

**REQUEST FOR PROPOSAL  
Re-designing TM's website**

**1. INTRODUCTION**

**1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective local experts to submit a proposal to redesign and upload TM's website. 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 corruptions' detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives was formally registered 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 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
RFP Announcement date	22 November 2020
Questions from Service Providers Due  Questions and requests for clarification related to this RFP are to be directed in writing to:  Sultana Shakir	26 November 2020 before 5pm Male' time

<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>	
Answers from TM will be provided in an online document	29 November 2020
RFP Closes – All Bids Due	2 December 2020 before 5pm Male' time

### 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

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](mailto:procurement@transparency.mv)

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

- Questions concerning this RFP must be submitted in writing.
- 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 Submissions

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](mailto:procurement@transparency.mv) on or prior to 5pm on 2 December 2020, with the subject line, Proposal: Web Design Consultancy.

Technical proposal should include the details listed in Section 6 of this RFP.

To submit Financial Proposal, please use the template given in Section 7 of this RFP.

### 3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Selection Criteria		Points
<b>1. Technical Proposal</b>		50%
1.1 Service Provider Experience  The following aspects will be considered strongly under experience:  Successfully completed similar projects (to provide list of projects please use the template provided in Section 6 of this RFP).  Necessary qualifications to undertake the project (please refer to the details provided in Section 6 of this RFP to submit necessary qualifications).	25%  10%	
1.2 Service Provider's suitability for the project  The following criteria will be considered strongly under suitability for the project:  The proposed solution meets the needs and criteria set forth in the RFP (please refer to Section 6 of this RFP to submit proposed solution).		15%
<b>2. Financial Proposal</b>		50%

### 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

In consultation with Transparency Maldives, the consultant will design and develop a Website that is fixed desktop and mobile friendly, following a needs assessment and review of the current Transparency Maldives website. The main purpose of the website is to disseminate detailed information regarding Transparency Maldives' work and focus areas, projects and activities and beneficiaries. The scope of work should include, but is not limited to, the following:

1. Conduct a needs assessment of the existing website
2. Home Page: Interactive home page featuring slideshow, banners, images, Current Events and Updates, including
  - Main news area captures TM's work
  - Social media tab
3. About: Information on our vision, what we do, and our main focus areas
4. Separate tabs that focus on areas on TM's work : Human Rights, Climate Finance, ALAC, Corruption that should also feature TM's publications in respective areas
5. Streamlined publications section and search function
6. Jobs and vacancies section where RFPs and TORs can be directly updated to the page, and a built in application system
7. Integrate TM's external subsites into the website
8. Move TM's current website's data and information to new website.
9. Training for TM staff on how to post updates on website

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 during December 2020 for a period of 60 days.

## **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 (to be included in Technical proposal):

- Brief portfolio of Service Provider
- List of previous projects undertaken in website designing and implementation. List should include brief description of project, duration of project with start date and end date, and reference/ contact persons.
- Similar projects undertaken by Service Providers (with a brief description of project, duration of project with start date and end date and reference/ contact persons).
- Evidence of successful completion of a project of similar size and complexity. Please provide a list of URL of the projects. Only sites that are live will qualify for the evaluation.
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- Profile of team leader and team members (with their experience, skills and qualification to meet the requirements of this RFP).

### 2. Technical proposal detailing:

- Outline of your website 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.

**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 Authorship Rights**

TM reserves the right to be labelled as author of any works produced under this RFP. The Service Provider shall have the right to be labelled as researcher/s of the works

**8.5 Respondent's Responses**

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

### **8.6 Partial Awarding**

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

### **8.7 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.

### **8.8 Entire RFP**

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

***End of RFP***