

## REQUEST FOR PROPOSALS

### GRAPHICS & LAYOUT DESIGNER FOR REPORTS

Announcement No.	TM/RFP/2022/004
Project:	STRONGG
Published on:	02 <sup>nd</sup> February 2022
Inquiry Submission:	09 <sup>th</sup> February 2022
Response to Inquiries:	13 <sup>th</sup> February 2022
Deadline due:	16 <sup>th</sup> February 2022
Point of contact:	<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>

#### 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: 03 (three) Weeks starting 30<sup>th</sup> February.

#### 4. Scope of Work and Guidelines:

##### 4.1 Objectives, Scope and Description of Activities

TM is looking for a graphic and layout designer (hereinafter the "Designer") to prepare and develop a layout for a study. The Designer will be responsible for creating the layout, illustrations, and graphics of a report ready publishing purposes.

The Service Provider is expected to:

- Work closely with the TM designated staff to design and develop a layout for the manual according to TM’s guidelines.
- Create user friendly content including but not limited to graphics and illustrations for TMs social media platforms
- Provide a timeline and concept for TM’s approval.
- Provide the draft layout for TM’s comments.
- Provide the final layout according to TM’s requirements.
- Ensure delivery of the service on time.

#### 4.2 Deliverables and Timeline

Deliverable	Timeline (tentative)
Timeline and concept	3 days
Provide first draft layout for TM’s comments	10 days
Provide a second draft of the layout as per TM’s comments	5 days
Final Draft	3 days

### 5. Form and Content of the Response

Submit application via the website link for the RFP announcement. Must upload each of the required documents in the applicable section.

#### 5.1 Technical Proposal

The technical proposal should consist of the following documents:

Bid submission form (refer to Annex 1 of this RFP): This must be completed as per provided format without alterations.

Statement of Qualifications: This section should describe the Service Provider’s professional qualifications. Please include CV/resume of all participating members and/or the organization, and also provide evidence (certificates and papers) of how the Service Provider meets the knowledge and skills needs of the assignment.

Statement of Experience: This section should outline a statement of the Service Provider’s capabilities and include details of previous related assignments of similar complexity and subject matter. Please provide a list of projects, portfolios, and reference contacts.

Minimum Required Skills & Education:

- Professional qualification (certificate, diploma, degree etc.) in graphic design or a related field.
- Minimum 2 years' experience in layout design work.
- Experience in design and layout work for development-related organizations including NGOs.
- Excellent writing and editing skills
- Ability to work unsupervised and flexible.
- Ability to work flexible hours and work under pressure to meet deadlines.

**5.2 Financial Proposal**

Please see Annex 2 of this RFP

**6. Conflict of Interest Statement**

All Service Providers and relative team members and staff that will participate 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:

TM will evaluate proposals based on the following criteria:	%
<b>Selection Criteria</b>	
<b>1. Technical Proposal</b>	<b>80%</b>
<b>1.2 Service Provider’s Experience</b>	
<ul style="list-style-type: none"> <li>• Proof of experience in editing work.</li> <li>• Proof of experience in design works.</li> <li>• Service Providers are requested to provide a list of projects, specific role, and reference contacts.</li> </ul>	40%

<p><b>1.3 Service Provider’s Qualification</b></p> <ul style="list-style-type: none"> <li>• Meeting the minimum required skills &amp; education.</li> <li>• Relevant short-term trainings or professional qualifications.</li> </ul> <p>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</p>	20%
<p><b>2. Financial Proposal</b></p>	<b>20%</b>

**8. 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 and inquiries concerning this RFP must be submitted in writing to [procurement@transparency.mv](mailto: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.

**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; or

Arising out of, by reason of, or attributable to, the Service Provider responding to this RFP;

As a result of the use of information, error or omission contained in this RFP document or provided during the RFP process.

**9. Entire RFP**

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

**ANNEX 1: BID SUBMISSION FORM**

**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 <i>(IF FROM MULTIPLE ORGANISATIONS)</i>	CAPACITY/ROLE	SPECIALTY AREA/ QUALIFICATION	EXPERIENCE IN THE SECTOR <i>(YRS/MNT)</i>

**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).

Signature:

Name:

Designation:

**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 **MVR**.

**Bid Title:**

**RFP No.:**

**Applicant:**

**Date:**

**Cost Breakdown by Component**

No.	Activities	UOM	Quantity	Rate	Total Amount
A	Category fo Work Rate				
1	Eg: Booklet – per page rate				
2	Eg: Graphics – per size/pcs rate				
Subtotal A					
B	Other Rates				
	Eg: Extra Revisions Charges				
Subtotal B					
C	Total A+B				
D	GST (6%) if applicable				
E	Grand Total (C+D)				

*N. B. Other Rates, if any, should state limitations and exclusions as relevant.*

Signature:

Name:

Designation:



### **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 contact [procurement@transparency.mv](mailto: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***