



DEPARTMENT OF HEALTH AND SOCIAL AFFAIRS
FSM National Government
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Office of the Secretary

REQUEST FOR QUOTATION

October 26, 2026

Project Title: Digital Federated States of Micronesia Project (P170718)

Source of Funding (loan/credit/grant no.): IDA-D5560

Contract Name: Software Development (Point of Sale) for women-led small business, website design, POS training

Contract Ref: FM-DHSA-520963-NC-RFP

Dear Bidder,

1. The FSM Department of Health & Social Affairs hereby invites you to submit a quotation for the following works:

Lot 1: **Website Design & Development Services** for the Yap Women Association Digital Village

Lot 2: Development of a User-Friendly **Point of Sale (POS) System** for Women-led Businesses in FSM

2. **The budget for this procurement is \$40,000.00** (for both lots).
3. To assist you in the preparation of your price quotation, we enclose the necessary Terms of Reference, Specifications, Priced Activity Schedule (AS), and Form of Contract.
4. This RFQ invites you to quote for 1 lot or both lots. Quotations for each lot must be submitted separately, with the signed Form of Quotation (including the priced AS) electronically at the following address(s): takiko.ifamilik@hsa.gov.fm and msamo@fsmhealth.fm
5. This invitation is issued under the open RFQ and the Most Advantageous Bid will be recommended for contract award for the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
 - a. substantially responsive to the RFQ document; and
 - b. the lowest evaluated cost.
6. The following minimum qualification requirements apply to this RFQ:

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- c. *Lot 1: the bidder shall propose the following key personnel at a minimum – Web Developer and Project Manager.*
 - d. *Lot-2: The bidder shall propose Key personnel, such as Team Leader (TL) and Testing Technician (TT), meeting the qualification requirements for these positions as outlined in the SOW.*
- 7. Each bidder shall submit only one quotation. All quotations submitted in violation of this rule shall be rejected.
- 8. In evaluating the quotations, the Employer will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:
 - a. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - b. where there is a discrepancy in the total and the sum of the line-item amounts, the total shall be corrected.
 - c. if a Bidder refuses to accept the correction, his quotation will be rejected.
- 9. Your quotation shall be valid for a period of forty-five (45) days from **the submission deadline**
- 10. Your quotation in English shall be for the quote and based on a fixed lump sum for the entire assignment period.
- 11. Prices can be quoted in any currency of the World Bank member countries. The currency to convert all quotation prices expressed in various currencies into a single currency is USD.
- 12. The **quotation shall include all duties, local taxes** and other levies payable by the contractor in accordance with the local laws.
- 13. The Employer will award the contract to the Bidder whose quotation has been determined to be substantially responsive to this RFQ, has offered the lowest evaluated price quotation, and is qualified to do the Works.
- 10. The terms and conditions of contract are attached to this RFQ.
- 11. Your quotation should be submitted by **November 09, 2026, 05:00 pm Pohnpei Time. Late quotations may be rejected.**
- 12. Further information can be obtained from:

Name of Contact Person: Takiko L. Ifamilik, Digital Gender Coordination

Telephone: (691) 320-4682 or 2619

E-mail: takiko.ifamilik@hsa.gov.fm



13. Please confirm by e-mail to the contact provided in paragraph 12 above the receipt of this RFQ and whether or not you will submit the price quotation(s).

Sincerely,

A handwritten signature in blue ink, appearing to be 'M. Samo', written over the word 'Sincerely,'.

Marcus Samo, Secretary

NOTIFICATION OF AWARD

[use letterhead paper of the Employer]

To: *[name and address of the Winning Bidder]*

[date]

Project Title: _____

Source of Funding (loan/credit/grant no.): _____

Contract Name: _____

Contract Ref: _____

Notification of Award

This is to notify you that your Quotation dated *[insert date]* for execution of the *[insert name of the contract and identification number]* is hereby accepted for the Contract Amount of *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Request for Quotation (RFQ).

You are requested to counter-sign the attached Contract Agreement, and return it to the Employer at the following address:

..... *(Employer's address)*

before (date).....

Authorized Signature:

Name and Title of Signatory:

Name of Employer:

Attachment: Contract Agreement signed by the Employer, with accepted priced AS and Specifications

FORM OF CONTRACT

THIS AGREEMENT number made on _____ (between **XXX** (hereinafter called “the Employer”) on the one part and _____ (hereinafter called “the Contractor”) on the other part.

WHEREAS the Employer has invited quotation for, to perform the assignment hereinafter referred to, and

WHEREAS, the Employer wishes to have the Contractor perform the assignment hereinafter referred to, and

NOW THEREFORE THE PARTIES hereby agrees as follows:

1.Services

- i The Contractor shall perform the Services in accordance with **Annex A**, – Specifications, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer’s legitimate interests in any dealings with Subcontractors or third parties”.
- ii The Contractor shall provide the personnel listed in **Annex B**, “Contractor’s Personnel,” to perform the Services.
- iii The Contractor shall submit to the Employer the reports in the form and within the time periods specified in **Annex C**, “Contractor’s Reporting Obligations.”

2.Term

The Contractor shall perform the Services during the period commencing _____ and continuing through _____, or any other period as may be subsequently agreed by the parties in writing.

3.Payment

A. Ceiling

For Services rendered pursuant to **Annex A**, the Employer shall pay the Contractor an amount not to exceed **XXXXXX**. This amount has been established based on the understanding that it includes all of the Contractor's costs and profits as well as any tax obligation that may be imposed on the Contractor.

B. Priced Activities Schedule

Payments specified are shown in the Priced Activities Schedule in **Annex D**

C. Payment Conditions

Payment shall be made in **USD** no later than 30 days following submission by the Contractor of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator.

The Employer designates **the Secretary for the FSM Department of Health & Social Affairs** as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Employer and for receiving and approving invoices for payment.

The Contractor nominates **Digital Gender Coordinator** as the Contractor's Coordinator; the Coordinator shall act as the authorized representative for all notifications and communications.

B. Reports.

The reports listed in Annex C, "Contractor's Reporting Obligations," shall be submitted in the course of the services, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Contractor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Contractor shall promptly replace any employees assigned under this Contract that the Employer considers unsatisfactory.

6. Commencement of Services Program

Before commencement of the Services, the Contractor shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated

7. Confidentiality

The Contractors shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Employer's business or operations without the prior written consent of the Employer.

8. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Contractor for the Employer under the Contract shall belong to and remain the property of the Employer. The Contractor may retain a copy of such documents and software.

9. Contractor Not to be Engaged in Certain Activities

The Contractor agrees that, during the term of this Contract and after its termination, the Contractor and any entity affiliated with the Contractor, may be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

10. Insurance

The Contractor will be responsible for taking out any appropriate insurance coverage.

11. Assignment

The Contractor shall not assign this Contract or sub-contract any portion of it without the Employer's prior written consent.

12. Law Governing Contract and Language

The Contract shall be governed by the laws of **the Government of Micronesia**, and the language of the Contract shall be **English**

13. Dispute Resolution

Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

14. Termination

Termination for Default:

- a) The Employer, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate the Contract in whole or in part:
 - i. if the Contractor fails to deliver any or all of the Services within the period specified in the Contract, or within any extension thereof granted.
 - ii. if the Contractor fails to perform any other obligation under the Contract; or

- iii. if the Supplier, in the judgment of the Employer has engaged in fraud and corruption, as defined in Clause 14 below, in competing for or in executing the Contract.

In the event the Employer terminates the Contract in whole or in part, the Employer may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered or not performed and the Contractor shall be liable to the Employer for any additional costs for such similar Services. However, the Contractor shall continue performance of the Contract to the extent not terminated

Termination for Insolvency:

- a) The Employer may at any time terminate the Contract by giving notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Employer.

Termination for Convenience:

- a) The Employer, by notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

15. Fraud and Corruption

The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Attachment 1** below.

16. Force Majeure

(a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

(b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Contractors or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

(c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

17. Code of Conduct

The Contractor must comply with the Employer's Code of Conduct as set forth in **Attachment 2** which sets stringent standards for personal behaviour. The Client expects the Contractor to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse in the course of their association with the Employer.

Except as modified herein, all other terms and conditions of the Contract shall remain in full force and effect and are hereby restated and confirmed.

IN WITNESS WHEREOF, the parties have executed this Contract by their respective authorized representatives on the respective dates as specified below

Signature of the Employer:

Signature of the Contractor:

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

Certifications:

Certified as to Availability of Funds:

Account Number. _____ \$ _____

_____ Date: _____

Rose N. Nakanaga

Secretary, FSM Department of Finance & Administration

Certified as to Legal Sufficiency

_____ **Date:** _____

Leonito Bacalanto Jr.

Secretary, Department of Justice

Presidential Approval:

_____ **Date:** _____

His Excellency Wesely W. Simina

President, Federated States of Micronesia

ATTACHMENT 1 TO CONTRACT AGREEMENT

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

- 1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

- 2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.
- 2.2 To this end, the Bank:
- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution,, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

TABLE OF ANNEXES

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ANNEX A

ACTIVITY SCHEDULE

To be inserted upon signing of contract

LOT 1: Website Design for Yap Women Association Digital Village

Activity	Proposed Completion Period
Project initiation and consultation	1-week
Sitemap and content structure	2-weeks
Initial design concepts	1-week
Design approval	1-week
Website development	1-week
Content upload	1-week
Testing and revisions	1-week
Staff training	2-week
Website launch	1-week
Post-launch support	1-week

LOT 2: Development of User-Friendly Point of Sale (POS) System for Women Led Businesses in FSM

Phase	Key Activities	Deliverables	Estimated Timing
1	Consultation & Requirement Gathering	Inception Report & Requirements Analysis	Wk 1-2
2	Design & Prototype Development	Prototype Design (Wireframes) for UI review	Wk3-4
3	Development & Beta Testing	Beta version of the POS system for pilot testing	Wk5-8
4	Pilot Implementation & Feedback	Finalized POS System (Fully Tested, User Manuals (simplified, illustrated/video guides)	Wk9-10
5	Finalization, Training & Handover	Staff/Business Owner Training Sessions; Handover documentation (Source Code, credentials, configurations)	Wk 11-12

ANNEX B. CONTRACTOR'S PERSONNEL

1. KEY PERSONNEL

Name	Firm	Area of Expertise	Position Assigned	Task Assigned

ANNEX C - CONTRACTOR'S REPORTING OBLIGATIONS

LOT 1: Website Design for Yap Women Association Digital Village

Item	Deliverable	Due End Of Week	Format
1	Project initiation and consultation	Week 1	1 x Electronic Copy
2	Sitemap and content structure	Week 2	1 x Electronic Copy
3	Initial design concepts	Week 3	1 x Electronic Copy
4	Design approval	week 4	1 x Electronic Copy
5	Website development	week 6	1 x Electronic Copy
6	Content upload	week 8	1 x Electronic Copy
7	Testing and revisions	week 9	1 x Electronic Copy
8	Staff training	Week 10	1 x Electronic Copy
9	Website launch	Week 11	1 x Electronic Copy
10	Post-launch support	Week 12	1 x Electronic Copy

LOT 2: Development of User-Friendly Point of Sale (POS) System for Women-Led Businesses in FSM

Item	Deliverable	Due End Of Week	Format
1	Inception Report & Requirements Analysis	Week 2	1 x Electronic Copy
2	Prototype Design (Wireframes) for UI review	Week 4	1 x Electronic Copy
3	Beta version of the POS system for pilot testing	Week 8	1 x Electronic Copy
4	Finalized POS System (Fully Tested, User Manuals (simplified, illustrated/video guides)	Week 10	1 x Electronic Copy
5	Staff/Business Owner Training Sessions; Handover documentation (Source Code, credentials, configurations	Week 12	1 x Electronic Copy

ANNEX D – LUMP SUM PAYMENT SCHEDULE

LOT 1: Website Design for Yap Women Association Digital Village

Milestone	Description	Due*	Payment**
LUMP SUM DELIVERABLES			
1	Inception Report for Project discovery & planning: Project initiation and consultation; site map & Content Structure	<i>End of Week 2</i>	<i>10% of Contract Value</i>
2	Design concepts & approval: Initial Design Concepts, Design Approval	<i>End of Week 6</i>	<i>15% of Contract Value</i>
3	Website Development Content: Website development; content upload.	<i>End of Week 8</i>	<i>25% of Contract Value</i>
4	Testing, training and launch: Testing and revisions, staff training, website launch	<i>End of Week 11</i>	<i>35% of Contract Value</i>
5	Post-launch support: Post-launch support	<i>By Week 12</i>	<i>15% of Contract Value</i>

LOT 2: Development of a User-Friendly Point of Sale (POS) System for Women-Led Businesses in FSM

Milestone	Description	Due*	Payment**
LUMP SUM DELIVERABLES			
1	<i>Inception Report: Consultation & Requirements Gathering</i>	<i>End of Week 2</i>	<i>15% of Contract Value</i>
2	Prototype Design (Wireframes) for UI review	<i>End of Week 4</i>	<i>20% of Contract Value</i>
3	Beta version of the POS system for pilot testing	<i>End of Week 8</i>	<i>35% of Contract Value</i>
4	Finalized POS System (Fully Tested, User Manuals (simplified, illustrated/video guides)	<i>End of Week 10</i>	<i>15% of Contract Value</i>
5	Staff/Business Owner Training Sessions; Handover documentation (Source Code, credentials, configurations	<i>By Week 12</i>	<i>15% of Contract Value</i>

ANNEX 1: SPECIFICATIONS

SCOPE OF WORK

LOT 1: Website Design for Yap Women Association Digital Village

The successful service provider shall be responsible for the complete design, development, testing, deployment, training, and initial post-launch support of the website.

4.1 Discovery and Planning

The service provider shall:

- Meet with YWA and FSMDHSA representatives to understand the organization's mission, programs, audiences, and communication needs;
- Review existing YWA materials, including logos, photographs, documents, reports, and written content;
- Identify the primary website audiences and their information needs;
- Recommend an appropriate website structure and navigation system;
- Develop a sitemap and proposed content structure;
- Identify any content, images, documents, or information required from YWA;
- Recommend suitable hosting, domain, security, backup, and maintenance arrangements; and
- Prepare a project work plan and implementation schedule.

4.2 Website Design

The website design shall:

- Reflect the identity, values, and community work of YWA and the Yap Digital Village;
- Use a clean, welcoming, professional, and culturally appropriate visual style;
- Be easy to navigate and understand;
- Be responsive and optimized for computers, tablets, and mobile phones;
- Use YWA's logo, colors, photographs, and other branding materials where available;
- Include clear calls to action, such as contacting YWA, attending events, learning about programs, or supporting initiatives;
- Provide suitable layouts for text, photographs, announcements, events, documents, and downloadable resources; and
- Consider accessibility, readability, color contrast, font size, and ease of use.

The service provider shall submit initial design concepts or mock-ups for review and approval before commencing full development.

4.3 Website Development

The website shall include, at a minimum, the following sections and functionality.

A. Home Page

The Home Page shall include:

- An introduction to YWA;
- Featured announcements and updates;
- Highlights of current programs and activities;
- Featured photographs or banners;
- Links to key website sections;
- Information about the Yap Digital Village; and
- Contact or inquiry information.

B. About YWA

This section may include:

- History and background;
- Mission, vision, and objectives;
- Organizational structure and leadership;
- Membership information, where applicable;
- Partners and supporters; and
- Contact and organizational information.

C. Programs and Initiatives

The website shall provide a dedicated section for YWA programs and activities, which may include:

- Women's empowerment;
- Youth programs;
- Digital literacy;
- Financial literacy;
- Handicraft development;
- Entrepreneurship and livelihood activities;
- Community development;
- Training and capacity-building;
- Day care and family-support services; and
- Other current and future initiatives.

The structure shall allow YWA staff to add, edit, archive, and reorganize programs as needed.

D. Yap Digital Village

The website shall include a prominent section describing the Yap Digital Village and its activities. This section shall include, where applicable:

- Handicraft Center;
- Computer Lab;
- Day Care Center;
- Conference and training facilities;
- Digital literacy activities;
- Financial literacy activities;
- Trainings and workshops;
- Community events;
- Progress updates;
- Photographs and success stories;
- Future facilities; and
- Planned activities.

The website shall allow YWA to add new facilities, activities, and updates as they become available.

E. Events and Calendar

The website shall include an events feature that allows authorized staff to publish and update:

- Upcoming events;
- Training sessions and workshops;
- Community activities;
- Event dates and times;
- Locations;
- Descriptions;
- Registration details;
- Contact information; and
- Past events and highlights, where applicable.

The service provider shall recommend an event-management feature that can be easily updated by YWA staff.

F. News and Updates

The website shall support publication of:

- News articles;

-
- Announcements;
 - Project updates;
 - Community stories;
 - Program achievements;
 - Partnership announcements;
 - Success stories; and
 - Downloadable reports, flyers, or other documents.

G. Photo and Media Gallery

The website shall include a media gallery with the ability to:

- Upload and display photographs;
- Organize images into albums or categories;
- Add captions and dates;
- Add, edit, and remove images;
- Optimize images for website performance; and
- Integrate video or social media content, where appropriate.

H. Contact Page

The Contact Page shall include:

- YWA office location;
- Mailing address;
- Telephone number;
- Email address;
- Social media links, where applicable;
- Contact or inquiry form;
- Office hours, where applicable; and
- Embedded map, if technically feasible.

Contact-form submissions shall be securely directed to designated YWA staff.

I. Documents and Downloads

The website shall provide an organized method for uploading and sharing:

- Program information;
- Event flyers;
- Reports;

- Forms;
- Newsletters;
- Publications;
- Partnership information; and
- Donor information.

Lot 2: Development of a User-Friendly Point of Sale (POS) System for Women-led Businesses in FSM

The service provider shall be responsible for the full lifecycle of the POS development, including design, development, testing, deployment, training, and ongoing support, with a pilot with 10 small women-led businesses in all four FSM states.

3.1 Functional Requirements

The POS system shall include the following core functionalities:

Functionality	Description
Sales Recording	Simple, intuitive interface to record daily transactions, including cash and credit sales.
Inventory Management	Ability to add products, track stock levels, set low-stock alerts, and perform inventory adjustments.
Financial Reporting	Dashboards to view daily, weekly, and monthly sales. The system must clearly distinguish between gross sales (revenue) and net income (after COGS and operational expenses).
FSM Tax Automation	Ability to generate reports that auto-populate required FSM tax forms (specifically Gross Revenue Tax) based on recorded sales data.
Receipt Generation	Capability to generate and print or email digital receipts for customers.
User Access	Role-based access control (e.g., owner, cashier) to ensure secure data management.

3.2 Technical Requirements

- **User Interface (UI):** Designed specifically for simplicity. Icons, local language support (if applicable), and clear navigation are essential.
- **Connectivity:** The system must be robust, with "offline-first" capabilities, allowing it to function without a persistent internet connection, with data synchronizing once connectivity is established.
- **Platform:** Compatible with affordable hardware (e.g., tablets, basic laptops).
- **Security:** Data must be encrypted and backed up regularly to prevent loss.
- **Exportability:** Reports must be exportable in common formats (PDF, CSV/Excel).

4. Responsibilities

4.1 Service Provider Responsibilities

- Conduct consultations with selected small business owners in FSM to understand their workflow.
- Develop the POS system according to the functional requirements.
- Provide training for business owners on system usage.

ANNEX 2: PRICED ACTIVITY SCHEDULE

[To be completed, signed and submitted by the Bidder as an attachment to the signed Form of Quotation]

Project Title: Digital Federated States of Micronesia Project (P170718)

Contract Name: Software Development (Point of Sale) for women-led small business, website design, POS training

Contract Reference Number: FM-DHSA-520963-NC-RFP

LOT1: Website Design for Yap Women Association Digital Village

Bidder to provide information on the following items

S#	Item	Bidder Response/ Specifications	Additional Comments
1	Description of stakeholder engagement plan		
2	Description of web development methodology		
3	Description of information architecture and planning: sitemap creation		
4	Description of information architecture and planning: content strategy		
5	Description of technical setup and development – environment and content management system		
6	Description of technical setup and development – functionality and forms		
7	Description of technical testing, optimization and handover – quality assurance		
8	Description of technical testing, optimization and handover – search engine optimization and analytics		
9	Description of technical testing, optimization and handover – client handover and back-ups.		

Lot 1: Pricing Format:

S#	Item	Description	Cost
1	Consultation – stakeholder engagements		
2	Design and User Experience		
3	Functionality and Features		
4	Premium Plugins		
5	Domain Name		
6	Web hosting		
7	Website Software (content management system)		
8	Hand over and training		
9	Ongoing maintenance costs (annual renewal fees- domain name, web hosting, SSL certificate etc)		
10	Technical post launch support		

LOT 2: Development of a User-Friendly Point of Sale (POS) System for Women-Led Businesses in FSM

Bidder to provide information on the following items

S#	Item	Bidder Response/Specification	Additional Comments
	Software		
1	Sales recoding: sales processing and checkout		
2	Inventory Management		
3	Financial reporting: sales reporting, tax and analytics		
4	User Interface, access and security		
	Hardware		
5	Terminal / Tablet / Computer/ Handheld Portable Units		
6	Receipt Printer		
7	Offline Functionality and Data Synchronization		
8	Support & Compliance: Technical support, onboarding help		

Lot 2: Pricing Format

S#	Item	Description	Cost
1	Requirements gathering		
2	Design and prototype Development (software and hardware)		
3	Pilot Implementation		
4	Finalization, training and handover		

5	Maintenance costs and other recurring costs.		
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IMPORTANT: The prices quoted are to be inclusive of applicable taxes and all component costs of the Works as described in the Scope of Work. **Costs relating to items not separately priced by the Bidders in the Priced Activity Schedule are assumed to have been included elsewhere in the Priced Activity Schedule.**

The Contractor shall only be entitled to those payments specified in the Priced Activity Schedule. The Contractor shall be deemed to have satisfied themselves as to the nature and extent of the required works, including ALL considerations for their conduct of the project.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Bidder: _____

FORM OF QUOTATION

[To be completed, signed and submitted on Letterhead of Bidder]

Project Title: _____

Contract Name: _____

Contract Reference Number: _____

_____ (Date)

To: _____ (Employer's Name)

_____ (Employer's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Form of Contract and Specifications accompanying your Request for Quotation (RFQ) for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____, including VAT. We propose to complete the Works described in the Contract within a period of [*Employer to insert period*] calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Bidder: _____

Address: _____

Phone Number _____

Email address: _____

ATTACHMENT TO FORM OF QUOTATION

DETAILS OF BIDDER'S QUALIFICATIONS TO PERFORM THE CONTRACT

(refer paragraph 5 and 6 of the RFQ)

[To be completed, signed and submitted by the Bidder as an attachment to the signed Form of Quotation]

1. Equipment

The bidder must provide evidence of relevant and reference calibration that has been completed within 12 months prior to testing being undertaken. (Testing certificate to be supplied within Tender submission)

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

2. Key personnel

Position	Qualification Requirements
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Please provide CV to demonstrate that the personnel meet the criteria.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Bidder: _____