



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

REQUEST FOR PROPOSALS

*Consultancy Services to upgrade the developed monitoring
portal and electronic library web application*

(08 March 2023)

Prepared by

GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology

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1 LETTER OF INVITATION

Dear Proponent,

1. Ministry of Environment, Climate Change and Technology (MECT) intends procuring the services of Consultancy Services to upgrade the developed monitoring portal and electronic library web application
2. A detailed Terms of Reference (TOR) and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement. Interested consultation Firms/ companies may obtain further information via mail to proc.gcfws@environment.gov.mv .
3. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv **on or before 1400 hours on 15 March, 2023.**
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project “Consultancy Services to upgrade the developed monitoring portal and electronic library web application)”, bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.
5. Bids should be submitted **on 1400 hours, Maldivian time on 19 March 2023** (Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at **1400 hours, Maldivian time on 19 March 2023.** Any late bids will be rejected.

**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun,
Maafannu, Male’, 20392,
Republic of Maldives
Tel. (960)-3018-390/393
Email: proc.gcfws@environment.gov.mv**

2 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised	08 March 2023
Bid Clarification	15 March 2023 before 1400hrs
Deadline to submit proposals	19 March 2023 on 1400hrs

3 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**.

Please CHECK in the BOXES to confirm the submission of the required Forms.

- 1. Proposal Form (Form Tech-1)
- 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- 3. Methodology and Work Plan (Form Tech -4)
- 4. Team Composition & Task Assignments (Form Tech -5)
- 5. Curriculum Vitae (CV) for proposed team members (Form Tech -6)
- 6. Work Schedule (Form Tech -7)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)
- 9. Financial Proposal Summary Form (Form Fin 3, Fin 4 and Fin 5)

Please CHECK in the BOXES to confirm the submission of the required related documents.

- 10. Company / consultancy firm profile
- 11. Company/ Consultancy firm Registration certificate
- 12. Organization chart
- 13. Copy of the National Identity Card/Passport
- 14. Assignment completion letters
- 15. GST Registration Certificate
- 16. Commitment letter from key experts

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company / firm, the Key Experts signed in Form 5 will be considered for the evaluation process.

Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report.

Note 04: Assignment Completion letters of the company and Individuals must be submitted for evaluation. Marks will be given for each completion letter

PART I

INSTRUCTIONS TO PROPONENTS

4 INSTRUCTIONS TO PROPONENTS

4.1 Introduction

- a) The Client named in the Data Sheet will select an IT Consultancy Firm from those issued with the Letter of Invitation.
- b) The Proponents are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, for the contract named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select an IT Consultancy Firm from those issued with the Letter of Invitation, in accordance with the method of selection specified in the data sheet.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the “ **Consultancy Services to upgrade the developed monitoring portal and electronic library web application** ”. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The proponents shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proponents
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in Section 6. Terms of Reference.

4.2 Conflicting of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Proponents have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Proponent or the termination of its Contract.

4.3 Fraud and Corruption

The Client requires that all parties including Proponents and their agents (whether declared or not), personnel, sub-contractors, sub-proponents, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Proponent having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

4.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to RFP | Consultancy Services to upgrade the developed monitoring portal and electronic library web application

such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Proponents could submit new staff in replacement, who would be considered in the final evaluation for contract award. Proponents who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Proponents and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Proponents are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 4). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan. A page is considered to be one printed side of A4 or letter size paper.

- a) A brief description of the Proponents' organization and an outline of recent experience of the Proponents and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2 of Section 4. For each assignment, the outline should indicate the names of Sub-Proponents/ Professional staff who participated, duration of the assignment, contract amount, and Proponent's involvement. Information should be provided only for those assignments for which the Proponent was legally contracted by the client as a corporation or as one of the major firms/Organisations within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Proponent, or that of the Proponent's associates, but can be claimed by the Professional staff themselves in their CVs. Proponents should be prepared to substantiate the claimed experience if so requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 4. The work plan should be consistent with the Work Schedule (Form TECH-7 of Section 4) which will show in the form of a bar chart the timing proposed for each activity.

- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 4).
- e) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-6 of Section 4).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

4.8 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

4.9 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

4.10 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Proponent shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".
- c) Proponents shall submit a "Compliance Statement" stating that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in two separate sealed envelopes with one (1) printed copy of each and one electronic version in a CD-ROM to the address indicated in the Data Sheet. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment, and with a warning "Do Not Open With The Technical Proposal." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked "Do Not Open, except in the Presence of the Official Appointed". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or

marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive

- e) The Proposals must be sent to the address indicated in the Data Sheet and received by the Client no later than the date specified in the Data Sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- f) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

4.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Proponents should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Proponents to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proponents' Proposal.
- b) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated evaluation criteria specified in the Data Sheet.
- c) After the technical evaluation is completed, the Client shall inform the Proponents who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Proponents whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Proponents that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Proponents sufficient time to make arrangements for attending the opening. Proponents' attendance at the opening of Financial Proposals is optional.
- d) Financial Proposals shall be opened publicly in the presence of the Proponents' representatives who choose to attend. The name of the Proponents and the technical scores of the Proponents shall be read aloud. The Financial Proposal of the Proponents who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Proponents.
- e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

5 DATA SHEET

4.1.a	<p>Name of the Client:</p> <p>Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree hingun, Maafannu, Male’, 20392, Republic of Maldives</p>
4.1.a	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p><i>Please write name and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: “Consultancy Services to upgrade the developed monitoring portal and electronic library web application”</p>
4.4 Validity	Proposals must remain valid up to 90 days after the submission date.
4.8 Clarifications and Amendments of RFP Documents	<p>Interested consultants may obtain further information/clarifications on request by writing an email to the address below no later 15 March 2023 before 1400hrs.</p> <p>Email: proc.gcfws@environment.gov.mv</p>
4.10 Submission, Receipt, Opening and of Proposals	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives.</p> <p>The proposals are expected to be submitted to the address on 1400hours local time on 19 March 2023 (Only bids submitted at this time will be eligible to proceed to evaluation). Late bids will be rejected.</p> <p>Proposal of additional or alternative conditions to RFP is not allowable</p>

<p>4.11 Evaluation of Proposals</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p> <p>(A) Company Profile: [90]</p> <p>1. No. of similar projects- General Experience [50]</p> <p>2. No. of similar projects- Specific Experience [40]</p> <p style="text-align: right;">Total A = []</p> <p>General Experience Consultancy experience of the Firm in the involving multi-disciplinary expert teams with 10 points per project with a maximum of 50 points (only successfully completed projects with reference letters will be counted).</p> <p>Specific Experience Consultancy experience of the Firm which are related to the scope of works of Web development, application development or related consultancy works 10 points per project with a maximum of 40 points (only successfully completed projects with reference letters will be counted).</p> <p>(B) Software Engineer [75]</p> <p>1. Software Engineer [75]</p> <p style="text-align: right;">Total B= []</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1. Education and qualifications (refer to TOR for minimum requirements) [25%]</p> <p>2. General Experience [25%]</p> <p>3. Specific Experience [25%]</p>

	<p>(C) Additional Skill/expertise [25]</p> <p>1. Additional skill/ expertise [25]</p> <p style="text-align: right;">Total C = []</p> <p>Technical Score (St) = $A/90*[W1] + B/75*[W2] + C/25*[W3]$</p> <p>Weights Distribution</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">W1</td> <td style="width: 80%;">Company Profile</td> <td style="width: 10%; text-align: right;">[20]</td> </tr> <tr> <td>W2</td> <td>Software Engineer</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>W3</td> <td>Additional Skill/expertise</td> <td style="text-align: right;">[30]</td> </tr> </table> <p>The minimum technical score (s) required to pass is: 65 Points</p>	W1	Company Profile	[20]	W2	Software Engineer	[50]	W3	Additional Skill/expertise	[30]
W1	Company Profile	[20]								
W2	Software Engineer	[50]								
W3	Additional Skill/expertise	[30]								
	<p>Assessment of Financial Capability of Bidder</p> <p>Evaluation criteria</p> <ol style="list-style-type: none"> a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 50,000.00, for the year 2021 – Submit Form FIN - 1: Annual Turnover (OR) b. To be eligible the financial statements of the bidding party must show, Minimum value of MVR 50,000.00, for liquid asset, for the year 2021 – Submit Form FIN - 2: Financial Situation (OR) c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business’s bank statement must show a credit balance of minimum MVR 50,000.00 (OR) d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in FIN form 3. (Credit limit shall be no less than MVR 50,000.00– Submit Form FIN – 3: Line of Credit Letter <p>Selection Criteria of Regional Based Business and MSME business Below MVR 2,500,000</p>									

	<p>a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:</p> <p>The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.</p> <p>d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded</p> <p>e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.</p> <p>The bidder with the highest ranking with the lowest proposed price will be awarded</p> <p>Criteria on classifying regional based business</p> <p>a) Check the bidders permanent address, if the bidder is a sole proprietorship</p> <p>b) Check the island to which the business is registered, if the bidder is not a sole proprietorship</p> <p>c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:</p>
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	<p><input type="checkbox"/> If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered</p> <p>OR</p> <p><input type="checkbox"/> If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered</p> <p>OR</p> <p><input type="checkbox"/> If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.</p>
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PART II- STANDARD FORMS

6 TECHNICAL PROPOSAL - STANDARD FORMS

FORM TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy for “**Consultancy Services to upgrade the developed monitoring portal and electronic library web application** ” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We hereby declare that all the information and statements made in this Proposal are true and accurate and that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related to this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2: Proponent's Organization and Experience

A - Proponent's Organization

[Provide here a brief (two pages) description of the background and organization of your firm and each associate for this assignment.]

B - Proponent's Experience

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **projects**] Each project/assignment should be accompanied by reference letters from the client to be counted as a valid experience.*

Contract/Activity Name:	Approx. If a contract, value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in currency US\$ or Euro):
Start date (month/year): Completion date (month/year):	NO of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's Name: _____

RFP | Consultancy Services to upgrade the developed monitoring portal and electronic library web application

6.1.1 2B – Summary of contract commitments of the firm

[All Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]

Name (& description) of Contract	Value of outstanding work	Estimated completion date
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm

TECH FORM 3: Letter of Commitment (Software Engineer)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **“Consultancy Services to upgrade the developed monitoring portal and electronic library web application”**- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

FORM TECH-4: Description of Approach, Methodology and Work plan for performing the Assignment

(For small or very simple assignments the Client should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10-15 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5: Team Composition and Task Assignment

	<i>Professional Staff</i>				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Software Engineer					

Note: Evaluation will be conducted to the teams proposed and indicated in the table above.

FORM TECH-6: Curriculum Vitae (CV) for proposed Professional Staff

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant trainings since degrees under 5 - Education were obtained*]: _____

8. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]:

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. General Experience Any specific requirement (Assignments/projects) mentioned in TOR *Starting with latest assignment, list in reverse order (see format here below) ::*

From [Month/Year]: To [Month/Year]: ____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: _

12. Specific Experience (for Successfully completed similar assignments as in TOR) *Starting with latest assignment, list in reverse order (see format here below)::*

From [Month/Year]: To [Month/Year]: ____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: _

13. Current commitments in Ongoing Projects with the Ministry of Environment

Name of the Contract/Project: _____

From [Month/Year]: _____ To [Month/Year]: _____

Positions held: _____

Summary of Role: _____

A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual

FORM TECH-7: Work Schedule

	<i>[1st, 2nd, etc. are weeks from the start of assignment]</i>			
	Deadline	1st	2nd	3 rd etc
Activity (Work)	04 weeks from contract signature, upon client review and approval			
Deliverable 1 Landing page development and Fix bugs identified in the E-Library				
Deliverable 2 Landing page development and Fix bugs identified in the Monitoring portal	10 weeks from contract signature, upon client review and approval			
Deliverable 3 Conduct Hands-on training to staff and relevant departments	11 weeks from contract signature, upon client review and approval			

7 FINANCIAL PROPOSAL - STANDARD FORMS

FORM FIN-1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy services for “**Consultancy Services to upgrade the developed monitoring portal and electronic library web application**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of the Firm _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

FORM FIN-2: Financial Proposals

	Description	Cost (Maldivian Rufiyaa)
1		
2		
3		
	Sub Total :	
	GST :	
	Total with GST:	

Note:

- *The consultancy firm/Company is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm/ consultant is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*
- *The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.*

FORM – Fin 3: Annual Turnover

Each bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2021		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FORM – Fin 4: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Tears (MVR Equivalent)	
	Year 2021

Information from balance sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current liabilities	
Working Capital	

Information from Income Statement

Total revenue	
Profit Before taxes	
Profit After Tax	

θ Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statement must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods

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FORM – FIN – 5: Line of Credit Letter

[letterhead of the Bank /Financing Institution /Supplier]

To: [Name and address of the Contractor]

Dear,

You have requested { name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Consultancy Services to upgrade the developed monitoring portal and electronic library web application

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MoECCT) requires the services of a **IT Consultancy Firm** to upgrade the developed monitoring portal and electronic library web application.

B. BACKGROUND

As per the Water and Sewerage Act (no. 8/2020), clause 8 (q), the ministry is mandated to monitor the service provision of water and sewerage by local councils and oversee the project implementation being undertaken to that effect. As per the latest research 55 water systems and 88 sewerage systems have been established across the country.

However, due to geographical dispersion of islands, it is difficult to conduct physical monitoring of basic and essential services in islands therefore, central monitoring of such services is lacking. Given the importance of this information, water and sanitation department is taking initiative to develop a digital platform to share this information in real time.

An online monitoring portal was established to address this issue. With the assistance of this portal, councils will be able to track the status of ongoing projects, request emergency water, update completed projects, and submit monthly monitoring indicators for each of the ministry's key emphasis areas.

E library on the other hand, is an online platform that can be used as a digital mechanism to share information regarding water and sewerage sector as well as publicize important information and data previously published by the ministry. The dissemination of this information will enable better information sharing and management of documents relevant to the sector.

C. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to test, evaluate, upgrade and manage the existing portal and electronic library as well as to bypass the platform's constraints and customize the content as per the ministry's requirements.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Software Engineer include, but is not limited to the following:

1. Upgrade, test, deploy, bugfix and support existing software platforms (both Monitoring portal and E-library)
2. Develop the landing page of E-library (public and admin logins)
3. Develop Landing page of monitoring portal (public and admin logins)

E. SCOPE OF WORKS

The position is within the PMU of ministry and will be under the supervision of the Water and Sanitation department and ICT team assigned for the digital service product. The work of the software engineer will include the following tasks, among others:

1. With the guidance from water and sanitation department and ICT section; analyze the current code and bring necessary modifications, test and debug the monitoring portal and Electronic Library.
2. Identify the gaps to bring the existing codes into a production level system
3. Upgrade the existing monitoring portal and electronic library as per the ministry's requirements.
4. Provide development and modification support during the hosting period to identify any issues with the monitoring portal and electronic library live versions until the e-library and monitoring portal is fully accepted by the ministry after User Acceptance Test (UAT)
5. Deploy application to the production server after UAT
6. Upon agreeable terms conduct annual maintenance as per the requirements of the ministry.
7. Provide on hand training to department staff and ICT section on the functions of monitoring portal and E-library.

F. DELIVERABLES AND TIMELINE OF WORKS

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Deliverables	Timeline of works
a. Landing page development and Fix bugs identified in the E-Library	3 weeks
b. Landing page development and Fix bugs identified in the Monitoring portal	4 weeks
c. Conduct Hands-on training to staff and relevant departments	1 week

G. PAYMENT SCHEDULE

Deliverables	Total payment %
a. Landing page development and Fix bugs identified in the E-Library	30
b. Landing page development and Fix bugs identified in the Monitoring portal	30
c. Conduct Hands-on training to staff and relevant departments	40
Total	100

H. QUALIFICATIONS AND EXPERIENCE

To be eligible for consideration for this consultancy, the firm should propose a candidate must meet the following criteria:

	Software Engineer		Sub- Category		Total Score	Sub-Score
Education Qualification	Masters Degree in Information Technology, Software Engineering, Computer Science or related field				25.0	10
	Bachelors Degree in Information Technology, Software Engineering, Computer Science or related field					15
General Experience	General Experience in Designing and developing software solutions	(a)	Working Experience of 7 years or more	7	25.0	25.0
		(b)	Working Experience of 5 years	5		20.0
		(c)	Working Experience of 3 years	3		10.0
Specific Experience	Designing and developing software solutions using; i. either PHP or .NET or Java or NodeJS with. ii.either MySQL or Postgres or MSSQL or MongoDB or MariaBD or Oracle.	(a)	7 years of specific experience	7	25.0	25.0
		(b)	5 years of specific experience	5		20.0
		(c)	3 years of specific experience	3		10.0

- a. In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

I. ADVANTAGE - ADDITIONAL SKILLS/EXPERTISE

1. Experience in any PHP web application framework
2. Proficient understanding of SQL.
3. Good graphics skills and knowledge in UI design.
4. Strong leadership, management and communication skills in presenting, discussing and resolving difficult issues
5. Time management skills with the ability to meet deadlines.

J. REPORTING OBLIGATIONS

The Software Engineer:

1. The role is based within the Water and Sanitation department and ICT section
2. The software engineer should report to work on week days from 0800 – 1400 hours other than public holidays
3. The software engineer will be required to work as per the new timings set by the government during Ramadan
4. The software engineer is required to report to work in official attire.

K. SERVICES AND FACILITIES TO BE PROVIDED BY THE MINISTRY

1. Office space and other facilities such as computers will be provided as required.

L. Price

The ceiling amount for the consultancy is MVR 250,000

M. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is (two) 02 months from the commencement of the works

This position is based at the PMU at the Ministry of Environment, Climate Change and Technology

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