

REQUEST FOR PROPOSALS

Supply and Installation of Playground items for Children

Announcement No.	TM/RFP/2023/009
Project:	PRIME
Published on:	26 th September 2023
Information Session:	3 rd October September 2023, 10:30AM (To register for the session, email the below contact referring to the Announcement Number expressing your interest to join)
Deadline:	7 th October 2023, 11:59PM
Point of contact:	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 (TI) in the Maldives.

2. Eligibility: Organizations / Firms (Maldivian Nationals with Entities registered with MIRA only)

Note: *Only parties that attend the information session and meet the above requirement and meet the eligibility requirements in "section 6.K" of this document shall be eligible to submit proposals.*

3. Scope of Work and Guidelines:

- Supplying and installation of playground equipment as per the attached list. Please see annex 3 of this RFP.
- Items should be supplied and installed upon confirmation from Transparency Maldives within maximum 2 months of contract awarding.
- Items should include a warranty and maintenance period of 6 months minimum after installation by the supplier.

4. Documents to be submitted

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

4.1 Technical Proposal

The technical proposal must include the following information: (as applicable)

4.1.1 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 and reference contacts.

4.1.2 Statement of Qualifications: This section should describe the Service Provider's professional qualifications. Please include CV/resume providing evidence of how the Service Provider meets the knowledge and skills needs of the assignment. In addition to this the following documents are also required:

- Copy of Profile Information Sheet issued by MED.
- Copy of Business Registration Certificate.
- MIRA Tax Clearance (No older than 60 days from the date of bid submissions).
- Copy of GST Registration Certificate.

4.1.3 Item Catalogue: A comprehensive list of the items to be supplied with all relevant specifications and price.

4.1.4 Third Party Reference letters (Minimum three references)

4.2 Financial Proposal

Please see Annex 1 of this RFP

4.3 Conflict of Interest Statement

Please see Annex 2 of this RFP

****All Service Providers and relative team members and staff that will participate must sign the conflict-of-interest statement and submit it along with their application.**

Applications submitted without the above documents will be considered incomplete and TM reserves the right to reject such applications.

5 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:	%
Selection Criteria	
1. Technical Proposal	50%
1.1 Service Provider’s Experience and Warranty and Maintenance Period <i>The Warranty and Maintenance period offered by Service providers for the items required.</i>	30%
1.3 Time of Delivery The no. of days expected to supply the items required (as mentioned in Annex 3) and finish installation of the items by the service provider.	20%
2. Financial Proposal	50%

6 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
- 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.

k) Additional Guidance to Offerors

i. Eligibility Requirements

To ensure that TM does not subcontract to vendors that have been debarred, suspended or proposed for debarment, and to prevent against supporting vendors determined to have committed or pose a significant risk of committing actions of terrorism that threatens national, and US interests, all apparently successful applicants will be checked against the US Government's Excluded Parties List. As such, TM will perform a search for the applicant's name on the Excluded Parties List (<http://www.sam.gov>)

1. System for Award Management (SAM) (database maintained by the SAM for Excluded Parties List System (EPLS) available at: <http://www.sam.gov/>).
2. Master list of Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control (OFAC List) available at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>.
3. United Nations Security designation list available at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml

TM will also consider all information about the proposed vendor of which it is aware and all public information that is reasonably available to prior to awarding the project.

TM will also require all vendors (excluding individuals) to submit Unique ID number for any subcontract over under US\$25,000. SAM registration will be required for all vendors (above the value of US\$25,000) prior to signing the contract.

7 Entire RFP

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

8 Submission Instructions

This RFP, along with all the mandatory documents stated in section 4 must be uploaded to the website or emailed to procurement@transparency.mv

Applications received after the deadline or does not include mandatory documents stated in section 4, will be rejected.

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 **USD**.

Bid Title:

RFP No.:

Applicant:

Date:

Cost Breakdown by Component (Below is a Sample template for consideration)

No.	Products/Services	Quantity	Rate	No. of Days	Total Amount
A	List of Items				
B	Services				
1	Installation Service				
2	Maintenance Service				
3	Delivery				
C	Sub Total (A+B)				
D	GST (8%) if applicable				
E	Grand Total (C+D)				

Name:

Designation:

Signature:

ANNEX 2: 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 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:

Annex 3: Required Items

LIST OF PLAYGROUND EQUIPMENT

Slide (Age group: 4 – 12 years)

Wave Slide



Spiral Slide



Tube Slide



Swing (Age group: 4 – 12 years)

Double Swing



See Saw (Age group: 4 – 12 years)

Double See Saw



Spring Riders (Age group: 1 - 5 years)

Horse Spring Ride (02)

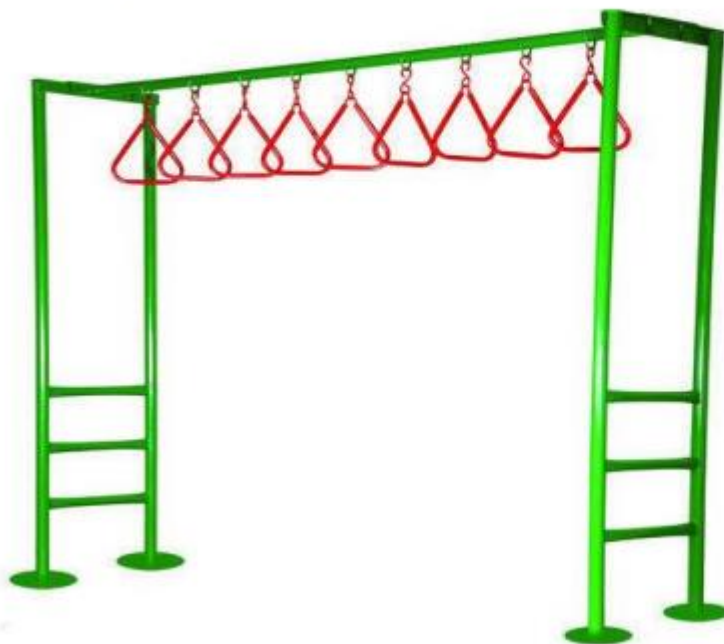


Bike Spring Ride (02)



Climber (Age group: 4 - 14 years)

Loop Rung Climber



Spider Web Climber



Trampoline (Age group: 4 - 14 years)



Boat Rockers (Age group: 3 - 6 years)



End of RFP