



**MINISTRY OF NATIONAL PLANNING HOUSING AND INFRASTRUCTURE
MALE', REPUBLIC OF MALDIVES**

**TERMS OF REFERENCE
HOUSING PROPERTY INFORMATION SYSTEM DEVELOPMENT**

Iulaan Number: (IUL)471-CDS3/471/2023/109

GENERAL INFORMATION and BACK GROUND

Housing property information system (HPIS) is a system designed to collect and manage information's of housing property owners all over the Maldives. The information' will be provided by the government relevant bodies including island councils, atoll councils state owned enterprises (SOE) and from the private developers involved in the housing market within the industry.

OBJECTIVE

To provide the most recent updated information on owner's housing property information to the government bodies and other private institutions that are in need of them.

1. SCOPE OF WORK

Developer shall perform the following tasks and responsibilities coordinating with the MNPHI team.

1. The application consists mainly following component
 - a. API integration
 - b. Web Components
 - c. Databases
2. Develop API s that integrated to application use by local Authorities or Integrated APIs of local Authorities into system when its required by MNPHI
3. Design and create a database for the requirement of the system.
4. System should be designed in a way that MNPHI can later develop a mobile application.
5. Regularly report to the MNPHI Team on the process of the system development.
6. Create a user management facility that features a log-in facility and allows users to be granted different rights on the system;
7. Providing technical assessment, feedback and recommendations related to the progress of work done.
8. Performing application testing/ debugging, before handover of the system to MNPHI or whenever required by the MNPHI.

9. Perform design modifications according to requirement changes.
10. Preparing and submitting the required technical deliverable, in particular the detailed design reports, the application source codes, the test result log, and other documents and artifacts as detailed in the deliverable section below.
11. Being ready to work on a testing host server to put the latest developed version and any new software changes.
12. Training staff designated by MNPHI for the use of the final version.
13. Implement requirement changes and fix bugs during the agreement period.
14. Database - A secure database with data analysis functions.
15. User Registration - MNPHI admin login/ Council logins / user creation for all councils, where the island/ city councils and other government bodies can enter the required data to the database. Ministry should be given super admin role in managing the database containing all data within the database.
 - Councils and other relevant bodies of the government users should be able to add data into the system when access is being granted by MNPHI
 - MNPHI users should be able to generate statistics/ reports on the data received and service been provided to government institutions and other private individuals.
16. Data Entry and Data Displayed - The councils and other government intuitions providing the information will be entering data in to the system in a specific format provided by the MNPHI.
17. Search Function - The system has to be designed, searching the individuals national identification number (NIC) and retrieving all the information of the individual been entered to the data base in a report basis. In addition multiple ID's (NIC) searching feature also to be included.
18. Representation – Generate up to date charts, graphs and visual interaction for reporting.
19. Compatibility – System should be designed to compatible with major web browsers and phone browsers.
20. Accessibility - Ensure that the enhanced functionality developed portal / database compatible with other systems that will be integrated. (API Accessible)
 - User interfaces should easy to use and understandable.

2. TIMEFRAME

The bidder should propose detail time frame for completing the project including milestones of this project and shall be completed within 30 days, starting from the commencement of the project.

3. FEE PROPOSAL AND PAYMENTS

The Bidder is expected to include the lump sum fee to carry out the tasks specified on the TOR on their proposal. The price proposed must be stated in both writing and in figure, and any proposal which has unclear statements, may be rejected. The payments are made upon satisfactory completion and acceptance by MNPHI for the deliverables.

The details as following:

No.	Phase (Deliverables / Conditions)	Fee (%)	Sum Up (%)
1.	Advance Payment	15%	15%
2.	Approval of Interface	15%	30%
3.	Completion and Submission of application for beta testing	20%	50%
4.	Approval of beta testing	30%	80%
5.	Final Installation and handing over	10%	90%
6.	Maintenance (6 months period)	10%	100%

4. REPORTING ARRANGEMENTS

The bidder will work under the overall guidance and direct supervision of the MNPHI Team. As the project will be time constrained, the bidder shall provide weekly update on the progress during the project.

5. TECHNICAL QUALIFICATIONS

1. The team should consist of the following of Lead Developer at the minimum; this does not restrict other employees from working on the project but only lead developers experience and academic qualifications will be considered in evaluation process. The lead developer is required to be **Maldivian.**

ROLE	EXPERIENCE REQUIREMENT	ACADEMIC QUALIFICATION
Lead Developer	At least 5 years of experience directing the development team in design, development, coding, testing, and debugging.	Minimum undergraduate degree in Software Engineering, Computer Science, information technology, information systems, software development or any other related degree.

6. EXPECTED DELIVERABLES

Progress towards achieving each task during the contract will be monitored on a regular basis and with reference to a clear set of deliverables, including, where needed/applicable:

1. The Documentation about database procedures.
2. The Comments fields for all database tables
3. Application detailed design report
4. Issues Logs.
5. Weekly Progress Reports.
6. System developed according to the coding standards of the development language.
7. Application test plans.
8. Feedback / Change Documentations
9. Source codes of the application.
10. End-of-mission report that concludes the mission and assesses it.
11. The Database: including the mdf and the ldf file, filled with the latest version of data.
12. Handover documentation and source code at the completion of the project.
13. The Technical documentation includes the installation documentation and the detailed application specifications document.
14. The Help program: user and administrator manual documentation and any other software training materials related to the developer and the user.
15. All user profiles and access credentials: including the administrator profile and any related password to the database or source code related to the software.
16. Procedure of backup and the disaster recovery plan.
17. Any other information related to the software.
18. Quality Assurance and test results.
19. Developers' manuals.
20. Proposed admin portal and website structure and design
21. Fully functional website with identified issues resolved and ready to host by the contractor.
22. Manual of protocols, source code and user guides for the website including required training.
23. Providing manual guideline in using and Training staffs of MNPHI in using the system.
24. Demonstrated experience designing, building, and delivering complete software solutions with latest technologies. Experience with relational SQL databases.
25. Effective time management skills and ability to meet deadlines been agreed.
26. Exercise's initiative and creativity to complete projects within the project scope.

7. **EVALUATION OF THE PROPOSALS**

Technical evaluation will be done based on the following criteria:

Category	Marks Allocated %	Evaluation Criteria
a) Team Academic and Professional Qualification	20 %	Lead Developer: Academic qualification (40 marks), Experience (60 marks). Total marks: 100 Notes: - Reference letters must include details of work / projects completed.
b) Price	30 %	Formula below to be used to; Lowest price / price on proposal x percentage = Total % in price
c) Duration	50 %	Marks will be allocated based on the delivery period. Lowest duration / duration on proposal x percentage = Total % in duration
Total	100%	

8. CONTENTS OF PROPOSAL

1. Cover letter
2. Price proposal as per the ANNEXTURE 2
3. Details of Lead developer as per ANNEXURE 1 (Additional details to be attached as Annexure, including CV, work experience letters in relevant field, and academic qualification details)
4. Tentative work plan (clearly defining the commencement and completion date)
5. Detailed methodology (including initial system analysis design report)
6. Letter of completion/Reference letters or similar assignments performed in past years.

Additional Information required.

7. Corporate profile (including project portfolios)
8. Company / Partnership Registration certificate
9. Company profile document issued from Ministry of Economic Development
10. Income Tax Registration and Goods and Services Tax Registration Certificates
11. Tax Clearance from Maldives Inland Revenue Authority (MIRA) obtained recently (from 3 months till date of announcement)
12. Financial Position Form (ANNEXTURE 3)
13. Average Annual Turnover Form (ANNEXTURE 4)

9. CLARIFICATIONS

For further information, please attend the information session held at the Ministry of National Planning, Housing, and Infrastructure (MNPHI), on **04th April 2023 (Tuesday) at 11:00am** or email to the following address before **06th April 2023 (Thursday) 12:00pm**.

Ministry of National Planning, Housing and Infrastructure

Email: bid.secretariats@planning.gov.mv

Phone: + (960) 4004 746 : +(960) 4004 747

10. SUBMISSION OF PROPOSAL

Proposals must be delivered in sealed envelopes titled “**HOUSING PROPERTY INFORMATION SYSTEM DEVELOPMENT**” together with the submitting party’s name and address to the address below, on **11:00am** of **09th April 2023** local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of proponents’ representatives who choose to be present at the address below at the time of proposal opening.

Procurement Section
Ministry of National Planning, Housing and Infrastructure
Ameenee Magu,
Maafannu, Male’ 20392, Maldives
Tel: 4004700

ANNEXURE 1

Details of proposed team (This forms a part of proposal)

Role	Name	Academic and Professional Qualification (Certificate are required to be presented)	Work Experience (Certificates/Reference Letter are required to be presented)
Lead Developer			

ANNEXTURE 2

Price and Delivery Duration

Bidder Name:

Price:

	<i>Amount (MVR)</i>	<i>GST (MVR)</i>	<i>Total (MVR)</i>
Price for Service
Price for Service in words.

Delivery Duration (in Calendar Days):

ANNEXTURE 3

Financial Position Form

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]

	Year 2022:	Year 2021:	Year 2020:
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Information from Balance Sheet

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

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

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

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

ANNEXTURE 4

Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		
Average Annual Turnover		

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.