



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 a layout for two documents. That is:

- Handbook on Proposal Writing for Grants and
- Reference Guide for SAM registration

The objective of the Handbook is to provide Civil Society Organizations (CSO) and individuals on how to compose a proposal for acquiring grants. In addition to this, the Reference Guide for SAM registration is a step-by-step guide for registering CSOs in SAM.gov (US state department website)

The RFP gives service providers 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	24 February 2021
Questions from Service Providers Due Questions and requests for clarification related to this RFP are to be directed in writing to: procurement@transparency.mv	27 February 2021, 5pm
Answers from TM will be provided in the online document: link	28 February 2021, 5pm
RFP Closes – All Bids Due	1 March 2021, 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 proposal in electronic copy via email to procurement@transparency.mv on or prior to 5pm on 1 March 2021, with the subject line, Proposal: Layout and Graphics Design Consultancy.

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

1. Technical Proposal	50%
1.1 Service Provider's Experience <ul style="list-style-type: none"> • Previous experience in graphics design and layout development. • Demonstrable evidence of the service provider's ability to undertake the assignment. • Previous experience in designing publications such as user manuals, reports, magazines etc. <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>	25%
1.2 Service Provider's Qualifications <ul style="list-style-type: none"> • Ability to design and develop publications • Technical skills in graphics design • Relevant qualifications and trainings 	25%
2. Cost Proposal	50%

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

Transparency Maldives is seeking a service provider to design and develop a layout for Handbook on Proposal Writing for Grants and Reference Guide for registering on SAM.gov

The Handbook and Guide will be used for training purposes and as a handout in various civil society strengthening programs.

4.2 Responsibilities of the Service Provider:

- Design and develop a layout for the Handbook (35 page). This contains mostly text and few tables and illustrations.
- Reference Guide for registration on SAM.gov (30 page). This guide contains mostly photos.
- Develop graphical materials and illustrations (such as tables, graphs)
- Provide input for web and print

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

- Proposed timeline and concept for the assignment.
- Completed Handbook on Proposal Writing and Reference Guide for SAM registration.

5. FUNCTIONAL REQUIREMENTS

Service Providers are expected to start the assignment on 2 March 2021 and complete the project by 29 March 2021.

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.

6.1 Details about the Service Provider

Names and qualifications of team members

Samples of previous work

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
<i>TOTAL</i>				

Name:

Signature:

End of RFP