



Maldives Marketing and Public Relations Corporations
Republic of Maldives

Information Sheet

**To hire a party to develop a Website for Visit
Maldives Storytellers' Conference 2023**

24th November 2022

Section 1 - Instruction to Tenderers		
1.	General	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2022/74
1.2	Announcement Date:	24 th November 2022
1.3	Project:	To hire a party to develop a Website for Visit Maldives Storytellers' Conference 2023
1.4	Information Session	01st December 2022 at 1100 hours
1.5	Submission Deadline (Date & Time)	08th December at 1100 hours
1.6	Contact Info	Ahmed Saaif Manager, Procurement Maldives Marketing and Public Relations Corporation H. Zonaria, 4th Floor, Boduthakurufaanu Magu, Male' Republic of Maldives Telephone: +960 3323228 Email: procurement@visitmaldives.com
2.	Procedure of Tendering	
2.1	Introduction to Bidders The Tenderer must be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.	
2.2	Registration of Tenderers: Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.	
2.3	Pre-bid meeting: Pre-bid meeting will take place at; Venue: Maldives Marketing & Public Relations Corporation 4th Floor, H. Zonaria, Male' Date: 01st December 2022 Time: 1100 hrs.	

2.4	<p>Clarifications of Bidding document, Scope of work:</p> <p>All clarifications must be addressed on or before 07th December before 1000hrs, through email (procurement@visitmaldives.com)</p> <p>Unless specifically stated otherwise in this information sheet, all queries and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MMPRC, by e-mail.</p>
2.5	<p>Submission of Tenders:</p> <p>Submission of tenders will take place at:</p> <p>Venue: Maldives Marketing & Public Relations Corporation, 4th Floor, H. Zonaria, Male’</p> <p>Date: 08th December 2022</p> <p>Time: 1100 hrs.</p>
2.6	<p>Late Tender:</p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.5. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.</p>
2.7	<p>Amendments to Tender Documents:</p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.8	<p>This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process or any other aspect in relation thereto.</p>

3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal (options may be submitted).
3.2	All documents submitted should be clear.
3.3	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.4	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.5	<p>Documents Comprising the Tender:</p> <ol style="list-style-type: none"> 1. Quotation <ol style="list-style-type: none"> 1.1 Quotation must contain the following. <ol style="list-style-type: none"> 1.2 Price breakdown (The prices shall be quoted inclusive of GST if applicable.) 1.3 Authorized signatory and Company stamp with name and designation of the signatory 1.4 Validity of 90 days from date of submission 1.5 All calculations and costing should be in Maldivian Rufiyaa. 1.6 Tender proposal <u>will be disqualified</u> if the document is not submitted or if the document is not as per the information sheet. 2. Copy of a valid Registration Certificate of Sole Proprietorship / Partnership /Company / Corporative Society <ol style="list-style-type: none"> 2.1 A Tenderer may be a sole proprietor, private entity, a registered company or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. 2.2 The tender proposal <u>will be disqualified</u> if the registration document is not submitted.

3. Profile of the Tenderer

Must include the following;

- 3.1 Nature of Work. Should include the services offered by the tenderer
- 3.2 Capacity (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement **with contact details of the clients**).
- 3.3 The organizational structure.
- 3.4 Tender proposal **will be disqualified** if the document is not submitted. **Marks will be deducted** if the document is not as per the information sheet.

4. Copy of GST Registration Document and Tax Clearance Document issued by MIRA

- 4.1 The Tax Clearance Document should be a recent certificate (**not earlier than 1 month from the date of this announcement.**)
- 4.2 The tenderer should not have any dues that needs to be paid to MIRA or the Tenderer should be paying debts owed to MIRA in accordance with an agreed payment schedule (should not be in default).
- 4.3 In case if the bidder is **not eligible** for GST registration, **this should be clearly stated** in the quotation submitted with the proposal.
- 4.4 Tender proposal **will be disqualified** if the document is not submitted with the Tender or if the document is not as per the information sheet.

5. Proposed Team & Expertise

- 5.1 The tenderer must submit relevant documents to prove the diversity of skills, roles and expertise of the proposed team.
- 5.2 Tender proposal **will be disqualified** if these documents are not submitted.

6. Proposed Timeline & Work Plan

- 6.1 Tender proposal **will be disqualified** if the proposed timeline is not in accordance with the deadline provided below.
- 6.2 Proposed timeline to complete the scope of work. Below is the deadline set by MMPRC

	<p>Development of Website Phase 1 - Must be completed within 30 days upon signing the agreement.</p> <p>Development of Website Phase 2 - Must be completed within 90 days up on signing the agreement.</p> <p>7. Design and creativity</p> <p>7.1 The Tenderer must submit mockup designs as per the Section 3.</p> <p>7.2 Tender proposal <u>will be disqualified</u> if the documents are not submitted as per this information sheet.</p> <p>8. Past Experience Letters</p> <p>8.1 Must submit Letters of similar projects undertaken within the past 5 years from the date of this announcement.</p> <p>8.2 The Past Experience letter should include the name/ details of the project along with the contact details for reference.</p> <p>8.3 Tender proposal <u>will be disqualified</u> if the document is not submitted with the tender or if there is no past experience in similar projects.</p> <p>8.4 Marks <u>will be deducted</u> if they have worked with MMPRC and their performance was not satisfactory.</p> <p>8.5 E-mails, Work order forms, agreements or award letters <u>will not be considered.</u></p>
3.6	<p>Work Completion Requirement:</p> <p>a) Work should be completed as per the scope of work within 90 days upon signing the agreement.</p>
3.7	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>

<p>3.8</p>	<p>Bid Security</p> <p>If the bid value is more than MVR 2,000,000.00 (Two Million), a bid security must be provided by the Bidder, when submitting the Tender.</p> <p>All bidders should submit a Bid Security of 15% of the proposed bid value.</p> <ul style="list-style-type: none"> • Bid security shall be valid for period of 4 weeks beyond the validity period of the bid. • The Bid security shall be in the form of a Bank Guarantee, from a Bank or from an Insurance company based in Maldives. • The bid security will be returned to: Successful bidder - upon receipt of performance security Unsuccessful bidders - upon award of the contract to the successful bidder
<p>3.9</p>	<p>Performance Security:</p> <p>If the project value is more than MVR 2,000,000.00 (Two Million), the successful bidder will be required to provide the performance security within twenty-one (21) days of receipt of the notification of award/letter of acceptance. Successful bidder should provide a 15% of proposed bid value as a performance security.</p> <p>The performance security is to ensure that the supplier or contractor fulfils its obligations under the contract and is intended to protect the MMPRC against default on the part of the supplier or contractor.</p> <p>The performance security will be released once the project is completed as per the agreement.</p>
<p>3.10</p>	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked “Alternative”.</p>
<p>3.11</p>	<p>Alternative Tenders:</p> <p>It is permitted to submit Alternative Tenders. Alternative tender should also be as per the scope of work.</p>

3.12	<p>Conflict of Interest:</p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or (e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or (f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or (g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.
3.13	<p>The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>
3.14	<p>Authorization:</p> <ul style="list-style-type: none"> (a) The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. The name and position held by each person signing the authorization must be typed or printed below the signature.
4.	<p>Submission and Opening of Tenders</p>
4.1	<p>Deadline for Submission of Tenders:</p> <ul style="list-style-type: none"> (a) Tenders must be received by MMPRC physically at the address and no later than the date and time in clause 1.5 of this document.

	<p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
5.	Disqualification
	<p>MMPRC shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <ul style="list-style-type: none"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP; b) If the submitted proposal of the tenderer fails to meet the requirements as mentioned in the scope of work c) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information d) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MMPRC e) Any Proposal that is received after the Proposal Due Date f) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or g) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MMPRC h) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgment of a Bid.
6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MMPRC may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MMPRC in the evaluation of the Bids.

6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MMPRC on any matter related to the Bid or the Bid Process, it should be done in writing.
6.4	Any effort on the part of the Tenderers to influence MMPRC in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Advance Payment and Advance Payment Guarantee (Not applicable)
8.	Award of Contract
8.1	MMPRC will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
8.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
8.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, MMPRC shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.
8.4	MMPRC reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MMPRC's action.
9.	Payment Terms
9.1	As consideration for the proposal for the project to hire a party for Branding, the Selected Respondent/Bidder shall be compensated in the manner provided below. <ul style="list-style-type: none"> a) The amount in Maldivian Rufiyaa (MVR) equivalent to 40% of the Total Price quoted shall be transferred by MMPRC to the Selected bidder, upon completion of the phase 01 of the website within 30 days upon submission of the invoice, b) The amount in Maldivian Rufiyaa (MVR) equivalent to 55% of the Total Price quoted shall be transferred by MMPRC to the Selected bidder, upon completion of phase 02 of the website, within 30 days upon submission of the invoice,

	c) Remaining 05% of the Contract price shall be transferred by MMPRC to the Selected bidder, upon completion of Warranty period of 1 year, within 30 days upon submission of the invoice
10	Penalty & Contract Termination
10.1	Penalty: MMPRC shall have the right to withhold any payment of the Contract Price or deduct from the contract price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
10.2	Contract Notice or Termination: The contract will be terminated as per the terms on terminations stated in the agreement.

Section 2 - Evaluation Criteria		
Area	Details	Marks
Price	The party that proposes the lowest contract price shall receive a maximum mark of Fourty five (45), and for remaining proposals marks will be allocated on pro rata basis.	45
Profile	Marks will be given as follows; <ul style="list-style-type: none"> a. Nature of Work: should include the services offered by the tenderer b. Capacity (Number of years in service and list of similar projects undertaken during the past 5 years from the date of this announcement with contact details of the client). c. The organizational chart 	05
Design and creativity	The marks for the design and creativity of the submitted mockups will be given considering the below mentioned. The design which fulfill the requirements will receive the highest marks. <ul style="list-style-type: none"> a. Attractiveness of the overall design. b. Reflection of the destination in design (Beauty, authenticity and uniqueness). c. Creativity: The design should showcase the Maldives in a creative manner. 	05
Technical & functional requirements	Marks will be given as follows; <ul style="list-style-type: none"> a) Technical requirements - Must Include the development platform, user friendliness, responsiveness and bandwidth (05 Marks) b) Functional requirements - Must include User Dashboard, Admin Dashboard, Assignable user roles, Badge generation (with QR Code), Creating Workshops, 	20

	<p>Pop-up stall, experience page and Gallery and others stated in Section 3 - Scope of work. (10 Marks)</p> <p>c) Deliverables - Must include a timeline in the proposal, and the deliverables must include user guides, staff training and 1 year support period (5 Marks)</p>	
Proposed Team & Expertise	<p>Marks for this category will be awarded based on the diversity of skills, roles and expertise of the proposed team.</p> <p>a. Details of the proposed team and team leader.</p> <p>b. The proposed team leader should have minimum 2 years of experiences and knowledge in the relevant work.</p> <p>c. If the team leader does not have experience and knowledge, the proposed team should have another member with a background in related work.</p>	10
Past Experience	<p>Marks will be given as follows;</p> <p>a) Maximum mark of 15 will be given if a minimum of 3 experience letters (as per clause 3.5) is submitted.</p> <p>b) If the Tenderer/respondent has worked with MMPRC and if the performance is found to be unsatisfactory, then marks will be deducted.</p>	15
	TOTAL	100

Section 3 - Scope of Work

1.0 Introduction of Visit Maldives Storytellers' Conference

Visit Maldives Storytellers' Conference is to be held tentatively on 07th May 2023 to showcase the experiences offered by our beautiful nation, Maldives. The participants of this event include 50 international travel writers, 4 celebrity speakers, 10-20 Maldivian journalists.

The event would be held for 5 days.

Day 1: Arrival and Registration

Day 2: Conference, Pop-up Stall, Workshops, Gala Dinner

Day 3-5: Sideline Experiences (Activities) - (07 itineraries to 07 different regions)

Day 6: Departure

The conference aims to position the country beyond the traditional sun, sand, and sea whilst creating hype amongst influencers and bloggers' communities. It is to position Maldives as a brand where MICE events can thrive under our new campaign launched as Redefining MICE as well as focus on the Sustainable Tourism of the Maldives.

The party hired under this RFP, will be concerned over the development:

1. Development of a Website

This website is dedicated to promote Visit Maldives Storytellers' Conference 2023. The development of the website should incorporate and showcase Visit Maldives brand and include elements of the destination and its features.

The website should have the below features incorporated

- a. Reliable hosting service,
- b. Responsive design for all devices
- c. Optimised architecture, speed and functionality
- d. Good design aesthetics
- e. Optimised for user experience
- f. Should support all browsers
- g. Must have a registration management system
- h. Follow the branding guidelines
- i. Must be easy to navigate for all users.

The portal must be able to create simultaneous events. Each event must be created with the options mentioned below. Each event must have the details listed below with a toggle option to turn certain options off and on for a particular event.

The website must be **able to create different events** with the following:

For bid submission, bidders need to submit all the components mentioned in the [Annex 01](#) of this document. However, the Bid Rate should be based on the detailed scope of work highlighted in [Annex 02](#).

2.0 - ANNEX 01 – Documents to be enclosed with the bid submission

Below are the mock-ups that need to be enclosed along with the bid submission. **2.1 - Website Home Page**

Design and present mock-up template for the website homepage. Homepage should include the details listed below:

- 2.1.1 - Logo
- 2.1.2 - Headline
- 2.1.3 - Hero section
- 2.1.4 - Primary call to action
- 2.1.5 - Supporting images
- 2.1.6 - Content offered
- 2.1.7 - Footers and bonus contents
- 2.1.8 - Other basic features (if any)

2.1.9 - Navigation - Sub-page accessed from Home Page (Conference page, Speakers page, News page, Gallery Page, Workshops page, Pop-up Stall page, Social Media Contest Page, Sideline Experiences Page).

2.1.10 - Functional keys must be visible in the Home Page (Search and Social media platform links).

*For further reference, details of these Sub Pages and Functional Keys are provided in Annex 2.

3.0 - ANNEX 02 – Detailed Scope of Work

Highlighted below are the detailed scope of work that the winning party must execute for Visit Maldives Storytellers' Conference

Below is a list of pages that need to be in the website:

3.1 Home page

The home page should consist of the listed details below:

3.1.1 - Logo

3.1.2 - Headline

3.1.3 - Hero Section

3.1.4 - Primary Call to Action

3.1.5 - Supporting Images

3.1.6 - Content Offers

3.1.7 - Footers and Bonus Contents

3.1.8 - Other Basic Features {if any}

3.1.9 - Navigation - Sub-Page accessed from Home Page (Conference Page, Speakers Page, News Page, Gallery Page, Contact Us Page, Workshops Page, Pop-up Stall Page, Social Media Contest Page, Side-line Experiences Page).

3.1.10 - Functionality in Website (Search Option, Social Media Link, Log-in/Log Out)

3.1.11 - Other Pages (Registration Form, Dashboard)

3.2 Sub Page; Conference Page

The Conference Page should be designed to give information to the public about the Conference Event. This page would consist of:

3.2.1 - Conference Information {Location, Date, Events held at the Conference}

3.2.2 - Conference Itinerary

3.2.3 - Conference Topics

3.3 Sub Page; Speakers Page

This page should be dedicated to the speakers who will be attending the conference. It should be viewable to the public. A total of 4 international speakers would be attending the conference to talk about highlighted topics. This page would consist of:

3.3.1 - Speaker introduction

3.3.2 - Speaker details

3.3.3 - Speaker topics

3.4 Sub Page; News page

This page is for the news related to Visit Maldives Storytellers' Conference. It should be viewable to the public. News pages should consist of:

3.4.1 - Latest News, Press Release, Articles

3.4.2 - Other News

3.5 Sub Page; Gallery Page

This page is to upload photos and videos to the gallery page. It should be visible to the public.

The gallery would include images and videos of pre-event, during event and post-event.

3.5.1 - Photo Gallery

3.5.2 - Video Gallery

3.6 Sub Page; Contact Us Page

This Page should be visible to the public and should include the below details:

3.6.1 - Contact Information: Email and Phone Number

3.6.2 - Call to action (Contact us form to fill in with the reason to contact)

3.6.3 - Short details / description bar

3.6.4 - Redirect to thank you page

3.7 Sub Page; Workshops Page

This page is to give details of the workshops held in the event. The page is visible for the public and should provide the details below:

3.7.1 - Workshop Introduction

3.7.2 - Workshop Details

3.7.3 - Workshop Topics

3.7.4 - Workshop Itinerary

3.7.5 - Workshop Presenters

3.8 Sub Page; Pop-up Stall Page

This page is dedicated to the pop-up stall participants of the event. Pop-up stalls are stalls by local artists showcasing local craftsmanship. 6 pop up stalls are to be allocated at the event.

This page should be visible to the public and should include the following details.

3.8.1 - Introduction

3.8.2 - Pop - up stall details

3.8.3 - Pop - up stall local artists

3.8.4 - Pop - up stall Itinerary

3.9 Side-line Experiences Page (Activities)

After the proceedings of the conference, the participants will embark on sideline activities. Sideline activities consist of a 3 day itinerary covering 7 regions of Maldives. 7 sideline groups will be formed, and each group will get to experience a separate itinerary. This page must be visible to the public

3.9.1 - Side-line activity introduction

3.9.2 - Information about all the atolls covered in the site & for other articles, redirect to Visit Maldives experiences page

3.9.3 - Side-line activity itineraries {7 itineraries in total}

3.9.4 - Side-line activity details.

3.10 Sub Page; Social Media Contest Page

Prior to Visit Maldives Storytellers' Conference, a social media contest would be organised to select 50 international travel writers for the Conference. This page is dedicated to the social media contest. The details would be visible to the public and should include the following information:

3.10.1 - Contest Introduction

3.10.2 - How to apply

3.10.3 - Contest guidelines

3.10.4 - Contest rules & regulations

3.10.5 - Contest sign up form

3.10.6 - Contest announcement & winners

3.10.7 - Contestants must be able to complete the contest sign up form online.

3.10.8 - Contestants must be able to upload documents in the sign up form (images, video, pdf)

3.10.9 - Once the contest form has been submitted, the applicant must receive an email notification at each stage of the application.

- Contest Application Submitted: When an application has been submitted.
- Pending verification: when the relevant department is verifying contest documents.
- Verified: Once the documents are verified.
- Status: If accepted or rejected for the Storytellers' Conference 2023

3.10.10 - Notify the relevant departments once a contest application has been submitted.

3.10.11 - Once the application is approved, the contestants must receive an email notification with a separate approval code for each winner and a link to complete the "REGISTRATION" form to sign up for Visit Maldives Storytellers' Conference.

3.11 Search Option

Must be able to search any keyword in the website by everyone using the website.

3.12 Social Media Platform Links

Easy access to all the social media platform links from the website. (Facebook, Instagram, Twitter, LinkedIn, Youtube, Pinterest - other's if any)

3.13 STC 2023 Registration Form - Link/Email;

3.13.1 - Two separate registration forms for the below end users.

- ❖ Form 1 - Contestant Winners
- ❖ Form 2 - Officials. {Officials consist of Speakers, Media, Entertainment, Pop-up stall participants, Workshop participants, MMPRC Staff, Event's Management Staff, Logistics Staff, VIP} - Should also be able to add end users from back end.

3.13.2 - The registration form should consist of the following details:

(For both end-users mentioned above)

- ❖ First Name
 - ❖ Last Name
 - ❖ Email Address
 - ❖ Password
- ❖ Contact Details
 - ❖ Current Address / Location
- ❖ Company
- ❖ Designation
- ❖ Website
- ❖ Passport Details
- ❖ Emergency contact details
- ❖ Medical conditions
- ❖ Allergies
- ❖ Dietary requirements
- ❖ Other requests
- ❖ To upload a Passport size image (< 1Mb)
- ❖ Vaccination Certificate
- ❖ Name, Registering as, and image to be printed to a card layout

(Only for End User: Contest Winners)

- ❖ What activities/products do they want to experience?
(tickbox/number in priority 1 to 3)
 - ❖ Approval Code (This code is generated for contest winners. They will need to write this code in their registration form for STC 2023)

*** Please note that form details are subject to change**

3.13.3 - The Registration form must be fillable and editable at a later time.

3.13.4 - Once the registration application has been submitted, the applicant must receive an email/notification of the confirmed registration.

3.13.5 - All registered participants should receive a login and password credentials to log into the platform. Once they log in they will be able to view the dashboard.

3.13.6 - Notify the relevant departments once each registration form has been submitted

3.14 Log In / Log Out Option

Login and Password to be generated for each end user. The end user must be able to log in to the website using their credentials. The list of end users required to log in are; Contest Winners and Officials.

3.15 Dashboard for registered users.

Registered users must be able to view a separate dashboard for each when logged in.

Important documents will be uploaded on the dashboard page. Documents such as:

- 3.15.1** - Profile
- 3.15.2** - Passport
- 3.15.3** - Itinerary of Conference
- 3.15.4** - Sideline Activity when confirmed.
- 3.15.5** - Vaccination Card
- 3.15.6** - Insurance
- 3.15.7** - Ticket Issued
- 3.15.8** - Badge

Itinerary, Badge, Ticket & Insurance must be able to be downloadable in PDF format.

The badge must consist of a QR Code and other details which will be provided to the bid winner.

3.16 User Roles: Super Admin:

- 3.16.1** - A super admin user with the ability to create/modify & define privileges according to the different user accounts.
- 3.16.2** - Ability to implement maintenance mode if the website is undergoing maintenance or having downtime due to technical issues or during upgrades.
- 3.16.3** - Access user logs (back-end users & front-end users).
- 3.16.4** - Access to backup and restore database / portal related data.
- 3.16.5** - Super admin must be able to update all the details in the website
- 3.16.6** - Super admin must be able to switch off and on sub-pages/other pages for each event.
- 3.16.7** - Must be able to view website statistics (number of people visiting home page, sub-pages and other pages).

3.17 User Roles: Admin:

3.17.1 - Overall Admin Usage

- Admin must be able to amend all the details in the website.
- Admin must be able to switch off and on sub pages/other pages.
- Must be able to upload writings, edit, upload documents (photos,videos, pdf documents) in Home Page, Sub Pages; Conference Page, Speaker Page, News Page, Workshops Page, Pop-Up Stall Page, Social Media Contest Page, Side-line Experiences Page as well as other pages; Registration Page, contact us page, Dashboard page.
- Must be able to view website statistics (number of people visiting home page, sub-pages and other pages).

*More details provided below.

3.17.2 - Admin Usage in Sub Pages / Other Pages / Functionalities etc.

Gallery Page

- Admin must be able to upload photos / videos in gallery page -
- Admin must be able to create various Categories (maximum 10) in the gallery section.

Contact Us Page

- Must be able to amend the details in the contact us page

Search Option

- Admin must be able to generate the searched keywords in the website's search option

Contest Page

- Admin must be able to view all details in the application form from the website in an orderly manner.
- Must be able to verify the documents.
- Ability to reject or send an application for resubmission with comments.
- Must be able to amend the status of the applicant to {Pending, Verified, Approved or Rejected} with comments.

Workshops Page:

- Admin must be able to list and modify the workshops available for participants on the dashboard.

STC 2023 Registration Form

- Must be able to check the status of an application submitted.
- Ability to view, reject, send for resubmission with comments or approve each registration form.
- Ability to issue badges. An auto generated badge with the details of the participant. Must have the ability to download in different formats.
- Should be able to scan the QR code on each badge generated for registered users. When scanned it should show the Admin the registered User's Details
- Admin must be able to create and assign a contestant winner to a particular sideline activity.

Dashboard Page:

- Must be able to upload documents for each participant. (Itinerary, Ticket and Insurance)
- Must be able to amend the details on the dashboard.
- Must be able to create a user of any type. The login credentials should be sent to the email.

3.18 User Roles: Contest Winners

3.18.1 - Contest Winners, once confirmed by MMPRC, must receive the approval Code generated via email and the Link for “REGISTRATION FORM” (to sign up for Visit Maldives Storytellers’ Conference.).

3.18.2 - Must be able to fill the STC 2023 registration form online.

3.18.3 - Once the STC 2023 registration form has been submitted, the applicant must receive an email/notification of the confirmed registration.

3.18.4 - Once STC 2023 registration is confirmed, they must be able to login and view their own dashboard for each winner.

3.18.5 - Must be able to select their preferred workshop from the dashboard. It should be visible in the dashboard.

3.18.6 - Must be able to download Itinerary, Badge, Ticket & Insurance in PDF format from the dashboard.

3.18.7 - Must be able to see their approved sideline activity in the dashboard.

3.19 User Roles; Officials {Officials consist of Speakers, Media, Entertainment, Pop-up stall participants, Workshop participants, MMPRC Staff, Event’s Management Staff, Logistics Staff, VIP}

3.19.1 - Must be able to register online from the link received via email.

3.19.2 - Once the STC 2023 registration form has been submitted, the applicant must receive an email/notification of the confirmed registration.

3.19.3 - The email must be verified.

3.19.4 - Once STC 2023 registration is confirmed, they must be able to login and view their own dashboard

3.19.5 - Must be able to download Itinerary, Badge, Ticket/Transfer, Insurance in PDF format from the dashboard.

3.20 User Roles; Public

3.20.1 - Must be able to view the details on the home page, Sub-Pages (Conference Page, Speakers Page, News Page, Gallery Page, Contact Us Page, Workshops Page, Pop-up Stall Page, Social Media Contest Page, Side-line Experiences Page).

3.20.2 - Must be able to use the Functionality in Website {Search Option, Social Media Link}.

3.2.21 Technical requirements

3.2.21.a - Must be user friendly, responsive & mobile friendly.

3.2.21.b - The portal must be able to support simultaneous backend users.

3.2.21.c - High Bandwidth - must be able to cater a large amount of bandwidth as the social media contest is open worldwide, and contestants may require uploading video files.

3.2.21.d - Must be secure and technologies used must adhere to the most recent similar management platforms or databases/

3.2.21.e - Platform to be developed on PHP / Laravel with Github repository management with version control for all code or a similar code management environment.

3.2.21.f - Portal must be intuitive for technical and non-technical users (audiences) with simple navigation and logical information architecture.

3.2.21.g - Deployment of the portal to existing cloud hosting service with version controlled source code repository.

3.2.21.h - A testing staging site environment for updates at various stages.

3.2.22 Deliverables

3.2.22.a - SSAD Diagrams / Process outline of the system.

3.2.22.b - User Guides

3.2.22.c - End-user (members) usage guide / onboarding videos

3.2.22.d - Back-end user (MMPRC staff) usage guide / training / onboarding videos.

3.2.22.e - This support period should cover fixes for any bugs or errors in any of the code submitted/implemented by the developer

3.2.22.f - This support period must cover minor feature additions and changes that do not require major modifications to system architecture.

3.2.22.g - Provide 1 year of free technical support and maintenance after the portal is officially handed over. Once this period is over two parties will come into an agreement on the fees and other details of providing the technical support and maintenance on a contract basis based on requirements, terms and conditions agreed by both parties.

3.2.22.h - Must provide MMPRC Staff Training required for the Storytellers' Event Portal

3.2.22.i - After the development of this portal, full ownership of the github repository and the website must be handed over to MMPRC

3.2.22.j - Any external apps required for integration (eg: for badge generation) can be listed in the proposal.

4.0 - Timeline:

Stage 01 - To be completed 30 days from agreement sign date.

Simultaneous Events	Toggle Option
Home Page	
Social Media Contest Page	Introduction
	How to apply
	Guidelines
	Rules
	Sign up form
	Announcement & Winners
Search Option	
Social Media Platform Links	
Speakers Page	Introduction
	Details
	Topics
Conference Page	Conference Information
	Itinerary
	Topics
Sideline Activities	
News Page	
Contact us Page	Contact us Form
	Redirect to thank you page

Stage 02 - To be completed 90 days from the agreement sign date

STC 2023 registration module development	
Dashboard	Dashboard
	Profile
	Passport
	Itinerary
	Vaccination Card
	Insurance
	Ticket
	Badge
	Sideline Activity
	Workshop to choose
Workshop Page	
Pop-up Stall Page	
Gallery Page	