis		
		Bidder can provide the minimum topics		
		Bidder can provide more topics. Please detail		
		Bidder has previous showcases		
1.2	Resource Center			
		Bidder can provide White papers		
		Bidder can provide Tutorials/How to guides		
		Bidder can provide Case studies		
		Bidder can provide Best practices		
		Bidder can provide new content on monthly basis		
		Bidder can provide the minimum topics		
		Bidder can provide more topics. Please detail		
		Bidder has previous showcases		
1.3	Events Database & Calendar			
		Bidder can provide 1-year upcoming calendar of stated event types		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Bidder can provide the minimum info for each event		
		Bidder can allocate editorial team to manage and update this calendar		
		Bidder can provide new content on monthly basis		
1.4	Innovation Awareness Center			
		Bidder can provide the minimum topics		
		Bidder can provide more topics. Please detail		
		Bidder can present the storyboards		
		Bidder can provide new content on monthly basis		
		Bidder has previous showcases		
1.5	Success Stories			
		Bidder can allocate web editors to interview Egyptian success story makers		
		Bidder can provide the minimum topics		
		Bidder can provide new content on monthly basis		
1.6	News			
		Bidder can provide the minimum topics		
		Bidder can provide new content every other day		
1.7	Leadership thoughts			
		Bidder can allocate 4 Egyptian world-class bloggers		
		Bidder can provide new content every other day		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
1.8	Innovation Database			
		Bidder can allocate a team to collect, validate, structure, refine and publish data about the innovation ecosystem in Egypt		
		Bidder can provide the minimum info for each platform audience type		
		Bidder shall build the required database in parallel with portal development activities to be available on portal launch		
1.9	Content Types			
		Bidder can provide the target content types		
1.10	Content Languages			
		Bidder can provide the target content in English before platform launch		
		Bidder can provide at least one complete content topic under each content section in Arabic		
		Bidder can provide the target content in Arabic before platform launch (a definite plus)		
		Bidder can provide the rest of content in Arabic during the platform operation and maintenance phase		

2	Portal Features Requirements			
2.1	Registration and Profiling			
		Bidder shall provide full fledged web interface for registration		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Social login & sharing features available		
		User can choose to get email notifications		
		Users can create their own profile pages and workplaces		
		User can list on profile news and updates and choose to share them		
		Date stored in relational as well as graph databases		
		Data fully support 5 Star Open-Data model		
2.2	Social Collaboration Center			
		Bidder shall provide a web interface for collaboration via Intranet experience between portal registered users		
		Creating online documents supported		
		Updating, modifying and sharing documents supported		
		Document collaboration to different user groups supported		
		Implementing document workflow, approval, and publishing rules and procedures		
		Intranet integrated with other portal sections		
2.3	Innovation Toolbox			
		Integrated with Social Collaboration Center		
		Social sharing options available		
		Portal audience can provide feedback		
		Can be administrated to be public or private		
2.4	Innovation Marketplace			

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Fully automated workflow		
		Date stored in relational as well as graph databases		
		Data fully support 5 Star Open-Data model		
2.5	Innovation Challenge Center			
		Fully automated workflow		
		Date stored in relational as well as graph databases		
		Data fully support 5 Star Open-Data model		
2.6	Success Stories			
		Integrated with Social Collaboration Center		
		Social sharing options available		
2.7	Resource Center			
		Integrated with Social Collaboration Center		
		Social sharing options available		
		Portal audience can provide feedback		
		Can be administrated to be public or private		
2.8	Innovation Awareness Center			
		Integrated with Social Collaboration Center		
		Social sharing options available		
		Can be administrated to be public or private		
2.9	Events Database and Calendar			
		Integrated with Social Collaboration Center		
		social sharing options available		
		Can be downloaded		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Integrated with personal calendaring		
2.10	Innovation Map	Date stored in relational as well as graph databases		
		Data fully support 5 Star Open-Data model		
		Dataset linked with other open datasets		
		Displayed map can be filtered		
2.11	Innovators Recognition Center	Display filtered profile pages of inventors and patent owners as well as academia/universities who own patents		
2.12	News			
		Full publishing workflow		
		Related news listed		
		Entity recognition, extraction & disambiguating		
		Content enrichment		
2.13	Leadership Thoughts			
		Entity recognition, extraction & disambiguating		
		Content enrichment		
2.14	Semantic Search			
		Faceted semantic search		
		SPARQL endpoint		
2.15	Innovation Database			
		Data stored in triple stores		
		Dataset linked with other open datasets		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
2.16	Portal Languages			
		User interface in both English and Arabic		

3	Technology Requirements			
3.1	Open Source	The offered solution shall be based on open-source software		
		Based on the LAMP stack		
3.2	Open Data and Features			
		Follow 5 Star Open-Data model		
		All portal features are available via fully-documented APIs		
		Portal data provided via Web APIs		
		Portal data can be queried through SPARQL endpoint		
		Portal datasets are available via bulk download		
		Portal data provided via Web apps		
		Portal data provided via proprietary apps		
3.3	Content Management System			
		CMS seamlessly integrates with social networks via configuration		
		Content is granularly moderated and user roles and authorization levels are supported		
		Include out-of-the-box realtime analytics engine		
		Support full content revisioning		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		WYSIWYG content editing		
		Editing of metadata for Search Engine Optimization		
		Bulk content ingest supported for different content types		
		Generate thumbnails from images and videos		
		Multilingual support is a must for both RTL and LTR languages		
		Scheduled publishing/unpublishing		
		Provide page building and layout environment compatible with all major browsers, easily creating visualized charts and maps, and in accordance to the W3C accessibility		
		RSS feeds		
		Support inserted data validation		
		CRUD functionalities exposed through a standardized set of RESTful APIs		
		API secured via permissions		
3.4	Hosting			
		Bidder provides self-hosted solution. Please provide details		
		Bidder provides monitoring tool to make sure that the dedicated Internet connection capacity usage doesn't exceed 80%.		
		Bidder provides cloud-based solution. Please provide details		
3.5	Architecture			
		Load balancing and failover supported. Please provide details		
		Bidder shall detail different nodes needed for the solution and their function		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Bidder shall provide detailed data flow diagram		
		Bidder shall provide total platform capacity in terms of concurrent users		

4	Overall Online Strategy			
4.1	Different Online Channels			
		Data-centric portal		
		Social networks (facebook, linkedin, Twitter, G+, youtube, Pinterest, etc). Please provide details		
		Mobile native apps. Please provide details		
		HTML5 responsive portal. Please provide details		
		Email campaigns. Please provide details		
		Blogs. Please provide details		
		Search engine optimization services. Please provide details		
4.2	KPI design & measurements			
		Bidder shall provide platform Key Performance indicators. Please provide details		
		Bidder shall provide measurement mechanism and tools for those KPIs. Please provide details		
4.3	SOLOMO			
		Bidder shall provide a list of portal features for SOLOMO approach		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Portal follows 100% repsonsive adaptive design concepts		
		Portal provides location-based services. Please provide details		
		Portal provides seamless integration with social networks. Please provide details		
4.4	Open-Data Strategy			
		Portal provides automatic data tagging and enrichment		
		Data stored in RDF triple stores. Please provide detailed workflow		
		Portal data follow clear URI policy. Please provide details		
		Semantic data publishing. Please provide details		
		Portal datasets linked with open datasets. Please provide details and expected datasets		
		Enriching Google SERP via Rich Snippets		

5	Project Management Requirements			
5.1	Project Management			
		Iterative/agile project management methodology		
		Change management process		
		Communication plan		
		Project status reporting		
		Testing approach		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
5.2	Content Management			
		Bidder shall provide a dedicated team for content management. Please provide details		
		Bidder shall provide team qualifications		
		Some Arabic content delayed to the operation and maintenance phase		
5.3	Online Identity Management			
		Bidder shall provide a full fledged strategy for managing different online channels. Please provide details		
		Bidder shall provide a dedicated team. Please provide details & team sizing & qaulifications		
5.4	Platform Maintenance and Technical Support			
		Bidder shall provide platform monitoring and alerting tools. Please provide details		
		Ensure the availability of the platform for 99%		
		Bidder shall provide a detailed portal backup strategy		
		Bidder shall detail what is the time needed to rollback/restore the platform in case of a hardware or software failure.		
5.5	SLA Schema			
		Please provide detailed SLA schema		
5.6	Platform Reporting			
		Platform provides a realtime analytics engine		

No	Headline	Requirement	Yes/No/ Other	Page Ref.
		Custom reports supported		
		Platform provides analytics for different social networks. Please provide details		
		Bidder shall provide a proactive platform monitoring, reporting and alerting platform		
End				