## **Request for Quotation (RFQ) for Monitoring & Evaluation (M&E) Software**

**[Your Organization Name]**

**[Your Organization Address]**

**[Date]**

**RFQ Number:** [Your RFQ Number]

**Subject: Request for Quotation (RFQ) for Monitoring & Evaluation (M&E) Software**

**1. Introduction**

[Your Organization Name] is seeking quotations from qualified vendors for the provision of a comprehensive and user-friendly, off-the shelf, Monitoring & Evaluation (M&E) software solution. This software will be used to [briefly describe the intended use, e.g., collect, manage, analyze, and report on M&E data for our various projects/programs].

**2. Background**

[Provide a brief overview of your organization and its M&E needs. Mention the scale of your operations, the types of data you collect, and any specific challenges you face with your current M&E system (if applicable). For example: "We are a non-profit organization operating in [region] with programs focused on [areas]. We currently manage data across [number] projects, involving [number] indicators and [number] data collectors. We are seeking a solution that can improve data quality, streamline reporting, and enhance our ability to analyze program impact." ]

**3. Required features**

The selected vendor will provide a cloud-based or on-premise M&E software solution that meets the following key requirements:

**3.1 Flexible configuration**

* No-code relational database builder
* Form or table designer
* Custom fields, including fields that reference other forms
* Configurable role-based access control

**3.2. Data Collection:**

* Mobile data collection capabilities (online and offline) with support for various data entry methods (e.g., forms, surveys, GPS).
* Data validation rules and quality checks to ensure data accuracy.
* Spreadsheet importer
* Collection links for feedback
* Support for multiple languages [if required, specify which ones]
* Offline data synchronization, both for the mobile application and the web-based application

**3.3. Data Management:**

* Centralized database for storing and managing M&E data.
* Web-based access
* Record deduplication and merging
* Sorting & filtering
* Custom data views
* Full record history & audit log

**3.4. Data Analysis and visualization:**

* Configurable dashboards and reports.
* Configurable Data visualization tools (e.g., charts, graphs, maps).
* Ability to publish reports and dashboards and share with a link
* Ability to export reports in various formats (e.g., PDF, Excel).
* Advanced indicator calculation, such as combining data from multiple forms or multiple levels of aggregation.

**3.5. Data Security**

* ISO-27001 or SOC-3 provider certification
* Automated backups
* Data encrypted at rest on the server and in transit
* Supports GDPR compliance
* Single-Sign on Integration

**3.6. Support**

* Guided on-boarding and training available
* Helpdesk support via email and video call
* Documentation library
* Hosting and maintenance

**4. Scale**

* **Number of administrator users:** XXX
* Number of other users: XXX
* Number of years of support: 1 year

**5. Evaluation Criteria**

Quotations will be evaluated based on the following criteria:

* **Functionality:** How well the proposed software meets the requirements outlined in Section 3. (40%)
* **Cost:** Total cost of ownership, including software licenses, implementation, training, and ongoing support. (30%)
* **Vendor Experience:** Experience and reputation of the vendor in providing M&E software solutions. (20%)
* **Technical Support:** Quality and availability of technical support. (10%)

**6. Quotation Submission**

Vendors are requested to submit their quotations electronically in [format] to [email address] no later than [date and time]. The quotation should include the following:

* Company profile and experience.
* ISO-27001 or SOC-3 certificate
* Detailed description of the proposed software solution.
* Pricing information, including any recurring costs.
* Technical specifications and system requirements.
* Information on technical support and training.
* References from previous clients (optional).

**7. Timeline**

* RFQ Release Date: [Date]
* Quotation Submission Deadline: [Date]
* Evaluation of Quotations: [Date]
* Contract Award: [Date]
* Software Implementation: [Date]

**8. Contact Information**

All inquiries regarding this RFQ should be directed to:

[Your Name]

[Your Title]

[Your Email]

[Your Phone Number]

**9. Other Information (Optional)**

* Mention any specific preferences or requirements not covered above.
* Include any disclaimers or confidentiality agreements.

This template provides a general framework. You should adapt it to your specific needs and context. Remember to be as specific as possible about your requirements to ensure you receive relevant and comparable quotations.