

REQUEST FOR PROPOSALS
Deadline Extension for Production of RTI Videos

Open date:	11 August 2021 (Wednesday)
Questions from service providers:	16 August 2021(Monday)
Answers from TM:	17 August 2021 (Tuesday) Answers will be uploaded to the link
Bid submission deadline:	19 August 2021 (Thursday). Before 2359 hrs Male' time
Point of contact:	Hassan Rushdhan / procurement@transparency.mv

1. Organizational Background

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. Eligibility: Organizations/ Firms / Individuals

3. Period of Performance: Starting in August 2021 for a period of 3 weeks.

4. Scope of work:

TM is looking for a service provider to develop two to four (2-4) advocacy videos (each 1 minute long) on Right to Information (RTI). The videos will cover give an introduction of the RTI, the RTI process, exemptions under the RTI Act and proactive disclosure obligations of the State Institutes.

The minimum required skills and education are below:

- Professional qualification (certificate, diploma, degree etc.) in graphic design, video production, animation or related field.
- Experience in video production, animation, graphics design or similar work – experience in working for development-related organizations including NGOs is desirable.
- Ability to work unsupervised and flexible.
- Ability to work flexible hours and work under pressure to meet deadlines.

5. Submission of application

Applicants must email the following documents in pdf format to procurement@transparency.mv before the stipulated deadline in this RFP:

- Bid submission form (refer to Annex 1 of this RFP)
- CV/Bio-data of applicants (for firms, CV of all team members applying for this assignment should be submitted and team leader should be clearly identified)
- Copies of relevant educational qualification
- Reference letters to illustrate past work done in this field or in similar portfolios (If reference letters are unavailable, service providers may submit portfolios of their previous works)
- Conflict of Interest statement (refer to section 6 of this RFP)
- Financial proposal (refer to Annex 2 of this RFP) – the financial proposal should clearly state the unit price.

6. Conflict-of-Interest Statement

All applicants must sign the conflict-of-interest statement given in Annex 3 of this RFP and submit it along with their application. Applications without the conflict-of-interest statement will be considered incomplete and TM reserves the right to reject such applications.

7. Evaluation of applications

The applications will be evaluated based on their merit and experience in undertaking this assignment. The following criteria will be used to award scores for applications:

1. Technical Proposal	50%
1.1 Service Provider's Experience and qualifications <ul style="list-style-type: none">• Previous experience and qualification• Demonstrable evidence of the service provider's ability to undertake the assignment.	
2. Cost Proposal	50%

8. Payment modality

Payments will only be made after the delivery of the videos and upon approval by TM. No advance payment is allowed for this service.

9. Additional Terms and Conditions

a) 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.

b) 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.

c) 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.

d) 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.

Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing to procurement@transparency.mv
- 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.
- TM will only respond to written queries raised with respect to this RFP.

e) Non-Disclosure Agreement

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

f) 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.

g) 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.

h) 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.

i) Partial Awarding

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

j) 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.

10. Entire RFP

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

ANNEX 1: BID PROPOSAL SUBMISSION FORMAT

1. RFP Title:

2. Date of submission:

3. Lead Organization/ Team leader:

- Name:
- Designation:
- Organization: (please leave blank for individual applicants)
- Address:
- Contact no:
- Email:

4. Collaborators/ co-partners/ project team:

Name	Organization	Capacity (team members role)	Specialty area/ Qualification	Experience in the sector (years/months)

5. Bidder's profile/ organization profile

(Please write a brief profile of the bidder/ organization, including how the bidder is suited for this assignment. For organizations, please include a brief history of the organization, including date of operation and areas of operation. Please keep the profile short and do not exceed more than 1 A4 page).

6. Related experience

(Provide a list of similar projects undertaken with duration or provide website links to demonstrate previous works. Note TM will only consider active links. Supporting reference documents should be attached).

7. Any other information relevant to the project proposal/ scope outlined above.

(Include any other information that you feel is relevant to support your application, including profiles, leaflets, brochures or samples/portfolio of past work or other similar areas of work, and references).

8. Other supporting documents submitted with this application (please tick where appropriate):

	CV/Biodata of team leader
	CV/Biodata of collaborators/ co-partners/ project team
	Organization profile/portfolio (not applicable for individuals)
	Past experience supporting documents (this includes reference letters, referee contacts, active web links to previous works undertaken etc)
	Proof of relevant educational qualification (if required by RFP)

	For organizations, registration certificate
	For organizations, GST certificate (if applicable)
	For organizations and individuals, relevant professional license (if applicable)
	Financial proposal (refer to Annex 2 of RFP)
	Conflict of Interest Form (refer to Annex 3 of RFP)

ANNEX 2: 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 / UOM	Unit Price	Total
	Production fee (please state description of services provided under this fee)			
	State other terms, conditions and services separately			
TOTAL				

Name:

Signature:

ANNEX 3: CONFLICT OF INTEREST STATEMENT

Transparency Maldives (TM) is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity. TM does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

TM employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.

By signing this certification, the bidder agrees to:

- Disclose as part of the proposal submission any close, familial, or financial relationships with TM staff and members. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for TM.
- Disclose as part of the proposal submission any family or financial relationship with other bidders submitting proposals. For example, if the bidder's father owns a company that is submitting another proposal, the bidder must state this.
- Certify that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to TM's prohibitions against fraud and bribery.

Please email procurement@transparency.mv for any questions or concerns regarding the above information or to report any potential violations.

Signature:

Date:

Name:

Title/ Position:

Entity name (for firms/organizations only):

Address:

End of RFP