



Warszawa, 22-05-2014

Request For Proposal Number 1/05/2014

Purchase of consultancy services aimed at defining, selecting potential business partners and checking their credibility.

Hive Software sp. z o.o. is implementing an EU co-financed project (contract number UDA-POIG.06.01.00-14-92/12-00) from the Operational Programme – Innovative Economy, “Passport to Exports Measure 6.1 OP IE” (more information at <http://en.parp.gov.pl/index/index/1886>). The goal of the project is the introduction of Tower, a crm/back office system for financial and insurance intermediaries developed by Hive Software, into the British market. We invite proposals from Consultancy Firms for the delivery of consultancy services specified in this RFP.

Contracting Entity:

Hive Software Sp. z o.o.

Ul. Srebrna 16

00-810 Warszawa

I. Subject of the procurement:

Delivery of consulting services aimed at defining, selecting potential business partners and checking their credibility.

II. Description

The consultancy work deliverables are as follows:

1. List of a minimum of 50 potential business partners on UK market
2. Information about business reliability/credibility of the identified potential business partner group.

III. Conditions & Methodology



1. Contractor will directly enquire a minimum of 20 potential business partners and for each of them will create a report specifying:
 - i. Current and future business model
 - ii. Size of companies, the potential partner is targeting
 - iii. Distribution channels
 - iv. Technological solutions that the potential partner is currently using and/or plans to introduce:
 1. Client Management System
 2. Client Relationship Management
 3. Auto Enrolment Technology
 4. Workplace Benefits Technology
 5. Client Portal
- IV. Proposal Requirements
 - a. The proposal must meet the following criteria:
 - i. Documents comprising proposal must be in English or Polish
 - ii. The net price must be expressed in PLN or GBP
 - iii. Payment deadlines and conditions must be stated
 - iv. Delivery date must be stated
 - v. Information about bidder's expertise on the UK market of insurance and financial intermediary software must be included.
 - vi. Include other information that may impact the proposal evaluation
 - vii. The proposal must specify the number of potential partners that will be selected and the number of direct enquiries that will be performed
 - b. The proposal must have the bidder's stamp, date of preparation and proposal validity period.
 - c. The proposal must include all the data used as evaluation criteria.
 - d. The proposal must be valid at least until 10.06.2014
 - e. Sample response form to this RFP is contained in Annex 1



V. Proposal submission deadline and method.

The proposal submission deadline is 30.05.2014 r. 10 p.m. CET (time the proposal reaches Hive Software's email inbox).

- a. Proposals must be delivered via email at rfp@hivesoftware.net
- b. The evaluation and contractor selection deadline is 3.06.2014 r.
- c. This RFP has been placed on a publicly accessible site in Hive Software offices and on the website: www.hivesoftware.net

VI. The procurement subject delivery deadline is 30.06.2014

VII. Additional terms

- a. Should the evaluation procedure result in multiple proposals with equal maximum points, Hive Software reserves the right to choose the winner at its own discretion and/or perform further enquires
- b. Hive Software reserves the right to cancel and/or amend this RFP without stating cause
- c. Hive Software will not bear any costs associated with the preparation and submission of proposals

VIII. Proposal Evaluation Criteria

The winning bid will be chosen based on these criteria:

Name	Calculation method	Max Points
Price	$\frac{\text{min price in the bidders group}}{\text{evaluated price}} * 25$	25
Number of market researches on the UK market	$\frac{\text{evaluated number of market researches}}{\text{max number of market researches in the bidders group}} * 15$	15
Number of published ratings of software for financial and insurance intermediaries (advisers) in the UK market within the past 5 years	$\frac{\text{evaluated number of ratings}}{\text{max number of ratings in the bidders group}} * 40$	40
Number of publications in trade press about software for corporate/workplace financial and insurance intermediaries on the UK market	$\frac{\text{evaluated number of ratings}}{\text{max number of rating in the bidders group}} * 20$	20

Hive Software will choose the proposal with maximum number of points based on the above criteria.



Annex 1

Proposal Form

Bidder data

Company Name	
Address	
Phone number	
Email	
Tax ID Number	

Proposal in response to RFP nr 1/05/2014

Delivery of consulting services aimed at defining, selecting potential business partners and checking their credibility.

Proposal Data

Proposal Date	
Proposal validity period	
Procurement subject delivery deadline	
Price	
Number of market researches on the UK market	
Number of published ratings of software for financial and insurance intermediaries (advisers) in the UK market within the past 5 years	
Number of publications in trade press about software for corporate/workplace financial and insurance intermediaries on the UK market	



Number of potential business partners that will be selected	
Number of potential business partners for whom the bidder plans to perform direct enquires	

We hereby declare to meet the following requirements necessary to fulfil the contract to deliver the services requested by the RFP:

- 1) We have knowledge and experience indispensable to deliver the requested services,
- 2) We are capable of delivering the requested services within the requested schedule,
- 3) We guarantee that in case of winning the bid, we will contract Hive Software on terms and conditions specified in the RFP.