

PUBLIC NOTICE CALL – ADMINISTRATION OF THE PARANAGUA AND ANTONINA PORTS NO. 001/2022

RECEIVAL OF PROPOSALS FOR BUSINESS PARTNERSHIP

SECURITY SOLUTIONS, ICT, AND CORRELATED TECHNOLOGIES FOR THE INTEGRAL SERVICE OF THE ISPS CODE IN ORGANIZED PORTS

The **ADMINISTRATION OF THE PARANAGUA AND ANTONINA PORTS (“APPA”)**, a Public State Company, created by the State Law n.17.895/2013, on December 27th 2013, published in the D.I.O.E n.9113 of December 27th 2013, regulated by the State Decree n.8.881/2016, published on the D.I.O.E n.9772 of August 29th, 2016, with headquarters and forum at Paranagua/PR, at the Avenida Ayrton Senna da Silva, n.161, entered in the CNPJ n. 79.621.439/0001-91, makes public for the awareness of all who are interested which will start, as of the publication of this, the public calling to select a business partnership proposal with the APPA, in the contractual modality, seeking the availability and exploration of security solutions, Information and Communication Technology (“ICT”) and other correlated technologies for the integral servicing of the International Ship and Port Facility Security Code (“ISPS CODE”), the implantation of Port Community System (PCS) per the design carried out by the Fundacion Valenciaport, as well as the exploration of ancillary or complementary activities capable of generating additional shared revenues, in the Port of the Organized in question or in its area of influence, based on art. 28, § 3º of Law nº 13.303/2016.

Considering that:

- i. The APPA is a public company of the State of Parana that provides the public service of administration and exploration of the Organized Ports of Paranagua and Antonina due to the delegation of the Union for the State of Parana formalized through Agreement n.037/2001, based on art. 21, XII, f, of the Federal Constitution and the expected validity is until January 1st, 2052;
- ii. Efficiency is the guiding constitutional principle of public administration;
- iii. Law no. 12.815/2013, which provides for the port exploration in Brazil, lysis as the main objective of such public service is the increase in competitiveness and the development of the Country;
- iv. Law n. 12.815/2013 in its 3rd art. establishes, among others, the following guidelines for the public service of the exploration of ports: (a) expansion, modernization and optimization of the infrastructure and superstructure that integrate organized ports and port facilities; (b) encourage the modernization and improvement of the management of organized ports and port facilities, the enhancement and qualification of the port workforce and the efficiency of the activities provided, (c) promotion of navigation safety in the entry and exit of port vessels; and (d) stimulating competition, by encouraging the participation

- of the private sector and guaranteeing broad access to organized ports, facilities, and port activities.
- v. In full alignment with the guideline to promote navigation safety in the entry and exit of vessels from ports established by Law n. 12.815/2013, there are the obligations contained in the ISPS code, a Code approved by international organizations which aims to structure the assessment of threats and define appropriate protection actions for vessels and port terminals;
 - vi. This public company must adopt the necessary measures to comply with both the provisions of Law n.12.815/2013, notably with regard to the objective of increasing the country's competitiveness and development, as well as in what precepts the ISPS code in order to guarantee the safety of the port and the respective vessels;
 - vii. Ports are fundamental structures for the proper functioning of the Brazilian economy, linking it to foreign trade, through exports and imports, and consolidating the internal market, through cabotage;
 - viii. The international maritime transport of goods sector is complex and extremely dynamic, which is why the digitization of the actors in the port community occurs quickly, making it so ports have to constantly adapt;
 - ix. APPA understands that information is becoming one of the most valuable assets of organizations, especially for companies operating in the logistics sector or in port activities, and in this sense, enabling the facilitation of public or shared networks with the use of technologies becomes strategic for the administration of Ports of Parana, as it optimizes port logistics, giving it efficiency, security, speed, accuracy, connectivity, and cost reduction, thus adding intelligence to the business
 - x. The good functioning of the superstructure and infrastructure of the Ports of Parana is strategic for the good performance of port activities and, consequently, of the state and national economy;
 - xi. It is essential to develop partnerships between the private sector, civil society and the government in the provision of services of interest to the national economy, so that the pioneering and agility of the private sector guarantees solutions and innovations for the government and for society that promote improved efficiency in public management;
 - xii. Public Administration partnerships, in the broadest sense, enable the mitigation of risks in the long term, the reduction of transaction costs resulting from dispersed and shorter-term contracts and ensure greater security for the realization of investments in port facilities;
 - xiii. Everything contained in protocol no. 17.829.685-0 which is being processed in secrecy in this Administration due to the sensitive information of this Port Authority (only qualified companies will have access to said protocol)
 - xiv. This Public Call serves to ensure transparency in the search for partnership proposals in business opportunities whose scope will be duly described in the item "The Object" of this public notice.

1. PURPOSE

1.1. The purpose of this public notice is the public call for the selection of a proposal for a business partnership with this Port Authority, as described in the preamble, in view of the needs of APPA itself and the perspective of the needs of other public or private clients operating in the Organized Port or in its area of influence, involving the provision and exploration of security solutions, Information and Communication Technology (“ICT”), and other related technologies to fully comply with the International Ship and Port Facility Security Code (“ISPS CODE”), the implementation of the Port Community System (PCS) according to the design carried out by Fundacion ValenciaPort, as well as the exploration of ancillary or complementary activities capable of generating additional shared revenue.

1.2. The needs of Port Authority are basically the following:

- 1.2.1. Review the Port Authority ICT systems, in order to bring together and integrate all the Port Authority’s systems and technologies into a single management and maintenance solution, including, but not limited to, systems for access control, video monitoring of cargo movement and related activities;
- 1.2.2. Develop and/or implement systems, information / communication technologies and provide technological security equipment to meet, at least, the Port Authority’s security plan, the mandatory provisions of the ISPS Code and the requirements of the Customs Authority (Brazilian Federal Revenue);
- 1.2.3. Execute and develop an integrated communication platform for all the actors in the port community (“Port Community System” or “PCS”), contemplating, at least, the specifications contained in Annex 1
- 1.2.4. Guarantee the security of the processing and storage of data from items 1.2.1, 1.2.2, and 1.2.3 (cybersecurity), both in the logical aspect (hardware and software firewalls, encryption, antivirus, etc.) and in the physical aspect (datacenter and redundancy levels for essential points in the port, such as gates, ordinances, monitoring centers, etc.).

1.3. The bidder is expected to map and indicate, when submitting their proposal, both the needs of other public or private clients operating in the Organized Port or its area of influence, as well as opportunities for exploring ancillary or complementary activities capable of generating additional revenue to be shared with the Port Authority. The objective is that, at its limit, this generation of shared revenues can substantially reduce or even eliminate the expenses incurred by the Port Authority with security solutions, Information and Communication Technology (“ICT”) and other related technologies to fully meet the International Ship and Port Facility Security Code (“ISPS CODE”).

1.4. The maximum period allowed for the validity of the partnership will be 01/01/2052, the expected date for the end of the delegation of the Ports of Paranagua and Antonina to the State of Parana, as provided for in Delegation Agreement n.037/2001 signed between the Union and the State of Parana;

1.5. The Business partnership will, initially, be instrumented by a contract (“contractual joint venture”); however, later on, if there is legislative authorization and interest from the Port Authority, it may become a corporate partnership, according to what will be agreed between the partners.

2. LEGISLATION AND REGULATIONS APPLICABLE TO THE BUSINESS PARTNERSHIP

2.1. The business partnership in question is based on art. 28, § 3, of Federal Law No. 13,303, of June 30, 2016 (“State-owned Companies Law”), as well as in art. 76, II, of the Internal Rules of Biddings and Contracts of this APPA established through Service Order n. 109/21.

2.2. The selection process for choosing the partner is governed by the provisions of this Notice, and must also observe, as appropriate, the provisions applicable under the State-Owned Companies Law and the aforementioned Internal Regulations for Biddings and Contracts.

2.3. The contractual instrument of the business partnership will be defined by mutual agreement between the port authority and the selected company.

3. CONDITIONS FOR PARTICIPATION

3.1. Companies whose corporate purpose is compatible with the purpose of this Public Notice may participate in this Public Call; if they prove that they have the requirements required for qualification and meet the other requirements herein.

3.2. Participation in this Public Call won't be admitted by:

3.2.1. Companies that fall within any of the prohibitions provided for in art. 38 of the State Owned Companies Act;

3.2.2. Companies that are responding to criminal or administrative improbity actions, special accounting, or other process or procedures brought by control and inspection bodies in general, which, due to their seriousness, the Port Authority considers, fundamentally, an obstacle to the selection process, in view of the risks which the Port Authority would be exposed, including, but not limited to, risks to its image.

3.2.3. Companies that have an administrative or judicial conviction, which results in a ban on contracting with the Public Administration;

- 3.2.4. Companies undergoing bankruptcy, judicial or extrajudicial recovery, or insolvency proceedings, or under another form of creditor's contest, in dissolution or liquidation;
- 3.2.5. Companies whose corporate purpose is not relevant and compatible with the purpose of this Notice.
- 3.3. APPA reserves the right to carry out its own integrity check on the bidder, considering the public bases of available information, and may request clarifications from the bidder at any time. If the Port Authority verifies any aspect of integrity that jeopardizes the formation of the partnership and this is not overcome due to the clarifications provided by the bidder, APPA will communicate its decision to the bidder who, consequently, will not be able to continue as a participant in this selection process.
- 3.4. For the of a foreign company in this Public Call, an authorization to operate in the country must be required, for the purposes of legal qualification, since the execution of the object of the bidding involves the permanence and practice of continuous acts in the country by the contractor.
- 3.5. Consortia and/or associations between two or more companies will not be accepted.

4 – BUSINESS PARTNERSHIP PROPOSAL

- 4.1. The proposal must be subscribed and signed by the legal representative of the company interested in establishing a business partnership with APPA;
- 4.2. Only 1 (one) proposal per company will be accepted;
 - 4.2.1. If more than 1 (one) proposal is sent, only the one that was sent/delivered to APPA first will be considered;
- 4.3. The documents may be delivered in printed or digital format, and if choosing the digital format, the bidder must use a system that ensures their authenticity and security;
- 4.4. The Port Authority may take steps, at its discretion, including with third parties, to certify the fidelity, integrity and veracity of the documents presented, as well as clarify questions, including on-site verifications at the bidder's headquarters or in any undertakings mentioned in the proposals;
- 4.5. Delivery of the proposal implies adherence to all terms of this Notice.

5. SELECTION PROCESS

- 5.1. The selection process will be conducted by a Multidisciplinary Assessment Commission designated by the Port Authority and may include the participation of an

external member, such as, for example, a representative of the Information and Communication Technology Company of the State of Parana (CELEPAR);

5.2. APPA may, at its discretion, use the external technical opinions from public or private organizations, such as the Information and Communication Technology Company of the State of Parana (CELEPAR) and Fundacion ValenciaPort, to support its assessments;

5.3. The selection process will be divided into two stages: Qualification and Classification.

5.4. FIRST STAGE: QUALIFICATION

5.4.1. The documentation related to the Qualification Stage must be presented by the bidder within 30 (thirty) days from the date of publication of this Public Call Notice.

5.4.2. The bidder must indicate at this stage the following information:

5.4.2.1. company data: corporate name, CNPJ and address;

5.4.2.2. main executive(s): name, position and contact;

5.4.2.3. names and details of the bidder's partners/shareholders, including their respective holdings;

5.4.2.4. contact information to discuss the proposal: name, telephone, email, and website;

5.4.2.5. company presentation: history; business area; strategic objectives; products and/or services and their differentials; operating markets; strategic partners; growth/development and expansion plans/projects; and other items that the company is interested in presenting;

5.4.3. For qualification, in addition to complying with the provisions of item 5.4.2 above, the bidder must demonstrate compliance, cumulatively, with the following requirements:

5.4.3.1. objective relevance and compatibility of the bidder company with the purpose of this Notice, upon presentation of the bidder's bylaws;

5.4.3.2. legal and fiscal regularity, through the presentation of negative certificates at the Federal, State and Municipal levels of the bidder's headquarters, as well as with the FGTS – Guarantee Fund for Length of Service and the Labor Court.

5.4.3.3. experience in the execution of main activities relevant to the object of the partnership.

5.4.4. To demonstrate experience in performing main activities relevant to the object of the partnership (sub-item 5.4.3.3 above), the bidder must demonstrate, through certificates or equivalent documents, that he has relevant experience in at least 3 (three) of the sub-items of the Port Authority's needs detailed in item 1.2;

5.4.5. For the purposes of the certificates and other documents related to the technical qualification referred to in item 5.4.4, the required experience may also be proven by means of certificates and other documents issued in the name of an affiliated, controlled, controlling company, under common control and/or that owns 10% or more of the shares

or quotas of the bidder, directly or indirectly, under the terms defined in Federal Law n. ° 6.404/1976, so long as the societal situation (of the affiliated, controlled society, controlled, company under common control, and/or proprietary of 10% or more of the actions and quotas of the bidder, direct or indirectly) is duly proven and demonstrated in detail by the bidder and has existed since the date prior to the publication of this Public Call Notice.

5.4.6. The bidder does not meet the elimination criteria listed above will be considered not qualified and will not participate in the CLASSIFICATION stage, described in item 5.5.

5.4.7. The Multidisciplinary Assessment Commission will inform the bidding companies if they have been qualified or not, and it is up to the interested party to file an administrative appeal, addressed to the APPA Executive Board, within 5 (five) business days after received the communication from the Assessment.

5.4.7.1. If there is an appeal, the decision of the APPA Board of Directors will be final, and there is no third appeal.

5.4.8. Once the qualified bidders are defined, the Evaluation Committee will notify them so that they can sign, within 5 (five) business days, a Confidentiality Agreement, allowing them access to the confidential information of the Port Authority related to this Public Call (“Confidential Information”), according to the model that constitutes Annex II of this Notice.

5.4.8.1. Once the Confidentiality Agreement is signed, the bidder will have access to Confidential Information, which may only be physically available in some cases, in a data-room to be made available by the Port Authority.

5.4.8.2. The bidder must adopt all the necessary measures within its power to preserve the confidentiality of the information to which it has had access at the end of the Qualification Stage, provided that, if it causes any damage to the Port Authority due to breach of the confidentiality commitment, it shall be responsible for all losses and damages suffered, as well as incurring a fine of BRL 5,000,000.00 (five million reais).

5.5. SECOND STAGE: CLASSIFICATION

5.5.1. The qualified bidder will have 20 (twenty) business days, counting from the execution of the Confidentiality Agreement, to present its partnership proposal ("Partnership Proposal"), accompanied by the Technical Execution Methodology and detailed Business Plan, being able, during this period, carry out an on-site visit to the Port Authority, in order to gather more subsidies for the elaboration of its proposal.

5.5.1.1. On-site visits must be requested at least 5 (five) business days in advance, through the following email address: comissao.avaliacao@appa.pr.gov.br

5.5.2. When preparing the Partnership Proposal, each applicant must take into account the following criteria, which will be used by the Evaluation Committee to classify the proposals received:

5.5.2.1. lower financial commitment from the Port Authority – Weight 25%;

5.5.2.2. major conceptual innovation in the scope of technological solutions for port security – Weight 25%;

5.5.2.2.1. The lower the human interference in the proposed solution, the higher the grade assigned to the item 5.5.2.2 above;

5.5.2.2.2. The higher the level of automation in the proposed solution, the higher the grade assigned to the subject in the item 5.5.2.2;

5.5.2.3. highest score in item 5.7 entitled “recommended score” of the PCS Term of Reference contained in ANNEX I of this public notice – weight 25%;

5.5.2.4. shorter period for the implementation of technological solutions – weight 10%;

5.5.2.5. greater prospect of obtaining ancillary or complementary income – Weight 5%;

5.5.2.6. greater experience of the interested party in providing security solutions, Information and Communication Technology (“ICT”) and other related technologies to fully comply with the International Ship and Port Facility Security Code (“ISPS CODE”) – Weight 5%;

5.5.2.7. best economic-financial qualification of the interested party/bidder – Weight 5%;

5.5.3. Each qualified proposal will receive a CLASSIFICATION GRADE, calculated as a weighted average of the assessments of the requirements presented in item 5.5.2.

5.5.3.1. Each requirement will be assigned a maximum grade of 5 (five) to the best proposal, being certain that the other proposals will have grades proportional to their classification, with 0 (zero) as the minimum grade.

5.5.4. Proposals will be ranked according to their CLASSIFICATION GRADE.

5.5.4.1. In the event of a tie between two or more Proposals in the Selection Process, the winner will be the one that presents the best conceptual innovation score according to item 5.5.2.2 and, if the tie still remains, the company proposal with the lowest financial commitment of the Port Authority, according to item 5.5.2.1, will be designated the winner.

5.5.5. The Multidisciplinary Assessment Commission will inform the proposing companies of the respective CLASSIFICATION GRADES, and the interested party will be responsible for filing an administrative appeal, addressed to the Board of the Port Authority, within 5 (five) business days after receiving the communication from the Assessment Commission.

5.5.5.1. In the event of an appeal, the decision of the Port Authority's Board of Directors will be final, with no third appeal.

6. ECONOMIC-FINANCIAL QUALIFICATION

6.1. In order to identify the best economic-financial qualification among the interested parties, per the criterion provided for in item 5.5.2.7, qualified bidders must present the Financial Statements of the last fiscal year, required by law, observing the following:

6.1.1. It will be considered as accepted in the "form of the law" the demonstrations presented in the following ways:

6.1.1.1. original or copy of the publication in the Official Gazette; or

6.1.1.2. original or copy of the newspaper publication; or

6.1.1.3. copy or photocopy registered or authenticated by the Board of Trade or at a civil registry office of legal entities appointed by the Board of Trade, or in another equivalent body, with the respective opening and closing terms; or

6.1.1.4. copy of the Authentication Term(s), Opening Term, Closing Term and the Financial Statements contained in the Daily Book delivered via the Public Digital Bookkeeping System - SPED. While the Diary book is pending authentication at the competent department, the presentation of the Digital Book Delivery Receipt(s) will be allowed to replace the Authentication Term(s).

6.1.2. In the case of a newly constituted company, the Opening Balance must be presented, with the signature of those who sign, duly registered in the competent department and a copy of the authenticated Articles of Incorporation;

6.1.3. If there is a change in the economic and financial capacity of any company, not reflected in the balance sheet, caused by a supervening event that occurred during the year, such as, for example, the promotion of a capital increase through the issuance of shares, or the spin-off of the company, or merger or incorporation, causing the capitalization or equity reduction of the company, it is also obliged to present the document filed with the Commercial Registry or Civil Registry of Legal Entities, proving the reason and the consequent alteration of the constitutive act, the statute or the social contract.

6.1.4. In the very minimum, the opening of the following groups should be observed, if they have balances:

6.1.4.1. Current assets;

6.1.4.2. Non-Current Assets: Long-Term Assets, Investments, Fixed Assets, Intangibles;

6.1.4.3. Liabilities: Current, Non-Current, Shareholders' Equity; and

6.1.4.4. Revenues, Expenses, Income Tax and Social Contribution on Profit, Operating Result and Result for the Year;

6.1.5. Incomplete, illegible or erasure Financial Statements will not be accepted;

6.1.6. Proof of paid-in Capital Stock or Shareholders' Equity, equal to or greater than 10% (ten percent) of the total amount foreseen for the Business Opportunity Partnership Proposal;

6.1.7. Negative certificate(s) of request(s) for bankruptcy or composition, issued by the Judicial Distributor(s) of the company's headquarters, with a maximum advance of 60 (sixty) days from the opening date of the bidding;

6.1.8. Proof of good financial situation through the presentation of the financial ratios mentioned below, with the elements of the formulas coming from the last financial year;

6.1.8.1. ILC - Current Liquidity Ratio, which defines the company's financial capacity to settle its short-term commitments, equal to or greater than 1 (one), calculated by the formula:

$$ILC = AC / PC$$

6.1.8.2. ILG - General Liquidity Ratio, which defines the company's ability to settle all its commitments, equal to or greater than 1 (one), calculated by the formula:

$$ILG = (AC + RLP) / (PC + ELP)$$

6.1.8.3. IEG - General Indebtedness Ratio, which defines a proportion of the company's total assets that is financed by third parties, less than or equal to 1 (one) calculated by the formula:

$$IEG = (PC + ELP) / AT$$

Where:

AC = Current Assets

RLP = Long-Term Achievable

PC = Current Liabilities

ELB = Long-Term Liabilities

AT = Asset

- The indices must be calculated and signed by the responsible accountant with the respective registration number on the board and delivered with the proposal.

7. FORWARDING PROPOSALS AND CLARIFICATIONS

7.1. The documents and proposals must be forwarded to the Port Authority, observing the deadlines set forth in this Notice, in a digital version in PDF format digitally signed on a flash drive, as well as in a printed version, all inside the same envelope, with delivery in the General Protocol of the headquarters of the Port Authority.

7.2. Any doubts about the present selection process should be forwarded to the Multidisciplinary Assessment Committee, through the following e-mail address: comissao.avaliacao@appa.pr.gov.br

8. ESTIMATED SCHEDULE

8.1. The Estimated Schedule for the selection process on screen is as follows:

EVENT	STIPULATED DEADLINE
Delivery of documentation related to the Qualification Stage	30 (thirty) calendar days from the publication of the notice.
Communication to the proposing companies if they were qualified or not	5 (five) business days from the receipt of the communication to file an appeal.
Call to sign the Confidentiality Agreement.	5 (five) business days from the call.
Delivery of "Partnership Proposals"	20 (twenty) business days, counting from the execution of the Confidentiality Agreement
The Multidisciplinary Assessment Commission will inform the proposing companies of the respective CLASSIFICATION GRADES	5 (five) business days after receiving the communication for filing an appeal

9. FINAL PROVISIONS

9.1. Classification in this call does not generate acquired rights and, therefore, there is no obligation on the Port Authority to enter into the business partnership object of this notice.

9.2. This Notice will be published on APPA's website on the internet and in the Official Gazette of the State of Paraná.

9.3. At any time, the Port Authority may request from the bidding companies documents required by the legislation and its internal rules, as well as any other documents it deems convenient.

9.4. The Port Authority reserves the right to unilaterally suspend, not carry out or cancel the Public Call, so that at any time this Public Notice may be revoked or annulled, in whole or in part, by APPA's unilateral decision, without this fact imply the right to indemnities or claims of any nature.

9.5. The Port Authority, considering the possibility of entering into a long-term partnership (maximum period allowed until 01/01/2052), reserves the right, in the course of the partnership, to demand adjustments that best meet its needs by notifying the partner, or even, that the partner, upon identification of the need, previously notify APPA presenting more effective solutions, which will be duly analyzed by the Port Authority, at its convenience and opportunity.

9.6. Under no circumstances will any expenses incurred by the participating companies be reimbursed, which must bear all costs incurred, without any reimbursement or commitment to form a partnership being owed by the Port Authority.

9.7. The information provided by the proponents of this Public Call, contained in the Proposals, and presented at all stages of the selection process, may be used by the Port Authority internally, with due confidentiality, as the case may be, as well as shared with the control organizations whenever requested.

9.8. APPA reserves the right to resolve omitted cases and situations not provided for in this Notice, basing its decisions on the rules in force in Brazilian Law and on the principles that govern the Public Administration.

ANNEX I

REFERENCE TERM PCS

**(Elaboration by Fundacion Valencia
Port)**

ANNEX I - TERM OF REFERENCE

5.1. General purpose of the hiring process

Portos do Paraná, legal name, Autoridade Portuária de Paranaguá e Antonina (APPA), is a State Public Company (established by State Law nº 17.895/2014) subordinated to the Secretary of Infrastructure and Logistics of the State of Paraná. The entity is managed by a board of directors and an executive board. APPA is responsible for managing the ports of Paranaguá and Antonina. This power was granted by Delegation Agreement nº 037/2001, signed on December 11, 2001, between the State of Paraná and the Union (Brazilian State), valid for 25 years, and which will be in force until January 1, 2027, with possibility of extension.

The Port of Paranaguá is among the most important in Latin America, with emphasis on bulk handling, being the largest port in Brazil in terms of grain exports. In addition, the port is also an important player in container transport in Brazil. The Port of Paranaguá exports and imports grains, liquids, automobiles, wood, paper, salt, sugar, general cargo, fertilizers, among others. Most ships from other countries come from the United States, China, Japan and South Korea. In 2020, more than 57 million tons of products were handled, with 14.2 million tons of soybeans being exported, 5.4 million tons of soybean meal and 2.5 million tons of corn. Regarding container handling, in 2020, 906,504 TEUs were handled. The port has a public berth, continuous and 3,131m long, with 14 berths for the simultaneous service of 12 to 14 ships, 1 berth for roll on-roll off operations with 220 m in length, which comprises 3 mooring dolphins and 1 mooring dolphin, totaling approximately 3,400 dockable meters.

Within this context, management's aspirations in relation to the application of information technologies and digital technologies include the following aspects:

- Become the best Brazilian port in terms of modernization and application of technologies.
- Provide its customers and users with a complete offer of digital services.
- Improve the capacity, management and efficiency of the services offered, covering weaknesses, reducing risks and taking advantage of the potential and opportunities identified in the systems plan.
- Reduce manual processes and be able to control operations through information systems.
- Become a paperless port.
- Implement a Port Community System (PCS) that allows collaboration and distribution of information in real time among all participants in port activity in their ports, reducing logistical costs and delays due to inefficiencies.
- Make the port even more attractive for commerce and society.

- Transform the port into a smart port, able to better manage resources and their operations through extensive use of smart devices.
- Improve digital service systems as a catalyst to attract customers and build international business relationships.

The purpose of the service to be contracted consists of the IMPLEMENTATION, MAINTENANCE AND SUPPORT OF A PORT COMMUNITY SYSTEM (PCS - PORT COMMUNITY SYSTEM). To this end, an open, integrated, and collaborative technological platform must be implemented and maintained, serving as a homogeneous telematics tool that ensures interoperability between the different modes of transport of goods, at a local level, and integration at a national and international level. All this through the exchange of information in a digital way that allows for the integrated management of the set of data and documents of the systems of the different agents that integrate and operate in the Port of Paranaguá and Antonina, through the digitization of information flows and documents linked to the freight transport. The platform will make it possible to know the traceability, in real time, of both the goods and the documentation and information related to their transport and the different means and actors involved.

Likewise, it is essential that the data related to any of the processes related to transport and logistics be entered only once and by the person responsible in each case, respecting the highest possible level of confidentiality, security, integrity, and availability. On the other hand, it will allow for the interconnection, in one part, between the systems of the federal government and, in another part, between the public sector and the various agents of the private logistics sector to facilitate trade and transport, both nationally and internationally. .

The introduction of a PCS aims to improve the competitiveness of the port by simplifying and improving processes, making them more efficient. Furthermore, when designing a PCS, one must consider the process of digital transformation that has been taking place in all aspects of our lives and that is associated with a new industrial revolution known as Industry 4.0, from which are derived the concepts of logistics 4.0 or port 4.0.

5.2. Specific objectives

The specific objectives of this consultancy are:

- Implement a unifying neutral and agile platform to connect the various IT systems used by regulatory and private actors involved in supply chain processes, including border management, port operations, logistics and warehousing and international trading partners.
- Allow data to be sent only once when requested by an actor in the supply chain.
- Allow integrated, intelligent, and secure sharing of information between actors and regulators in the supply chain.

- Increase speed, predictability and reliability in port entry/exit processes and reduce costs with clearance, movement, and storage of goods.
- Facilitate access to authorized information required by stakeholders.
- Increase transparency and traceability in the clearance, movement and storage of goods throughout the supply chain.
- Enabling, through training and transfer of technical knowledge, the internal and external users of the PCS and technical resources assigned to the PCS Administrator.
- Provide PCS maintenance and support.

5.3. Scope of Services

The scope of services related to this contract will be executed in four (4) phases. Phases 1 through 3 must be implemented for a maximum period of twenty-four (24) months. Phase 4 will cover a period of twenty-four (24) months for warranty, maintenance and support. The list of modules for implementation is described in detail in Annex II.

Phase	Description	Approximate Duration
Phase 1. Startup	Project Initiation and Planning	12 months
Phase 2. PCS Design and Implementation of PCS Primary Modules	Preparation of Technological Infrastructure Design, Functional Design and implementation of the following modules, described in Annex II: <ul style="list-style-type: none"> • PCS Administration and Management Module • PCS Public Area Module • Block I (services code 1 to 4) <ul style="list-style-type: none"> • Block II (services code 5 to 8) 	12 months
Phase 3. Implementation of PCS Secondary Modules	Implementation of the following modules, described in Annex II: <ul style="list-style-type: none"> • Block III (services cod. 9 to 12) <ul style="list-style-type: none"> • Block IV (services code 13 to 16) 	12 months
Phase 4. Support and Maintenance	Support and Maintenance	24 months

The contracted company is expected to design a solution that integrates seamlessly with the IT systems identified in Annex IV, rather than replacing, competing, or making any of these systems redundant. PCS will need to improve the interoperability of electronic services in the logistics supply chain.

The contractor shall provide the underlying technology, including software, hardware, business process reengineering, and the technical expertise necessary to implement the Port Community System on the schedule provided.

The contractor must also present a recommendation for the Organizational Structure of Administration of the PCS, according to the type of implementation proposed.

5.3.1. Specific Activities and Tasks

The proposed methodology for implementation is presented below. The contractor may propose an alternative methodology for phases 2 and 3 in its proposal, since they are completed within the required period and include all the services identified in **Annex II**.

Phase 1 - Project Start

The Contractor must plan the implementation of the project in detail and provide an in-depth view of the tasks and activities that must be carried out. The Contractor shall therefore conduct project launch meetings with relevant stakeholders to present the project plan and methodology.

The Contractor shall prepare an **Inception Report** detailing the methodology to be adopted to ensure that project deliverables are met, including the following information:

a. Project Schedule: Detailed weekly schedule, indicating various activities to be carried out, along with completion dates and required resources;

b. Requirements Gathering and Assessment Methodology: Detailed approach to obtaining information about user requirements and subsequently evaluating them for inclusion in the PCS, including competitive analysis and a combination of focus groups with semi-structured interviews and questionnaires.

c. Communication Plan: Detailed communication plan indicating which form of communication will be used for which types of meetings, together with recipients and frequency.

d. Progress Plan and Issue Tracking: Detailed monthly progress report templates along with issue escalation template.

e. Risk Mitigation Plan: List of identified risks and methods to mitigate them.

f. Escalation and Issue Management Matrix: A detailed list of key contact persons with contact details and escalation hierarchy for resolving questions and issues.

g. A PCS Administrator Human Resources and Organizational Structure recommendation required by the Administrator to effectively manage the PCS.

The Contractor must prepare a presentation to the client on the Inception Report and the recommended organizational structure for the PCS.

Throughout this project, the Contractor will conduct and prepare **minutes of weekly technical meetings** with the Contractor. The Contractor will send **Project Progress Reports** to the Contracting Party **on a biweekly basis**. Once a month, the consultant will meet with the Project Steering Committee and provide the Employer with the **minutes of the Project Steering Committee meetings**.

Phase 2 and Phase 3 - Implementation of the PCS

Conduct business process reengineering and prepare an “As Is” and “To Be” report

The Contractor shall meet with the relevant stakeholders identified (but not limited to them) and collect information to document and evaluate the current IT processes and systems involved in the implementation of the services and modules identified in **Annex II**. Operations include port processes, regulatory procedures, documentary requirements, charges and fees, physical infrastructure and data exchange. Redundancies or repetitions of information sent to stakeholders in the process must be identified in terms of content, forms or quantity of documents, etc. **Annexes III, IV and V also provide information on the IT processes and systems to be considered and which must be integrated into the PCS.**

The specific minimum tasks that the Contractor must perform include:

- Hold meetings with relevant stakeholders (private actors, port operators, regulators, etc.) to review current business processes, including regulatory procedures, document requirements, charges and fees, physical infrastructure, data exchange, human and financial resources for each of the public and private stakeholders in international trade, logistics and the supply chain.
- Develop a catalog of all data elements and information collected from the various stakeholders, identifying redundancies/repetitions in the information submitted to the various stakeholders in terms of content, form, number (of documents) and mapped sending method.
- Check stakeholder issues and potential recommendations to modernize and streamline the process by implementing PCS modules.
- Identify in terms of functionality or technical architecture what will be needed to provide an integrated exchange of data between the various systems, following the premises of Annex III.
- Prepare detailed process maps of current business processes to be automated using PCS modules.
- Conduct Business Process Reengineering and prepare the To-Be process design, identifying how the business process can be improved through the implementation of a PCS Module. **The Contractor is expected to design a solution that seamlessly integrates with the systems identified in Annex II and V, rather than replacing, competing with, or making any of these systems redundant.**

- Provide qualitative or quantitative estimates of time and cost improvement to stakeholders through the implementation of the PCS Module.
- Based on the current context, identify process changes, operational changes or other investments needed by the Contracting Party or stakeholders involved to facilitate the implementation of the PCS Module.
- For each Module, identify stakeholder roles and responsibilities in terms of achieving the implementation objectives of a PCS.
- Identify any legislative changes or new legislation that will be required to implement the PCS.
- Propose appropriate organizational development interventions and solutions to improve the efficiency and effectiveness of border agencies.
- Document all of the above in an "As Is and To Be" report for client presentation.
- Present the “As Is” and “To Be” report to the Employer and the Steering Committee at scheduled meetings.

Infrastructure Design and Implementation Plan

In undertaking this activity, the Contractor shall ensure that the proposed design meets the Employer's Infrastructure Requirements as contained in Section V of **Annex III**.

The specific minimum tasks that the Contractor must perform include:

- Confirm the technology infrastructure and architecture that will be needed to create the platform and Modules in the PCS.
- For each component identified in the infrastructure architecture, suggest the technology options that best apply to the solution, defining the set of products (hardware and software) based on the alternatives available on the market.
- Confirm the infrastructure for the different test, production and contingency site environments, if necessary, considering aspects such as database replication mechanisms between sites.
- Confirm the repositories of documentation, source code and configuration, installation and deployment items, allowing to maintain the versioning of applications developed through standard mechanisms (CVS, Git, etc.).

- Confirm the network architecture and security perimeter considering the characteristics and requirements that define the PCS, also considering the operation of a contingency site, if necessary.
- Check and confirm the list of software, products, and licenses for deployment in different environments.
- Document these tasks and their results in an **Infrastructure Design and Implementation Plan**. The document should include graphics at different levels of abstraction, from basic and logical configurations of components to physical details and connectivity. In addition, detailed descriptions of the types of hardware and software that make up the different infrastructure environments. The contingency solution proposal, if necessary, must include the graphic design, the list of components, hardware and software products installed on site, contingency mechanisms for data replication, specifying the minimum configuration of the components in the contingency site to be ready in case it is necessary to activate the service, the logical access conditions of the security contingency site and the mechanism/procedures to restore operations at the primary site.
- Conduct a presentation and provide a detailed explanation of the proposed technology infrastructure and architecture to the Contracting Party.

Prepare an Architectural and Functional Design project for the PCS Software and an Implementation Plan

In preparing the PCS System software project, the Contractor shall consider the reference components of the system architecture indicated in Annex III. In this activity, the specific minimum tasks that the Contractor must perform include:

- Confirm the PCS system software architecture of the platform that will support the PCS Modules and develop an implementation plan based on the terms proposed in the implementation schedule.
- Document the methodology and practices to be followed in the implementation of PCS software.
- These points must be documented in a Functional Architecture Project and PCS Implementation Plan and submitted for approval by the Contracting Party.

PCS Hardware and Software Installation

The specific minimum tasks that the Contractor must perform include:

- Configure the technology infrastructure and architecture according to the approved implementation plan.
- Install PCS software including all licenses and third-party software to implement PCS.
- Submit a PCS Hardware and Software Installation Report.

Grades

System software must not be at the end of its life cycle. The Contractor must prove that the product is part of its most recent product line or guarantee an automatic upgrade from the current product to the most recent product line, at no additional cost during the warranty period or when there is a maintenance agreement in place.

PCS Modules Configuration

The specific minimum tasks that the Contractor must perform include:

- Configure PCS modules in the test environment.
- Perform an analysis, functional design, and detailed design of each PCS Module, documenting the user stories, functional and non-functional requirements of the solution.
- For the PCS Public Area, the design will include the site design, structure, sections (home page, news, support and documentation, contact, services, users, public access queries, etc.), menu design, content, languages, etc.
- Document the process flows and business rules to be developed in the system.
- Integration: document the integration schema that includes the complete set of interfaces that make up the solution.
- Define the data model of the solution considering the functional requirements and the interfaces between external systems, considering international standards such as UNCEFAT and DCSA and the guiding semantic model proposed in Annex VII.

- Define the mechanism (in terms of process, tools and user experience) to be implemented to ensure that the user loads the data once. The Contractor shall ensure that the information is reused, and that duplication of data entry is avoided in the process.

- Design user interfaces (e.g., screens) in terms of viewing and interacting with the system. These screens should behave responsively and dynamically using interface components that increase productivity and user experience and minimize data entry errors.

- Develop a Functional Design Document for the PCS services/modules identified in Annex II, including business needs and requirements, context, information systems involved, participants, sequence diagrams, metrics, performance indicators, User Interface designs and any other information deemed necessary. All documentation resulting from the work must be available to Paraná Ports in a digital form and managed by specific tools for managing the requirements catalog and user stories.

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- Develop the necessary adaptations or new functionalities within the contractor's PCS solution, so that it meets the specifics and operational and functional flows of the port community of Paranaguá and Antonina.

User Acceptance Tests

For each module, the specific minimum tasks that the Contractor must perform include:

- Document and submit for approval by the Contracting Party an **Acceptance Test Plan** for testing the software, considering at least:
 - o Usability Testing: The Contractor will test the navigation between the screens, the ease of use and the workflows of each of the screens. In regard to these tests, if deficiencies are identified, the interface may be redesigned during this testing phase based on feedback from the Contracting Party.

 - o Functional Testing: A complete end-to-end functional test cycle will be performed. During functional testing, the actual processes and all essential services provided by the new software will be tested against the business requirements (end-to-end) to see if the system meets the requirements, stores data, and reports properly.

 - o Unit Testing: The Contractor will carry out unit testing internally to ensure that each component and Module of the system works as designed.

o **Integration Testing:** After all modules in the system are developed, integration testing is performed to ensure that all modules work and perform as expected when working in combination.

o **Performance Test:** As the application will be used by many users in the future, the performance test will be performed to see how the system performs under heavy loads. This may require fine-tuning the web server, application, application server and/or database server or network configuration.

o **Availability/Recovery Testing:** One of the important aspects of an application is how well it can recover in the event of a system failure, server shutdown, or service failure. Tests will be performed to see how the system recovers from crashes and functional architectural failures.

o **Security Testing:** It is necessary to perform detailed security testing of vulnerability of the application according to international standards.

- Conduct User Acceptance Testing workshops to execute approved test plans with relevant stakeholders, obtain feedback and document the results.

- Provide support as needed to stakeholders as they conduct live simulations.

- Manage the details of fixing requirements for bugs or errors in the corresponding tool.

- Prepare a User Acceptance Test Report indicating the number of workshops held, dates, stakeholders, issues identified, and resolutions implemented.

- Update system documentation (Infrastructure and Technology Architecture, Architecture and Functional Design, etc.).

Training, Production Implementation, Operational Acceptance and Project Closure

For each Module, the specific minimum tasks that the Contractor must perform include:

i. Provide a **Training Plan** for both front-end and back-end users covering all activities below. At a minimum, the plan should include the target group, training format, number of hours, sessions and duration, and activities to be carried out.

ii. Training activities must be scheduled and coordinated with the Contracting Party, covering the following areas:

- a. Operational procedures, including archive/backup/restore procedures.
- b. System security protocols.
- c. Management of routine maintenance and administration systems (scheduled software and architecture maintenance, server security support activities, including server software patches, troubleshooting, and major version upgrades).
- d. Business continuity (including simulations) to increase SEW capacity to avoid or reduce downtime or system disruptions and to minimize business disruption.
- e. Develop declarative tools, develop online and easily searchable (user and technical) application monitoring manuals and dashboards.
- f. Offer training through various modes.
- g. Facilitate a post-training review to gather and document lessons learned and update communication and training plans accordingly.

iii. Conduct **Training Workshops** based on the approved training plan and prepare a **Training Report**.

iv. **Electronically provide** the customer **with the following technical and training documentation:**

- System Design and Technical Architecture Document;
- Software Operational Manual;
- Front-end and back-end user manuals;
- System Implementation Guide and System Implementation Plan;
- Administration and Troubleshooting Guide;
- Other documents in collaboration with the Client.

v. **Identify and conduct extensive training for three (3) locally based technical resources who are capable of independently maintaining and supporting the PCS Software.** These professionals must be hired at Contractor's expense prior to the commencement of Phase 4 and must be fully capable of fully maintaining and supporting the PCS Application Software. The Contractor shall provide a Report confirming all training activities carried out. Training should be provided in Brazil as much as possible. When training is not available locally, the Contractor will bear the costs of such training outside Brazil.

Implementation in the Production Environment

For each module, the specific minimum tasks that the Contractor must perform include:

- Prepare the Module Activation Plan together with the Contracting Party
- Installation and configuration of PCS Modules in the production environment.
- Make the necessary adjustments and configurations to activate the PCS Modules.
- Implement PCS Modules, including initial data and master data loading, monitoring of different services, systems and configurations. This task will include testing and verifying the software that the operational team will receive to implement it on the platform.
- Prepare a PCS Production Environment Implementation Report.

Operational Acceptance Test

For each Module, Operational Acceptance Testing must begin once the module has been commissioned into the production environment for a maximum of 30 days. Upon successful completion of the operational acceptance tests, the Contractor shall notify the Contracting Party of its operational acceptance request and provide an **Operational Test Report**. The Employer shall then issue the Contractor the Operational Acceptance or notify the Contractor of other deficiencies or other reasons for the failure of the operational acceptance test. If any system or subsystem fails the operational acceptance test(s) after three (3) unsuccessful attempts, the Employer may consider terminating the contract.

Project closure

At the end of the implementation phase, the Contractor shall produce a Project Closure and Post-implementation Report, including the analysis of the effectiveness, efficiency, performance and integrity of the PCS solution, lessons learned and recommended changes, if necessary. Before the start of the maintenance and support phase, the Contractor must:

i. Provide a detailed Maintenance and Support Operations Plan based on the Service Level Agreement in Annex III, including:

- a) Support team.
- b) Ongoing support for all solution components.
- c) Bug fixes.

- d) Help Desk Service to record system failures.
- e) Access to all software updates at no additional cost.
- f) Distribution, documentation and installation of patches and updates.
- g) Troubleshooting in accordance with Service Level Requirements.
- h) Provision of on-site technical assistance and maintenance for a period of 1 (one) year.
- i) Clear identification of any provisions for online support, but not limited to the following:
 - Advice and technical assistance
 - Knowledge base, information sharing
 - Service Level Agreement Report
 - Hardware and software configuration guides
 - Network design guidelines

Phase 4: Maintenance and Support (24 months)

Maintenance Phase shall commence after the customer issues a Certificate of Acceptance at the end of Phase II for a period of twenty-four (24) consecutive months. At this stage, the specific minimum tasks that the Contractor must perform include:

- Implement the approved Maintenance and Support Operations Plan.
- Provide preventive, corrective, and evolutionary maintenance.
- Provide proactive and predictive control of system performance, anticipating capacity growth needs and monitoring applications.
- Provide corrective maintenance in data replication processes with other systems.
- Provide evolutionary maintenance for services and PCS Modules in production, required during the incorporation of other new services, troubleshooting or upgrades.
- Manage Development Warranties with software and hardware vendors.
- The Contractor will be responsible during the Maintenance and Support period for fulfilling its user support and system maintenance obligations during business hours.
- Provide monthly and quarterly reports with maintenance actions performed and service level agreement (SLA) compliance.
- Produce an Output Management Plan in accordance with the requirements identified in Annex III within the first 90 days after the start of the Maintenance and Support Phase.

- Maintain and update every six months all technical and training documentation provided as part of the project, such as projects and manuals, description of web services, interaction guides and data for the test environment
- Submit a training report for the three (3) local technical resources as required in the Implementation Phase.

5.4. Deliverables / Specific Products

Delivery times and delivery structure may be reviewed during negotiations; however, all phases must be completed within the allotted time (24 months for implementation and 24 months for maintenance and support).

Number	Product	Format
PHASE 1 – Project Initiation		
1.	Initial Report and Presentation	Electronic – MS Word and PDF, PowerPoint
2.	PCS Administrator Organizational Structure	Electronic – MS Word and PDF
PHASE 2 – Initial Implementation – Platform and Services I and II		
3.	Weekly Technical Meetings and Meeting Reports	Electronic – MS Word and PDF
	Bi-weekly Progress Reports	Electronic – MS Word and PDF
	Director’s Committee Meetings and Reports	Electronic – MS Word and PDF. Access by demand to the records is mandatory for ALL the meetings
4.	<i>As-is and To-Be</i> Reports and Presentations	Electronic – PowerPoint, MS Word, Visio and PDF
5.	Design and Infrastructure Implementation Plan and Presentation	Electronic – PowerPoint, MS Word, Visio and PDF
6.	Architecture Functional Design and PCS Implementation Plan	Electronic – PowerPoint, MS Word, Visio and PDF
7.	PCS Infrastructure and Installed software in test environment and report	Web Based Code / Online Access
8.	Implementation of the Management and Administration Module and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
9.	Implementation of the Public Area Module and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
10.	Implementation of the Block I Services and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
11.	Implementation of the Block II Services and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
12.	Users Acceptance Test Plan	Electronic – MS Word and PDF
13.	Users Acceptance Test Workshops and Report	Electronic – MS Word and PDF
14.	System Documentation	Electronic – MS Word and PDF
15.	Training Plan	Electronic – MS Word and PDF
16.	Training Workshops and Training Reports	Electronic – MS Word and PDF
17.	Technical and Training Documentation	Electronic – MS Word and PDF
18.	Implemented Services Activation Plan	Electronic – MS Word and PDF
19.	PCS System and Blocks I and II implemented in Production Environment and Report	Web Based Code / Online Access Electronic – MS Word and PDF
20.	Operational Test Report	Electronic – MS Word and PDF
21.	Maintenance and Support Operations Plans	Electronic – MS Word and PDF
PHASE 3 – Blocks III and IV Implementation		

22.	Block III Implementation and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
23.	Block IV Implementation and Functional Design Document	Web Based Code / Online Access Electronic – MS Word and PDF
24.	Users Acceptance Test Plan	Electronic – MS Word and PDF
25.	Users Acceptance Test Workshops and Report	Electronic – MS Word and PDF
26.	System Documentation Update	Electronic – MS Word and PDF
27.	Training Plan	Electronic – MS Word and PDF
28.	Training Workshops and Training Reports	Online
29.	Technical and Training Documentation	Electronic – MS Word and PDF
30.	PCS Go Live Plan	Electronic – MS Word and PDF
31.	Implementation of the Blocks III and IV Services and Production Environment Report	Web Based Code / Online Access Electronic – MS Word and PDF
32.	Operational Test Report	Electronic – MS Word and PDF
33.	Final Report.: Project Closure and Post-Implementation Report	Electronic – MS Word and PDF
34.	Maintenance Operations and Support Plan	Electronic – MS Word and PDF
PHASE 4 – Maintenance and Support		
35.	Exit Management Plan	Electronic – MS Word and PDF
36.	Monthly and Tri-Monthly Reports	Electronic – MS Word and PDF
37.	Semestral Technical Documentation Update	Web Based Code / Online Access
38.	Training for 03 (three) Professionals with Training Report	Electronic – MS Word and PDF

5.5. Acceptance Process

The Contractor must submit all identified results for acceptance by the Contracting Party. The Contractor and the Contracting Party must follow the process as set out below:

- The Contractor's Project Manager shall forward all completed deliverables to the Contractor (Permanent Secretary or designated signatory).
- If the delivery is rejected or returned, along with the rejection/return of the document, the Contractor must identify specific non-compliance issues or areas to be corrected to allow the Contractor to make corrections.
- At no cost to the Employer, the Contractor must properly resolve all issues within 5 working days from the date of receipt of requests.
- The Contractor shall resubmit, based on ongoing feedback, all revised deliverables to the Contractor for review and approval or rejection.
- Deliverables shall be deemed acceptable and complete when all problems, as specified by the Employer, have been satisfactorily resolved.

- Once the deliverables are accepted, the Contractor shall base the documents or other deliverables and follow established Change Control procedures for all subsequent changes.

5.6. Composition and qualification requirements of the team of experts

The technical team will be composed of an interdisciplinary team of professionals, according to the different specialties. The Consulting Firm and staff professionals must have expertise and experience in the development and operation of technology platforms and infrastructure of similar complexity to that required in the Request for Proposal.

The participation of nationals among the top experts is encouraged and foreign consultants can meet this requirement, either through association through a joint venture or subcontract, or through the incorporation of national experts into the team of top experts.

In addition, and in order to reduce immersion times in the project, it is necessary that the Consultancy has the participation and advice of specialists in port operations and processes, transport and logistics, foreign trade and customs procedures, specifically customs procedures followed by Portos from Paraná. This will ensure that your technical staff will have the support they need to understand the business, processes and terminology, and simplify their tasks, as well as being able to interact with members of the port community and government agencies.

The consulting team must have, at a minimum, specialists from the profiles identified below:

Project Manager
<p>The Project Manager must have the following qualifications:</p> <ul style="list-style-type: none"> • Graduate – or higher qualification – in Computer Science, Information Systems, Business Management or similar. • PMP/PRINCE 2 or equivalent certification. • 5+ years of experience as a project manager. • 5+ years of experience in PCS implementation projects. • Excellent communication, problem solving, conflict management/resolution, active listening, time management and necessary interpersonal skills.

Technical Leader
<p>The Technical Leader must have the following qualifications:</p> <ul style="list-style-type: none"> • Graduate – or higher qualification – in Information Technology or related areas. • 5+ experience designing, developing or implementing Port Community System software. • Solid professional experience in a customer-oriented environment and driving initiatives to improve customer satisfaction.

- Strong mastery of cloud-based application deployment architectures.
- Superior organization and project management skills.

Business Analyst

The Business Analyst must have the following qualifications:

- Graduate in a relevant area such as Computer Science, Information Systems, Business Administration, or similar areas.
- At least 5 years of experience in Business Process Analysis (BPA), Business Process Management (BPM), Process Optimization or related areas.
- Ability to facilitate and lead process design/requirements gathering workshops.
- Experience in port management, logistics and/or intermodal transport operations is desirable.
- Experience in the implementation of Port Community Systems is desirable.

Integration Specialist

The Systems Integration Specialist must possess the following qualifications:

- Relevant higher education.
- Minimum experience of 5 years in projects involving system-to-system integration.
- Experience in projects involving integration with ASYCUDA.
- Working knowledge of international data standards and EDI electronic messages (XML, JSON, EDIFACT messages) used in the maritime industry and in port logistics processes.

Port Logistics Specialists

Port Logistics Specialists must have, at a minimum, the following qualifications:

- Graduation in relevant area such as Port and Logistics or similar.
- Minimum of 5 years of experience working in the design and implementation of port logistics systems.
- Experience in implementing Port Community Systems is desirable.

Change Management Specialist

The change management specialist must possess the following qualifications:

- Degree in a relevant area such as Computer Science, Information Systems, Business Administration or similar.
 - More than 5 years of experience as a change manager on projects involving digital transformation in a public sector context.
- Experience in implementing PCS projects is desirable.

Incident and Support Manager

The Incident and Support Manager must have the following competencies:

- Relevant tertiary qualifications such as Computer Science, Information Systems, Business Administration or similar;

- Intermediate ITIL V3 certifications or equivalent certification.;
- More than 10 years of experience in IT;
- More than 5 years of experience in incident management operations;
- Excellent communication, service management, active listening, time management and necessary interpersonal skills.

5.1. Recommended Score

Criteria	Score
I. Consultants' specific experience in PCS implementation	20
(a) At least two PCS projects implemented with a reference letter from each customer/project implemented. (4)	10
(b) Evidence that the company has been in the market for more than seven years, implementing and managing PCS. (2)	10
II. Adequacy of the proposed methodology and work plan in response to the Terms of Reference	20
Quality of the Technical Proposal	10
(a) Technical approach, methodology, work plan and team for the Implementation Phase	5
(b) Technical approach, methodology, work plan and team for the Support and Maintenance Phase	5
Compliance with general, functional and technical requirements according to TOR	10
III. Qualifications and competence of leading experts for the task	15
a. Project Manager	5
b. Technical Leader	3
c. Business Analyst	2
d. Integration Specialist	2
e. Port Logistics Specialist	2
f. Incident and Support Manager	2
g. Change Management Specialist	2
IV. Adequacy of the knowledge transfer program (training)	6
(a) Training program relevance	3
(b) Training approach and methodology	3
V. Financial Stability	4
TOTAL SCORE	65

ANNEX II

Term of confidentiality

XXXXX, hereinafter referred to as RESPONSIBLE, undertakes, through this CONFIDENTIALITY AGREEMENT, not to disclose without authorization any proprietary information or any other information that it has access to on the occasion of this Public Call promoted by this ADMINISTRATION OF THE PORTS OF PARANAGUÁ AND ANTONINA, hereinafter referred to as APPA, in accordance with the following Clauses and Conditions:

CLAUSE ONE: The RESPONSIBLE recognizes that, due to his qualification to participate in the 2nd stage (classification), of the Public Call Notice No. xx/2021, he has private and exclusive information from APPA, which can and should be considered as a secret of business. This information shall be treated confidentially under any condition, and may not be disclosed to unauthorized third parties, including APPA's own employees, without the express and written authorization of its Chief Executive Officer signing the Agreement.

CLAUSE TWO: The information to be treated confidentially is that which, by its nature, is not or should not be known to third parties, such as:

- a) Listings and confidential documentation to which it may have access as an ELIGIBLE or as a BUSINESS PARTNER;
- b) Documents related to economic, financial, investment, fundraising, marketing, customer and supplier strategies, stored in any form, including digitized;
- c) Values and information of an operational, financial, administrative, accounting and legal nature; and
- d) Other documents and information used and/or obtained during the qualifying stage, or in the execution of the services object of PUBLIC CALL NOTICE No. XX/2021, in case the ELIGIBLE becomes a PARTNER.

THIRD CLAUSE: The RESPONSIBLE(s) will collect, at the end of the Classification Stage, immediately returning to APPA, any and all material owned by APPA, including registration of documents of any nature that have been created, used or kept under its control.

Paragraph One: The documents that will be required by the CHOSEN PARTNER, for the execution of the object of the Public Notice, are excluded from the immediate return strictly, in which case such data will remain confidential and the return will be postponed until the end of the PARTNERSHIP.

FOURTH CLAUSE: The RESPONSIBLE undertakes to immediately inform APPA of any breach of the confidentiality rules established herein that may have occurred by its action or omission, regardless of the existence of willful misconduct.

CLAUSE FIVE: Failure to comply with any of the clauses of this Term will result in:

- a) The civil and criminal liability of anyone who is demonstrably involved in non-compliance or violation;
- b) Application of a fine of BRL 5,000,000.00 (five million reais).

c) In the event that the person responsible is chosen as a PARTNER, non-compliance may lead, in addition to the application of the fine provided for in the above paragraph, to the opening of a sanctioning administrative procedure, and to the other penalties provided for in the contract and in the RILC (OS 109-2021) .

Accordingly,

Paranaguá, XX of XXXX of XXXX.

RESPONSIBLE

Team Professionals:

Name: _____ Position/Function: _____

Name: _____ Position/Function: _____

Name: _____ Position/Function: _____ Name:

_____ Position/Function: _____