

# **Administrative Terms and Conditions**

**Development of an Open Innovation Portal for UTFSM  
FSM1402AT8**

Universidad Técnica Federico Santa María

**Valparaíso, March 15, 2018**

## **1. Regulatory Framework**

The present tender process is framed within the Institutional Improvement Plan, FSM1402 "SUBSTANTIAL INCREASE IN SCIENCE-BASED INNOVATION TO ACHIEVE GLOBAL COMPETITIVENESS IN AREAS OF SCIENTIFIC PRODUCTION AND RECOGNIZED IMPACT,

CONSIDERING ACTIONS AND THE DEVELOPMENT OF TRANSVERSAL TOOLS TO ACCELERATE THE TECHNOLOGY SUPPLY AND DEMAND PROCESSES INVOLVED”, and is entitled “Development of an Open Innovation Portal for UTFSM”.

It is also governed by the regulatory framework established by the Ministry of Education.

## 2. Responsible Party

The current tender process is included within the activities of the project PMI InES – FSM 1402 within Universidad Técnica Federico Santa María, which is also responsible for the tender process and enforcing these terms and conditions.

## 3. Timeline

The following chart shows all the important dates for the tender process:

Activity	Start Date	End Date
<b>Tender Publication</b>	May 7, 2018	July 6, 2018
<b>Reception of Questions from Bidders</b>	May 8, 2018 11:00 a.m. (UTC).	May 22, 2018 7:00 p.m. (UTC).
<b>Response to Questions</b>	May 29, 2018	-
<b>Reception of Bids</b>	May 4, 2018 11:00 a.m. (UTC).	July 6, 2018 7:00 p.m. (UTC).
<b>Opening of Bids</b>	July 6, 2018 7:15 p.m. (UTC).	-
<b>Evaluation of Bids</b>	July 6, 2018	July 27, 2018
<b>Awarding of Contract</b>	August 3, 2018	-

## 4. Bidder Participation

Only those bidders constituted as a company, corporation or research and/or development center are eligible to apply to perform the services required. They must comply with the profile described in section XV of the Terms of Reference and, in general, have the due capabilities and experience to meet the objectives established.

## 5. Budget

The total budget for the “Development of the Management System for Research, Innovation and Technology Transfer Projects” is \$100,000,000 (one million Chilean pesos). This covers all expenses deemed appropriate by the bidder, and financial offers must not exceed this amount.

## 6. Bidder Ineligibility

The following bidders are ineligible to participate if:

- They have one or more employees of Universidad Técnica Federico Santa María working on their payroll or as partners of the company or research and/or development center.
- They have one or more company employees working for or providing services to Universidad Técnica Federico Santa María.
- They have any ownership in Universidad Técnica Federico Santa María.
- Family members of any member of the PMI-InES – FSM 1402 project and evaluation committee established in point 11.3.5, up to the third degree (according to articles 27 and 28 of the Chilean Civil Code).

## 7. Questions and Clarifications

Any questions arising in relation to these administrative or technical terms shall be received between 11:00 a.m. (UTC) on May 8, 2018 and 7:00 p.m. (UTC) on May 22, 2018. Questions must be sent by e-mail to Ignacio Villacura ([ignacio.villacura@usm.cl](mailto:ignacio.villacura@usm.cl)) with the subject “[Consulta / Question - FSM1402AT8] “<Specify Company Name>”, in Spanish or English.

Replies to questions submitted by e-mail shall be sent by e-mail to all tender participants on May 29, 2018. It should be noted that all questions included in said document shall be listed anonymously.

## 8. Bids

### 8.1. Reception of bids

The following documentation must be enclosed:

- Envelope 1: the administrative offer;
- Envelope 2: the technical offer;
- Envelope 3: the financial offer,

In the corresponding sealed envelopes. Each of these three envelopes must contain:

- Original documents, in Spanish or English, signed by the legal representative.
- A flash drive with the digital versions of the documents, in Spanish or English.

These three envelopes must be delivered to General Bari 699, Office 204, Valparaíso, Chile, by July 6, 2018, at 7:00 p.m. (UTC). Each bidder is responsible for ensuring that the documentation arrives to the abovementioned address before the deadline. If the bidder decides to use air mail, please consider the delivery time.

### 8.2. Bid content

Each of the three envelopes to be submitted must be labeled, in Spanish or English, with the following information:

- Name of the bidder’s company, corporation or research and/or development center.
- Name and signature of the legal representative
- Name, telephone number and e-mail address of the project manager.
- Postmark date.
- Type of documentation:
  - Administrative
  - Technical
  - Financial

#### 8.2.1. Administrative information

The administrative information to submit, in Spanish or English, in the envelope labeled “Envelope 1: Administrative Offer”, includes the following:

- Bidder’s legal capacity:
  - Legalized\* tax certificate of the bidder’s company, corporation or research and/or development center, issued by the country of origin.
  - Legalized\* certificate of legal capacity of the legal representative for the bidder’s company, corporation or research and/or development center.
  - Legalized\* photocopy of the identification card of the legal representative of the bidder’s company, corporation or research and/or development center.
  - Legalized\* certificate of good standing of the bidder’s company, corporation or research and/or development center issued within the last 60 (sixty) days of the deadline for the reception of bids, as indicated in point 4.
- Notarized\* sworn statement of the legal representative and each of the work team members accrediting that present none of the conditions for ineligibility indicated in

point 5 of these terms and conditions (form 1 attached).

- Résumé of the bidder's company, corporation or research and/or development center. Please highlight projects that are similar to the present proposal, which must be described briefly: function, date, duration, functional and non-functional requirements, technologies used, project amount, work team qualifications (engineers, technicians, programmers, etc.).
- Résumés of each of the professionals on the work team participating in the proposal. Please highlight projects that are similar to the present proposal, which must be described briefly: function, date, duration, each project amount, work performed, technologies used.
- Notarized\* copy of the university degrees and/or certifications and/or diplomas of each of the team members.
- The financial statements of the bidder's company, corporation or research and/or development center for the years 2015 and 2016.
- Notarized\* certificate of tax payment of the bidder's company, corporation or research and/or development center for the past 12 months of the year.
- Notarized\* annual income tax declaration of the bidder's company, corporation or research and/or development center for the years 2015 and 2016.
- Notarized\* certificate of the bidder's company, corporation or research and/or development center which specifies the payment of social security and the non-existence of fines.
- Annual balance sheet of the bidder's company, corporation or research and/or development center for the years 2015 and 2016.
- Document con with the calculation of liquidity for the years 2015 and 2016, detailed by month.
- List of similar projects and training (form 2 attached).
- Designated work team (form 4 attached).

\*Documents must be legalized before the corresponding authentication (apostille) office or before the Chilean Consulate.

### 8.2.2. Technical offer

The technical information to submit, in Spanish or English, in the envelope labeled "Envelope 2: Technical Offer", includes the following:

- Proposed technical offer:
  - Work methodology.
  - Work plan.
  - Gantt Chart.
  - Conceptual overview of the proposed technical solution:
    - System architecture.
    - Integration with potential external systems.
    - Description of technologies to be used (including deployment).
    - Conceptual description using UML.

### 8.2.3. Financial offer

The financial information to submit, in Spanish or English, in the envelope labeled "Envelope 3: Financial Offer", includes the following:

- Proposed financial offer:
  - Hourly rate, per professional.
  - Monthly cost of corrective maintenance.
  - Monthly acquisition cost for equipment, licenses, cloud services and/or other similar.

- Total cost of technical assistance.
- Service Value (form 3 attached).

### 8.3. Amendments

#### 8.3.1. By the contracting party

All amendments issued shall be an integral part of the tender documents and shall be communicated in writing to all who have obtained the tender documents via e-mail, and shall also be published in the specialized journal.

The contracting party may, at its own discretion, extend the deadline for the presentation of bids in order to give potential bidders a reasonable timeframe to take into consideration the amendments in the preparation of their bids.

#### 8.3.2. By the bidder

If the bidder already submitted its proposals and needs to make any changes to the information provided, it may request that the sealed envelopes be returned so that they may be replaced. This must be done prior to the close of the process and must be previously informed by e-mail to Ignacio Villacura ([ignacio.villacura@usm.cl](mailto:ignacio.villacura@usm.cl)) under the subject “[Devolución documentación - FSM1402AT8] <Specify Company Name>”. Likewise, the replaced envelopes must arrive by the deadline stated in point 8.1.

## 9. Validity of the Bid

The bid presented by each of participants shall have a validity of 60 days from the date the proposal is opened.

## 10. Opening of Bids

### 10.1. Administrative, technical and financial documents

The administrative, technical and financial documents will be opened on July 6, 2018 at 7:15 p.m. (UTC) in the meeting room of the Technological Innovation building located at General Bari 699, Valparaíso. These envelopes must contain all documents indicated in point 8.2.1 for the administrative envelope, point 8.2.2 for the technical envelope and point 8.2.3 for the economic envelope. At that time, meeting minutes will be taken, and all bidders are invited to participate in person (at their own cost) or by videoconference. The videoconference information shall be sent to each of the participants 7 business days before the abovementioned date. These minutes shall be sent to all participants once reviewed and accepted by the evaluation committee.

## 11. Evaluation

From the moment the proposals are opened to the moment the contract is awarded, the bidders must not contact the contracting party regarding any topic related to the technical or financial proposal. Any attempt by the bidder to influence any of the members of the evaluation committee with respect to the evaluation and awarding of the contract may result in the rejection of the respective proposal.

### 11.1. Clarifications and additional information

Prior to the evaluation of the bids, the contracting party may ask the bidders to correct errors, formal omissions and/or provide clarifications and/or additional information presented as long as these do not constitute a privilege over the other bidders, that is, as long as they do not affect the strict compliance with the terms and conditions and the equality of the bidders.

This request for information shall be sent by e-mail and must be answered within a maximum of 2 business days.

## 11.2. Evaluation criteria

There will be 3 evaluations: pre-qualification, technical and financial.

### 11.2.1. Pre-qualification

Before undergoing technical evaluation, the proposal must show that the bidder complies with and presents the necessary documentation, according to the following list:

Item	Checklist
company, corporation or research and/or development center with 5+ years of experience, demonstrated in the bidder's résumé, in software development.	
Roles assigned to the designated project development team, form 4 attached (one person per position):	
<ul style="list-style-type: none"> <li>• Project manager</li> </ul>	
<ul style="list-style-type: none"> <li>• Open innovation expert</li> </ul>	
<ul style="list-style-type: none"> <li>• Software engineer</li> </ul>	
<ul style="list-style-type: none"> <li>• Support professional</li> </ul>	
Notarized* certificate of good standing the bidder's company, corporation or research and/or development center, issued within the last sixty (60) days of the submission deadline.	
Notarized* certificate of the bidder's company, corporation or research and/or development center which specifies the payment of social security and the non-existence of fines.	
Notarized* certificate of tax payment of the bidder's company, corporation or research and/or development center for the past 12 months of the year.	
Notarized* annual income tax declaration of the bidder's company, corporation or research and/or development center for the years 2015 and 2016.	

### 11.2.2. Technical evaluation

Item	Score
<b>Administrative matters</b>	<b>14 pts maximum</b>
<ul style="list-style-type: none"> <li>• Financial solvency</li> </ul>	
<ul style="list-style-type: none"> <li>○ Average amount of similar projects in which the bidder's company has participated</li> </ul>	7 or 4 or 2 pts.
<ul style="list-style-type: none"> <li>▪ Over USD 175,000</li> </ul>	7 pts.
<ul style="list-style-type: none"> <li>▪ Between USD 175,000 and USD 160,000</li> </ul>	4 pts.
<ul style="list-style-type: none"> <li>▪ Less than USD 160,000</li> </ul>	2 pts.
<ul style="list-style-type: none"> <li>○ Average liquidity in the past 2 years</li> </ul>	7 or 4 or 1 pts.
<ul style="list-style-type: none"> <li>▪ Liquidity test &gt; 1</li> </ul>	7 pts.
<ul style="list-style-type: none"> <li>▪ Liquidity test = 1</li> </ul>	4 pts.
<ul style="list-style-type: none"> <li>▪ Liquidity test &lt; 1</li> </ul>	1 pts.
<b>Work team</b>	<b>88 pts maximum</b>
<ul style="list-style-type: none"> <li>○ Project manager</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Professional degree</li> </ul>	7 or 5 or 3 or 0 pts.
<ul style="list-style-type: none"> <li>• MSc. or PhD. or equivalent in Computer Science</li> </ul>	7 pts.
<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in</li> </ul>	5 pts.

Computer Science	
<ul style="list-style-type: none"> <li>• Technical Degree or equivalent in Computer Science</li> </ul>	3 pts.
<ul style="list-style-type: none"> <li>• None of the above.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ Certification in project management.</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ 4+ years of work experience as a project manager.</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ Management of 5+ IT projects.</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
○ Open innovation expert	
<ul style="list-style-type: none"> <li>▪ Professional degree</li> </ul>	7 or 5 or 3 or 0 pts.
<ul style="list-style-type: none"> <li>• MSc. or PhD. or equivalent in Business administration or industrial engineering</li> </ul>	7 pts.
<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in Business administration or industrial engineering.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• Technical Degree or equivalent in Business administration or industrial engineering</li> </ul>	3 pts.
<ul style="list-style-type: none"> <li>• None of the above.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ Certification in technological innovation.</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ 5+ years of work experience in technological innovation</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ Experience in collaborative work tools.</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
<ul style="list-style-type: none"> <li>▪ Experience in open innovation</li> </ul>	5 or 0 pts.
<ul style="list-style-type: none"> <li>• Yes.</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• No.</li> </ul>	0 pts.
○ Software engineer	
<ul style="list-style-type: none"> <li>▪ Professional degree</li> </ul>	7 or 5 or 3 or 0 pts.
<ul style="list-style-type: none"> <li>• MSc. or PhD. or equivalent in Computer Science</li> </ul>	7 pts.
<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in Computer Science</li> </ul>	5 pts.
<ul style="list-style-type: none"> <li>• Technical Degree or equivalent in Computer Science</li> </ul>	3 pts.
<ul style="list-style-type: none"> <li>• None of the above.</li> </ul>	0 pts.

▪ Certification in software engineering	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
▪ At least three years of experience in software engineering.	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
▪ Experience in identification of requirements	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
○ Support professional	
▪ Professional degree	7 or 5 or 3 or 0 pts.
• MSc. or PhD. or equivalent in Computer Science or Electronic Engineer.	7 pts.
• Bachelor's Degree or equivalent in Computer Science or Electronic Engineer.	5 pts.
• Technical Degree or equivalent in Computer Science or Electronic Engineer.	3 pts.
• None of the above.	0 pts.
▪ Certification or graduate certificate in the technologies to be used in the proposed solution	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
▪ At least two years of work experience in the technologies to be used	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
▪ Participation in a minimum of two projects related to technological solutions	5 or 0 pts.
• Yes.	5 pts.
• No.	0 pts.
• <b>Company experience</b>	<b>35 pts maximum</b>
○ Experience in systems architecture and integration.	7 or 5 or 3 or 0 pts.
▪ 5+ similar projects completed.	7 pts.
▪ 3-4 similar projects completed.	5 pts.
▪ 1-2 similar projects completed.	3 pts.
▪ No similar projects completed.	0 pts.
○ Experience in development and administration of open innovation portals .	7 or 5 or 3 or 0 pts.
▪ 5+ similar projects completed.	7 pts.
▪ 3-4 similar projects completed.	5 pts.
▪ 1-2 similar projects completed.	3 pts.
▪ No similar projects completed.	0 pts.
○ Experience in innovation in companies or	7 or 5 or 3 or 0 pts.



educational institutions.	
▪ 5+ similar projects completed.	7 pts.
▪ 3-4 similar projects completed.	5 pts.
▪ 1-2 similar projects completed.	3 pts.
▪ No similar projects completed.	0 pts.
○ Experience in development and implementation of collaborative work tools.	7 or 5 or 3 or 0 pts.
▪ 5+ similar projects completed.	7 pts.
▪ 3-4 similar projects completed.	5 pts.
▪ 1-2 similar projects completed.	3 pts.
▪ No similar projects completed.	0 pts.
○ Experience in web search technologies (Web semantics, recommendation systems, etc.).	7 or 5 or 3 or 0 pts.
▪ 5+ similar projects completed.	7 pts.
▪ 3-4 similar projects completed.	5 pts.
▪ 1-2 similar projects completed.	3 pts.
▪ No similar projects completed.	0 pts.
• <b>Proposed solution</b>	<b>63 pts. maximum</b>
○ Presents preliminary Gantt Chart with activities	5 or 0 pts.
▪ Yes.	5 pts.
▪ No.	0 pts.
○ Presents work methodology	5 or 0 pts.
▪ Yes.	5 pts.
▪ No.	0 pts.
○ Presents work plan	5 or 0 pts.
▪ Yes.	5 pts.
▪ No.	0 pts.
○ The proposal presents an architecture, and describes the integration with potential external systems, in order to comply with the general requirements established in the ToR.	8 or 0 pts.
▪ Yes.	8 pts.
▪ No.	0 pts.
○ The proposal presents an architecture, and describes the integration with potential external systems, in order to support the implementation of functionality to meet the specific requirements determined in the requirement identification phase.	8 or 0 pts.
▪ Yes.	8 pts.
▪ No.	0 pts.
○ The proposal presents a concrete development model that adapts to and is aligned with the timeframes and requirements for each of the phases established in the ToR.	8 or 0 pts.
▪ Yes.	8 pts.
▪ No.	0 pts.
○ The proposal presents a service model that meets, or exceeds, the service (support) agreement levels established in the ToR.	8 or 0 pts.

▪ Yes.	8 pts.
▪ No.	0 pts.
○ The proposal presents a warranty model according to the criteria established in the ToR.	8 or 0 pts.
▪ Yes.	8 pts.
▪ No.	0 pts.
○ The proposal clearly and concretely provides (i.e., adapted to this project) documents (Gantt chart, work plan, etc.) that allow the University to understand how the bidder plans to execute the work required to develop the platform.	8 or 0 pts.
▪ Yes.	8 pts.
▪ No.	0 pts.

### 11.2.3. Financial evaluation

The financial evaluation shall apply the following formula:

$$\text{Financial score} = 100 * (\text{LP} / \text{PP})$$

Where:

**LP:** Lowest proposal price.

**PP:** Observed proposal price.

### 11.3. Weighting

The evaluation committee will evaluate each proposal according to its administrative, technical and economic offer. This evaluation is established as follows.

#### 11.3.1. Pre-qualification

Each proposal shall be pre-qualified according to the checklist in point 11.2.1. All proposals that fully comply with the checklist shall move on to the technical evaluation.

#### 11.3.2. Technical evaluation

The technical portion of each proposal shall be evaluated from 0 to 200 points, according to the score chart in point 11.2.2, and this portion shall correspond to 85% of the final score. All proposals that exceed 160 points shall move on to the financial evaluation.

#### 11.3.3. Financial evaluation

The financial portion of each proposal shall be evaluated as described in point 11.2.3. The score obtained shall be rounded to 2 decimal points and shall correspond to 15% of the final score.

#### 11.3.4. Final score

The final score obtained upon evaluation shall be calculated as follows:

$$\text{Final Score} = \text{TS} * 0.85 + \text{FS} * 0.15$$

Where:

**TS:** Technical score

**FS:** Financial score

This score will determine the proposal to which the contract shall be awarded.

## 12. Awarding of the contract

The proposal shall be awarded the contract pursuant to the previous point. The proposal with the highest final score shall be awarded the contract.

Upon receipt and evaluation of the proposals, the contract must be awarded, or the tender

process declared null and void.

### 12.1. Notification

The awarding of the contract shall be notified by e-mail to the bidders within 3 business days following the date the contract is awarded.

### 12.2. Negotiation

Negotiations shall occur during the 10 business days following notification. The representatives negotiating on behalf of the company must be authorized in writing to negotiate and formalize the Contract. Only the report submission dates may be negotiated.

Negotiations shall conclude with a review of the preliminary contract. To complete the negotiations, the Contracting party and the company must sign the agreed-upon contract with their initials. If the parties fail to negotiate, the Contracting party shall invite the company with the second highest final score to negotiate a contract.

### 12.3. Signing of the Contract

Upon completion of negotiations, the parties shall coordinate the date and place for the signing and delivery of the contract.

### 12.4. Final Acceptance

Final acceptance of the service shall occur upon completion of the period planned for the project activities. The estimated time for completion of these activities is eleven months.

For the purposes of technical inspection and acceptance, the contracting party shall designate a Technical Supervisor (project manager), who shall act as the technical counterpart for the company and shall perform the following primary functions:

- Facilitate the work of the company that has been awarded the contract.
- Represent the UNIVERSITY in the discussion of matters related to the function and operativity of the implemented solution.
- Supervise compliance with the established procedures.
- Oversee the strict compliance with the technical standards that govern the acceptance of the services.

The company or research and/or development center that has been awarded the contract shall name a project manager, who will communicate with the Technical Supervisor. The company's Project Manager shall act as a representative before the Technical Supervisor, only for the purposes of managing project development and execution after the start date of the services, and his or her designation shall be approved by the Technical Supervisor. Any modification of the person assigned to this function must be expressly accepted by the designated Technical Supervisor. All standards, definitions and relations agreed upon by the Technical Supervisor and the company's Project Manager must be evidenced in physical or electronic documents.

## FORM NO. 1

### Legal Representative Sworn Statement

I,..... bearer of ID Card No.....  
with domicile at ..... on behalf of  
..... ID No. .... of the same domicile,  
declare that I have read THE CALL TO TENDER, THE ADMINISTRATIVE TERMS AND CONDITIONS,  
THE INSTRUCTIONS FOR CONSULTANTS and we have no conflict of interest with respect to the  
PRIVATE tender for the project **“Development of the Management System for Research,  
Innovation and Technology Transfer Projects”**, which I declare to know and accept, and I hereby  
assume liability for any false or incorrect information given in this declaration, and in particular,  
the effects established in the abovementioned Title of said Terms and Conditions.

Signature and Name .....

.....

Valparaíso, .....

## Work Team Sworn Statement

I,..... bearer of ID Card No.....  
with domicile at....., declare that I have read the  
ineligibility conditions described in point 5 of the ADMINISTRATIVE TERMS AND CONDITIONS,  
which I declare to know and accept, and that there are no ineligibility factors or conflicts of  
interest that would prevent me from participating in the project “**Development of the  
Management System for Research, Innovation and Technology Transfer Projects**”, and I hereby  
assume liability for any false or incorrect information given in this declaration, and in particular,  
the effects established in the abovementioned Title of said Terms and Conditions.

Signature and Name .....

.....

Valparaíso, .....

## FORM NO. 2

### Project and Training Experience

#### 1. Bidder's experience in similar projects

Company Name	Project title	Approx. project amount in USD	Start date/End date	Status progress (In or Completed)	Technologies used
Company 1					
Company 2					
Company No...					

#### 2. Experience in personnel training

Company Name	Project title	Approx. project amount in USD	Start date/End date	Status progress (In or Completed)	Number of people trained	Training duration (in hours)
Company 1						
Company 2						
Company No...						

FORM NO. 3

**Service Value**

1. Value of the Services according to the present format:

Item	Description	Value
	Total USD	

## FORM NO. 4

### Designated work team (one person per position)

Role	Name	E-mail
Minimum team members required:		
• Project manager		
• Open innovation expert		
• Software engineer		
• Support professional		
Additional team members		
• Role 5		
• Role 6		
• Role 7		
• Role No...		