**Request for Quotation**

**Due: 11:00am EST November 15th, 2021**

**Updating the Clean Cooking Catalog**

The United Nations Foundation’s Clean Cooking Alliance is seeking quotations for updating their [Clean Cooking Catalog](http://catalog.cleancookstoves.org/) database. This work will include upgrading the Catalog to include new features outlined below, transferring hosting of the website from its current location to a new host platform, and providing ongoing technical maintenance support for the online global database for cookstoves and cooking technologies.

**Background of Organization**

The Clean Cooking Alliance works with a global network of partners to build an inclusive industry that makes clean cooking accessible to the three billion people who live each day without it. Established in 2010, CCA is driving consumer demand, mobilizing investment to build a pipeline of scalable businesses, and fostering an enabling environment that allows the sector to thrive. Clean cooking transforms lives by improving health, protecting the climate and the environment, empowering women, and helping families save time and money.

**Consultant Information**

1. Contact Information:

Name (Prefix, First, Middle, Last, Suffix):

Position/Title:

Organization Name:

Department:

Mailing Address:

Phone:

Email:

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Signature and Date

1. Person Authorized to Facilitate Agreements (if different):

Name (Prefix, First, Middle, Last, Suffix):

Position/Title:

Organization Name:

Department:

Mailing Address:

Phone:

Email:

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Signature and Date

Is proprietary/privileged information included in the application? **Yes**  **No**

**Quotation Offering**   
(maximum of 6 pages total)

**Section A. Statement of Work**

Please outline the scope of work, to include at least the following functionalities in the updated Clean Cooking Catalog:

* Transfer of existing data to new database and website
  + Note: the current Catalog is built with Ruby 4 Rails, uses a PostgreSQL database, and is hosted on Heroku
* Expand stove test reporting to include ISO [Voluntary Performance Target](https://cleancooking.org/wp-content/uploads/2021/07/626-1-1.pdf) metrics
* Expand search options to include country and cookstove model name
* Develop a system to accept user provided data
* Develop comparison tool to compare details of multiple cookstoves
* Develop administrator portal
* Develop email notification system for users

**Section B. Methodology**

Please detail the methods needed to build the functionality outlined in Section A.

**Section C. Hosting and Data Security**

Please outline the hosting and data security needs required for this project. This should include, but not be limited to, where the database will be hosted, how you plan to have this accessible from the CCA website, and what the hosting fees (if any) will include.

**Section D. Design and Project Management**

If this proposal includes design work in the quote, please outline how that money will be utilized and the resulting work plan.

Please also outline how this project will be managed and specifically who will be involved, including their qualifications.

**Section E. Milestones and Budget**

Please provide a detailed timeline with dates, assuming work will begin in December 2021. This timeline should include all major milestones and deliverables.

Finally, please provide the total budget for this project including labor, any hosting costs, and any other additional items.

**Submission instructions:**

**Please submit quotation via email to** [**ederby@cleancooking.org**](mailto:ederby@cleancooking.org) **and** [**slloyd@cleancooking.org**](mailto:slloyd@cleancooking.org) **by November 15th, 2021.**

**RFQ Release, Guidelines and Requirements**

* This RFQ is open to multiple applicants
* The price provided should be in US dollars and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
* This RFQ is not an offer to contract. The Consultant understands that the Clean Cooking Alliance has chosen to solicit an RFQ for web application development services, and that the Applicants response does not guarantee that the Clean Cooking Alliance will enter a new contract with the Applicant.
* The Consultant agrees that Clean Cooking Alliance may, at its sole discretion:
* Amend or cancel the RFQ, in whole or in part, at any time
* Extend the deadline for submitting responses
* Determine whether a response does or does not substantially comply with the requirements of the RFQ
* Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFQ
* Negotiate with all applicants UNF deems acceptable
* Issue multiple awards
* Photocopy the responses for evaluation/review
* The Consultant, by submitting a response to this RFQ, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ,
* The Consultant represents that it has responded to the RFQ with complete honesty and accuracy. If facts provided in the Applicant’s response change, the Applicant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes.