



REQUEST FOR PROPOSAL

Local Consultancy: Creating a sub-site for Transparency Maldives

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective local experts to submit a proposal to provide service as a consultant to Transparency Maldives (TM) to create a sub-site of TM's website devoted for Advocacy and Legal Advice Centre's (ALAC) works. 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 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 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 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	4 th October 2020
Questions from Service Providers Due Questions and requests for clarification related to this RFP are to be directed in writing to: Sultana Shakir procurement@transparency.mv	10 th October 2020, 5pm
Answers from TM will be provided in the online document .	12 th October 2020, 5pm
RFP Closes – All Bids Due	14 th October 2020, 5pm

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 an 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 the 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 5pm on 14th October 2020, with the subject line, Proposal: Creating a sub-site for Transparency Maldives

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

Selection Criteria		Points
1. Technical Proposal		60%
1.1 Service Provider Experience The following aspects will be considered strongly under experience: <ul style="list-style-type: none"> • Successfully completed similar projects • Necessary qualifications to undertake the project • Provide reference of completed similar projects 	20% 20% 5%	45%
1.2 Service Provider’s suitability for the project The following criteria will be considered strongly under suitability for the project: <ul style="list-style-type: none"> • The proposed solution meets the needs and criteria set forth in the RFP 		15%
2. Financial Proposal		40%

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 Overview

TM's Advocacy and Legal Advice Centre (ALAC) is devoted to provide legal assistance on matters related to anti-corruption, migrant worker's rights, employment matters, right to information etc. TM is therefore now seeking to create a sub-site of TM's website which will be devoted to provide information on worker's rights, anti-corruption, right to information and whistleblowing. The information related to these areas will be available on the sub-site in the form of info graphics. The sub-site will, most importantly, include a complaint form for users to officially lodge their complaints at ALAC.

4.2 Scope of Work

TM is seeking a Service Provider to work closely with TM's ALAC Team to:

1. Incorporate illustrations, animations, and other info graphics in different languages in the form of flow charts, FAQ etc. These will be provided to the Service Provider.
2. A complaints form where users can officially lodge a complaint at our legal advice center. The form's content in different languages will be provided to the Service Provider.
3. Laws and regulations, toolkits, articles, reports, newsletter and other resources.
4. Information on events, campaigns, workshops, conferences and symposiums.
5. Social media integration (share buttons, follow buttons, etc)

Once the sub-site is completed and accepted by TM, the design and of its contents and architecture will become property of TM. The Service Provider must test the sub-site on all applicable platforms to ensure it works as intended.

5. FUNCTIONAL REQUIREMENTS

Service Providers are expected to start the assignment on 18th October 2020 for a period of 1 (one) month.

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 the experience in producing websites and related sub-sites.

2. Technical proposal detailing:

- Outline of your sub-site development strategy
- Proposed timeline from kickoff to launch.
 - The time frame for completion of the project will be evaluated. In addition, the 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 similar size and complexity. Please provide a list of project reference contacts. The URL should be submitted. Only sites that are live will qualify for the evaluation.

7. ADDITIONAL TERMS & CONDITIONS

7.1 Non-Disclosure Agreement

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

7.2 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.

7.3 Intellectual Property

Service Providers shall 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.

7.4 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.

7.5 Partial Awarding

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

7.6 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 Service Provider, 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 information, error or omission contained in this RFP document or provided during the RFP process.

7.7 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 (see Section 3, 3.4 of the RFP for submission guidelines). Proposals will be disqualified if they are not submitted using this price template.

Pricing must be in Maldivian Rufiyaa.

Bid Title:

Date:

A: Cost Breakdown per Deliverable

Deliverables (as per RFP)	Price (Lump Sum, All Inclusive)
Example: Cost for the time spent on the project	
Total	

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

B: Cost Breakdown by Component

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Key Human Resources				
1	Eg: Budget analyst				
Subtotal A					
B	Administrative Costs				
1	Interviews				
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:

End of RFP