

REQUEST FOR PROPOSAL
Web Design Consultancy

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a proposal, quotations and technical specifications for the development of a website devoted to civil society organisations (CSOs) in the Maldives. The website is intended to be a platform for CSOs to network, and for local and international development partners to see CSOs working in different islands, their areas of work, etc. The RFP provides service providers with the relevant operational and performance requirements.

1.2. Coverage & Participation

Transparency Maldives (TM) reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation **prior to the award** without prior notification at any time without any liability or obligation of any kind or amount.

2. GENERAL INFORMATION

2.1 The Organisation

Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. TM seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International in the Maldives.

2.2 Schedule of Events

The following tentative schedule will apply to this Request for Proposal (RFP), but it may change in accordance with TM's needs or unforeseen circumstances. Changes will be communicated by email to all service providers.

Event	Date
Release of RFP	5 December 2016
Information Session	8 December 2016, 15:00 hrs <u>Venue:</u> Transparency Maldives G. Liverpool North Shabnam Magu (road opposite the mosque in front of Galolhu Stadium) Phone: 330 4017 RSVP your attendance to Fazla Abdul-Samad on fazla.abdulsamad@transparencymaldives.org . Title should

	read "Information Session".
Questions from Service Providers Due	10 December 2016
Answers from TM	13 December 2016
RFP Closes – All Bids Due	17 December 2016, 17:00 hrs

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Service Providers' Understanding of the RFP

In responding to this RFP, the service provider accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such understanding. TM reserves the right to disqualify any service provider who demonstrates less than such understanding. Further, TM reserves the right to determine, at its sole discretion, whether the service provider has demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

3.2 Good Faith Statement

All information provided by TM in this RFP is offered in good faith. Individual items are subject to change at any time. TM makes no certification that any item is without error. TM is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Apart from the verbal communication that shall take place during the Information Session as per Schedule of Events in 2.2, other verbal communication shall not be effective unless formally confirmed in writing by a TM staff in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 Service Providers' Inquiries Applicable terms and conditions herein shall govern communications and inquiries between TM and service providers as they relate to this RFP. Inquiries, questions and requests for clarification related to this RFP are to be directed in writing to:

Fazla Abdul-Samad
fazla.abdulsamad@transparencymaldives.org

Thoriq Hamid
thoriq.hamid@transparencymaldives.org

3.3.2 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- Service providers shall recommend to TM any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, service providers shall recommend to TM any enhancements, which might be in TM's best interests.
- Inquiries about technical interpretations must be submitted in writing.

3.3.3 Addenda TM will make a good-faith effort to provide a written response to the questions or request for clarification that requires addenda per the Schedule of Events in 2.2.

3.4 Proposal Submission

It is mandatory for service providers to send a proposal and a budget in electronic copy via email to fazla.abdulsamad@transparencymaldives.org on or prior to 17:00 hrs on 17 December 2016.

3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Cost Proposal	15%
Candidate Experience – candidate has successfully completed similar projects and has qualifications necessary to undertake this project	45%
Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP	40%

3.6 Selection & Notification

Service providers determined by TM who possess the capacity to compete for this contract will be selected. The selected provider will be notified. Those service providers not selected for the negotiation phase will not be notified.

4. SCOPE OF WORK & GUIDELINES

The Contractor shall develop a WordPress website with a custom theme that is light, visually pleasing and easy to navigate. The purpose of the website is to provide a platform for CSOs to network, and for local and international development partners to see CSOs working in different islands, their areas of work, etc. Through the website, CSOs will be able to create their own organisational profile, share and access resources such as capacity building training modules, disseminate various publications, publicise events and workshops, and increase awareness and generate discussion on development issues through regular blog posts. The intended users of the website include, but are not limited to, the general public, CSOs, local and international donors, government and state institutions, and policy makers.

The website will include the following:

- Allow CSOs to register, login and update their contacts, areas of activities and scope of their work.
- A database of CSOs with registered profiles, searchable by organisation name and type, region, geographic scope and fields of activity.
- Information on local and global fundings opportunities for CSOs.
- Information on events, campaigns, workshops, conferences and symposiums related to CSOs.
- Information on job adverts in civil society sector.
- Downloadable resources such as CSO related laws and regulations, studies and papers, video clips, podcasts, training manuals and materials.
- A blog with scheduled posts feature to generate discussion on development issues.
- Contact form.
- Social media integration (share buttons, follow buttons, etc).

Once the website is completed and accepted by TM, the website design and all of its contents, software and architecture will become property of TM. The Contractor must test the website on all applicable platforms to ensure the website works as intended.

5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment on 22 December 2017 for a period of 3 months.

6. FORM/CONTENT OF THE RESPONSE

Service providers must provide the following information in order for their proposal to be considered. Both individuals or teams may submit proposals.

1. Details about the service provider:

- Describe your experience in producing websites.
- What will each person’s role be? Please provide a brief bio for each staff member.

2. Technical proposal detailing:

- Outline for your website design and development strategy.
- Proposed website timeline from kickoff to launch.
 - The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.

3. Evidence of successful completion of a project of a similar size and complexity. Please provide a list of project and reference contacts. The URL should be submitted. Only sites that are live will qualify during evaluation.

7. BUDGET & ESTIMATED PRICING

Service providers are required to fill out the following cost breakdown. Pricing must be in Maldivian Rufiyaa. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. Technical Specification must be shown per each item.

No.	Item Description	Technical Specifications	QTY	Unit	Total
1.					
2.					
3.					
	Total				MVR _____

8. ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

TM reserves the right to require any respondent to enter into a non-disclosure agreement.

8.2 Costs

The RFP does not obligate TM to pay for any costs, of any kind whatsoever, which may be incurred by a respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.3 Intellectual Property

The respondent should not use any intellectual property of TM including, but not limited to, all logos, registered trademarks, or trade names of TM, at any time without the prior approval of TM, as appropriate.

8.4 Respondent's Responses

All accepted Responses shall become the property of TM and will not be returned.

8.5 Partial Awarding

TM reserves the right to accept all or part of the quotation when awarding the purchase order.

8.6 No Liability

TM reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.

TM shall not be liable to any respondent, person, or entity for any losses, expenses, costs, claims or damages of any kind:

- Arising out of, by reason of, or attributable to, the respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

8.7 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

End of RFP