

## REQUEST FOR PROPOSALS

### Voice recording services for audiobooks

Announcement No.	TM/RFP/2024/009
Project:	PRIME
Published on:	21 <sup>st</sup> October 2024
Deadline:	27 <sup>th</sup> October 2024
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 (TI) in the Maldives.

#### 2. Eligibility: Organizations / Firms / Individuals (Locals Only)

#### 3. Project Duration: 2 weeks

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

##### 4.1 Background

As part of the PRIME (Promoting Resilience in the Maldives) Project, Transparency Maldives has published a handbook designed to help families, friends, and peers support the resilience of youth. The book aims to deepen the understanding youth vulnerabilities, identifying early signs and facilitating early interventions.

The handbook is available in two versions which can both be accessed via the following link:

<https://transparency.mv/publications/vilunveri-jeeleh-a-parents-handbook/>

- *"Vilunveri Jeeleh"* (Dhivehi Version)
- *"A Resilient Generation"* (English version)

Transparency Maldives aims to expand the accessibility and reach of this resource to vulnerable populations and the wider community. To this end, Transparency Maldives is looking for voiceover and voice recording services for an audiobook version of the handbook in both Dhivehi and English.

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

Transparency Maldives is looking for a service provider to produce high-quality audiobooks of Transparency Maldives' handbook in both Dhivehi and English. The audiobook should adapt the handbook for audio format while maintaining clarity and sensitivity, ensuring it is accessible and easy to follow for a wide audience.

The Service Provider is expected to provide:

- (a) Professional narration of both versions of the handbook (in Dhivehi and English) with clear chapter breakdowns aligned with the handbook structure.
- (b) Final delivery of both audiobooks in formats suitable for web and app platforms.

#### 4.3 Deliverables and Timeline

Deliverable	Timeline (tentative)
Narration of both versions of the handbook (in Dhivehi and English)	10 days
Editing Revisions as necessary	3 days
Final delivery of both audiobooks	2 days

### 5. 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.

#### 5.1 Technical Proposal

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

**5.1.1 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.

**5.1.2 Proposed Methodology:** This section should demonstrate the Service Provider's methodological approach for meeting the specifications set out in this RFP.

5.1.3 Third Party Reference letters (Minimum three references)

**5.2 Financial Proposal**

Please see Annex 1 of this RFP

**5.3 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: <b>Selection Criteria</b>	<b>%</b>
<b>1. Technical Proposal</b>	<b>40%</b>
<b>1.1 Proposed methodology and approach</b>	
<ul style="list-style-type: none"> <li>• Set methodology</li> <li>• Workplan/timeline</li> </ul>	20%
<b>1.2 Service Provider's Experience</b>	
<ul style="list-style-type: none"> <li>• Set points of observation and individual score as appropriate</li> </ul>	20%
<b>2. Financial Proposal</b>	<b>60%</b>

## 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](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.

**h) 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/ag\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/ag_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. SAM2 registration will be required for all vendors (above the value of US\$25,000) prior to signing the contract. Details of SAM registration.

## **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 5 must be uploaded to the website or emailed to [procurement@transparency.mv](mailto:procurement@transparency.mv)

Applications received after the deadline or does not include mandatory documents stated in section 5, 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 or MVR** (please select as appropriate).

**Bid Title:**

**RFP No.:**

**Applicant:**

**Date:**

**Cost Breakdown by Component** (Sample template to be edited as needed)

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Key Human Resources				
1	Eg: Budget analyst				
Subtotal A					
B	Administrative Costs				
Subtotal B					
C	Total A+B				
D	GST (8%) if applicable				
E	Grand Total (C+D)				

*N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.*

**Cost Breakdown by Deliverable** (Sample template to be edited as needed)

Deliverables	Amount (USD/MVR)
Deliverable 1	xxxx
Deliverable 2	xxxx
Grand Total	xxxx

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](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***