

REQUEST FOR PROPOSALS

Consultancy for the video graphics/motion graphics animator

Announcement No.	TM/RFP/2023/012
Project:	Enhancing Practices of Business Integrity (EPBI)
Published on:	03rd December 2023
Inquiry Submission:	05th December 2023
Deadline due:	10th December 2023
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.

TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

2. Eligibility:

Organizations / Firms / Individuals

3. Period of Performance:

60 days

4. Scope of Work and Guidelines:

4.1 Background

TM is carrying out the development and implementation of the project "Maldives: Enhancing the Practice of Business Integrity" funded by the Center for International Private Enterprise (CIPE). A key

objective of the project is to raise awareness of business integrity practices and their benefits, and strengthen corporate governance practices.

4.2 Objectives, Scope and Description of Activities

TM is seeking a video graphics/motion graphics animator to develop 3 short videos (3 to 4 mins) related to business integrity.

Expected Outputs:

The Service Provider is expected to:

- (a) Develop three short videos according to the scope set by TM
- (b) Incorporate the content material provided by TM and all the objectives in collaboration with TM
- (c) Make any necessary changes to the videos as suggested by TM
- (d) Make the illustrated/animation videos in Dhivehi, with English subtitles and sign language interpretation

4.3 Deliverables and Timeline

Deliverable	Timeline (tentative)
Develop Storyboards / Script board for the Videos	5 days
Incorporate Comments from TM and Resubmit Storyboards	5 days
Submit Draft Videos	30 days
Incorporate Comments from TM and finalize all three Videos	20 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 include the following information:

Statement of Experience: This section should outline a statement of the Service Provider's or team members' capabilities and include any relevant experience. Any similar previous assignments of similar complexity and subject matter can be included. Statement of experience is not required to be limited to video production.

Statement of Qualifications: This section should describe the Service Provider’s or team members’ professional qualifications and any other relevant qualifications. Please include CV/resume, providing evidence of how the Service Provider or team members meet the knowledge and skills that are required for the assignment.

Proposed Methodology: This section should demonstrate the Service Provider’s or the team’s methodological approach for meeting the specifications set out in this RFP. This should include a work plan according to the timeline set in the RFP.

5.2 Financial Proposal

Please see Annex 1 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 2 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: Selection Criteria	%
1. Technical Proposal	70%
1.1 Proposed methodology and approach <ul style="list-style-type: none"> • Methodology to achieve the outcome as per the scope of work • Proposed work plan and timeline 	15%
1.2 Service Provider’s Experience <ul style="list-style-type: none"> • Reputation, competency and reliability of firm and staff/team members – this will be scored after reviewing relevant references. Please provide reference letters. • Level of quality assurance procedures and mechanisms in place to ensure quality of research and strategy development, and of the final output • Experience from previous similar projects, and any other relevant projects. Please provide a list of projects and reference contacts. • Research experience from previous similar projects. 	45%

<p>1.3 Service Provider’s Qualification</p> <ul style="list-style-type: none"> • Diverse team with qualifications, skills and experience in areas of videography and Social Sciences or a relevant field of education. • Professional qualifications in area of specialization <p>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</p>	10%
<p>2. Financial Proposal</p>	30%

8. Additional Terms and Conditions

a) Coverage & Participation

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.

9. 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.

Bid Title:

RFP No.:

Applicant:

Date:

Cost Breakdown by Deliverables

Deliverable	Value (MVR)
Final Storyboards / Script board for the 3 Videos (after revisions)	
Final Video 1 with subtitles and sign language (after revisions)	
Final Video 2 with subtitles and sign language (after revisions)	
Final Video 3 with subtitles and sign language (after revisions)	

Cost Breakdown by Component

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 (6%) if applicable				
E	Grand Total (C+D)				

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

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:

End of RFP