

## REQUEST FOR PROPOSAL

### Layout and Graphic 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 and quotations for design and development of layouts and graphics for external publications made by Transparency Maldives. The contract will initially be for 2 months, with the possibility of extension for a further 6 months subject to satisfactory performance and availability of funding.

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 Deadline Extension RFP	07 February 2021
Questions from Service Providers Due	10 February 2021, 4pm
Answers from TM	11 February 2021, 4pm
RFP Closes – All Bids Due	14 February 2021, 11pm

### **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](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.
- 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 in electronic copy via email to [procurement@transparency.mv](mailto:procurement@transparency.mv) on or prior to **11pm on 14 February 2021**, with the subject line, Proposal: Graphics Design Consultancy.

### 3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

<b>1. Technical Proposal</b>	<b>50%</b>
1.1 Service Provider’s Experience <ul style="list-style-type: none"> <li>• Previous experience in graphics design and layout development.</li> <li>• Demonstrable evidence of the service provider’s ability to undertake the assignment.</li> <li>• Previous experience in designing publications such as user manuals, reports, magazines etc.</li> </ul> <p><i>Please note: Service providers must provide samples of projects and reference contacts. If URLs are submitted, only links that are live will qualify during evaluation.</i></p>	30%
1.2 Qualifications of the Team <ul style="list-style-type: none"> <li>• Ability to design and develop publications</li> <li>• Technical skills in graphics design</li> <li>• Relevant qualifications and trainings</li> </ul>	20%
<b>2. Cost Proposal</b>	<b>50%</b>

### 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 Details of the Assignment

4.1.1 Transparency Maldives is seeking a Service Provider to design and develop layouts and graphic designing for below mentioned papers.

No	Type of Publication	No. of Pages (approx)	Graphics	Expected Completion
1	Framework Review	48	Tables /Infographics	Within three weeks of submission of final draft report
2	Report & Leaflet	25	Tables/ Graphs/ Infographics	Within three weeks of submission of final draft report
3	System Review	60	Tables/ Graphs/ Infographics	Within three weeks of submission of final draft report

4	Handbook	50	Tables/ Graphs/ Infographics	Within two weeks of submission of final draft report
---	----------	----	------------------------------------	--

4.1.2 Transparency Maldives will seek to extend the contract for up to six months for additional layout and design work which may be invoice separately for each publication.

**4.2 Responsibilities of the Service Provider:**

- Design and develop layouts for the papers.
- Develop graphical materials and illustrations.
- Provide input for web, print and interactive presentations of the papers.

**4.3 Deliverables by the Service Provider (all via email):**

- Proposed timeline and concept for the assignment.
- Soft copies of final Print/Publication ready document.
- Soft copies of artwork or illustrations developed for the document.

**5. FUNCTIONAL REQUIREMENTS**

Service Providers are expected to start the assignment during January 2021 for a duration of two (2) month. TM may consider extending the contract subject to satisfactory performance and availability of funding.

**6. FORM/CONTENT OF THE RESPONSE**

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

**6.1 Details about the Service Provider**

Names and qualifications of team members

**6.2 Technical Proposal**

Proposed timeline for meeting the specifications set out in Section 4. As the timeline will be part of the contractual agreement, a realistic timeline for the assignment is requested.

Samples of similar projects and reference contacts. If URLs are submitted, only links that are live will qualify during evaluation.

**6.3 Cost Proposal**

Please see Annex 1 of this RFP.

**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: COST PROPOSAL**

Service providers are required to fill out the following cost breakdown. Unit prices are required in the case of discrepancies between unit price and total price, the unit price will be taken as a reference basis in the evaluation.

Pricing must be in Maldivian Rufiyaa.

**Bid Title:**

**Date:**

No.	Item Description	Quantity	Unit Price	Total
	Proposed fee for layout of work identified in 4.1.1			
	<i>Pls list cost for each publication</i>			
	Proposed Fee for layout and design 4.1.1			
	<i>(please specify if the cost will be based on each publication/page)</i>			
<i>TOTAL</i>				

Name:

Signature:

***End of RFP***