

REQUEST FOR PROPOSAL
Virtual Conference Organizer
Maldives Transparency and Anti-Corruption Conference 2020

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective local parties to submit a technical and financial proposal to organize a virtual conference. The RFP provides Service Providers with the relevant operational and performance requirements.

1.2 Event Purpose and Description

Despite a progressive constitution that underscores the importance of good governance, transparency and accountability of public officials, corruption has become an endemic problem in the country. Transparency Maldives in trying to navigate the anti-corruption mechanisms in the Maldives has identified that grand corruption had a common factor that allowed state officials to enrich themselves with little notice. The procurement of goods and services on behalf of a public office has seen a history of influence peddling and abuse of power that has cost millions, if not billions by undercutting the regulations and allowing specific vendors to benefit from the majority of state contracts. Public procurement is also less appealing than terms like money laundering or embezzlement and thus has attracted little public attention as an area necessary to dig deeper to root out corrupt practices within it.

The Maldives Transparency and Anti-Corruption Conference 2020, a collaboration with the Anti-Corruption Commission (ACC) of Maldives, aims to bring together stakeholders from all state and non-state institutions to a single forum to discuss about ways to address issues of corruption, particularly in public procurement.

In light of the ongoing Pandemic and to ensure a wider participation, Transparency Maldives has decided to ensure that the discussions of the conference also reach to as many people across the country as possible. The Conference is to be held online, providing the opportunity for local and international stakeholders to raise their issues, concerns and recommendations on the subject, and to ensure proper and adequate participation.

1.3 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 Organization

Transparency Maldives (TM) is a non-partisan organization that endeavors 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 corruptions' 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 Chapter of Transparency International in the Maldives.

2.2 Schedule of Events

The following tentative schedule will apply to this 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	29 October 2020
Questions from Service Providers Due Questions and requests for clarification related to this RFP are to be directed in writing to: Leena Ziyad leena@transparency.mv	1 November 2020, 1pm
Answers from TM will be provided in the online document: shorturl.at/vj147	2 November 2020, 11pm
RFP Closes – All Bids Due	5 November 2020, 12pm

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Service Providers' Understanding of the RFP

In responding to this RFP, Service Providers accept 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 Service Providers have 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

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:

Sultana Shakir

procurement@transparency.mv

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 Technical and Financial proposal as separate documents in electronic copy via email to procurement@transparency.mv on or prior to 12pm on 5 November 2020.

The subject line must read "Proposal: Virtual Conference Organizer" and the attachments must read "Technical proposal" and "Financial proposal".

3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Selection Criteria	Points
1. Technical Proposal	70%
1.1 Service Provider Experience <ul style="list-style-type: none"> • Experience in design, preparation and implementation of events (25%) - please list events and provide supporting documents/ reference letters where possible • Experience of firm in managing virtual events (10%) - please list events and provide supporting documents/ reference letters where possible • Marketing and promotion experience of Firm (10%) - please list events and provide supporting documents/ reference letters where possible • Experience of Project Manager/ team leader in managing large scale multi stakeholder events including virtual conferences (15%) - please list events and provide supporting documents/ reference letters where possible • List of similar projects and references (10%) - please submit supporting documents including branding visuals of previous events 	70%
2. Cost Proposal	30%
3. Total	100%

3.6 Selection & Notification

Service Providers determined by TM who possess the capacity to compete for this contract will be selected. The selected Service Provider will be notified via email. Those Service Providers not selected for the negotiation phase will also be notified via email.

4. SCOPE OF WORK & GUIDELINES

4.1 Event specifications:

- Scheduled dates: To be decided (between 4th week of November and 2nd week of December)
- Scheduled time: Full day event
- Approximate number of sessions: Up to 20 sessions and opening and closing ceremonies
- Audience: Most parts of the conference will be open to public, varying attendance from 5 – 200

4.2 Responsibilities of the Service Provider:

Under the guidance of Transparency Maldives, the Service Provider will support the planning and implementation of the virtual conference. This will include (but not limited to) the following tasks:

- Recommend virtual event strategy
- Develop Conference landing page: create page with agenda and virtual registration desk
- Schedule and liaise with panellists and session organisers as needed to assist with technology for their live and recorded sessions and presentation slides

- Coordinate with TM on agenda and programme changes
- Provide overall direction and guidance for TM to support the conference in a virtual environment
- Design and propose event branding and customisations
- Provide input into copy writing in event promotion and materials
- Submit a consolidated final report on the conference and results achieved including photos and short video (approx. 1 min) covering the event

5. CRITERIA

- Experience managing events
- Demonstrated ability to design, plan and execute events
- Experience in managing virtual events

6. FUNCTIONAL REQUIREMENTS

Service Providers are expected to start the assignment immediately on award and execute events as scheduled.

7. 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.

7.1 Technical Proposal

- Provide a brief description of the Service Provider, the services provided, and a statement explaining how key team members meet the knowledge and skills needs of the assignment.
- CVs of all team members
- Evidence of successful completion of projects of similar size and complexity. Please provide a list of projects and reference contacts.

7.2 Financial Proposal

- Please see Annex 1 of this RFP.

7.3 Conflict of Interest Declaration

- The Service Provider must provide a conflict of interest declaration with details of potential conflict of interest and how to mitigate them. Failure to declare conflict of interest may result in disqualification of the Service Provider's proposal.

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 Service Provider or any third parties, in connection with the proposal.

8.3 Intellectual Property

Service Providers 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 Service Provider's Proposals

All proposals and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the proposal and supporting documentation.

8.5 Partial Awarding

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

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 Service Provider 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.

ANNEX 1

FINANCIAL PROPOSAL

Service Providers are required to prepare a Financial Proposal following the below format and submit as a separate document from the Technical Proposal. Pricing must be in Maldivian Rufiyaa.

Bid Title:

Date:

A: Cost Breakdown per Deliverable

Deliverables (as per RFP)	Price (Lump Sum, All Inclusive)
Total	

**This shall be the basis of the payment tranches.*

B: Cost Breakdown by Component

N o.	Activities	Quantity	Rate	No. Of Days	Total Amount
A	Key Support costs				
	Example: Team Leader/Project Manager				
1	Example: Graphic designer				
	Subtotal A				
B	Administrative Costs				
1	Example: Licensing				
	Subtotal B				
C	Total A+B				
D	GST (6%) if applicable				
E	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately

Name:

Designation:

Signature:

Proposals will be disqualified if they are not submitted using this price template.

End of RFP