Ministry of Transport and Civil Aviation
Male'
Republic of Maldives

REQUEST FOR PROPOSALS ON

ICT Consultancy Service for Digital Product Security

SECTION 1

1. INTRODUCTION

This RFP is to urgently address the issues affecting the Ministry of Transport's infrastructure and applications. It includes a comprehensive assessment of the on-premise and cloud-based infrastructure, along with an evaluation of the current applications' functionality and performance. Based on the assessment, the RFP proposes changes to the hardware, software, and networking components, as well as updates to the applications to address the issues. The RFP also outlines the testing and rollout plan to ensure the changes are implemented without interruption to the Ministry's services. Additionally, the scope includes the budget required to implement the proposed changes and a communication plan to keep all stakeholders informed throughout the process.

2. HIRING OFFICE

Ministry of Transport and Civil Aviation (MoTCA)

3. SCOPE OF WORK (Description of services, activities, or outputs)

Scope and diversity of assignment:

- Assessment of the on-premise and cloud-based infrastructure.
- Evaluation of the functionality and performance of the Ministry's applications.
- Proposed changes to the hardware, software, and networking components, as well as updates to the applications.
- Testing and rollout plan for the proposed changes.
- Communication plan to keep all stakeholders informed throughout the process.
- Redesign the Ministry's entire IT infrastructure to enhance its security, scalability, and performance.

- Migrate the Ministry's applications and data from the existing infrastructure to the new infrastructure.
- Consolidate the resources of the six cloud VMs, two database clusters, and two object storages to make them more cost-effective, secure, and robust by redeploying them to the new infrastructure.
- Set up two new vSphere instances to manage the new infrastructure and deploy 12 new VMs, including AD, DNS, and internal applications.
- Deploy new Windows Server 2019 machines to replace the existing Windows Server 2012 machines.
- Replace the obsolete CentOS servers with updated and patched servers that are compatible with the new infrastructure.
- Configure the new infrastructure to ensure that each application is properly deployed and any misconfigurations are addressed.
- Given the availability of equipment, enhance the security of the infrastructure and applications by implementing additional security measures such as firewalls, intrusion detection systems, and regular vulnerability assessments.
- Establish a testing plan to ensure that the new infrastructure and applications are functioning correctly and meet the Ministry's needs.
- Develop and implement a rollout plan to ensure that the changes are implemented efficiently and with minimal impact on the Ministry's operations.
- Provide training to the Ministry's staff to ensure that they are familiar with the new infrastructure and applications.
- Establish a monitoring plan to ensure that the new infrastructure and applications are functioning correctly, and any issues are addressed promptly.

4. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE

The Consultant will be supervised by MoTCA and is expected to work closely with the Ministry.

The Consultant will be responsible for the quality and timeliness of the outputs but will receive support from MoTCA.

5. INPUTS / SERVICES TO BE PROVIDED BY IMPLEMENTING PARTNER (E.G. SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE

Consultants:

1. Fulfil the terms stipulated in the contract and the ToR through review of data, documents, email communications, Teams calls and meetings.

2. Maintain close contact with MoTCA.
3. Communicate any complications regarding the assignment as soon as possible.
4. Provide contact details that allow MoTCA to get in contact with the Consultant at any time

during the consultancy.

Ministry of Transport and Civil Aviation:

- Assign a focal point to work with the Consultant.
- Provide the relevant documents.
- Referral document stating
  - the appointment of consultant
  - nature of consultancy
  - duration of the project
  - request for compliance to the Consultants requests for data, information, reports, policy/procedures/guideline documents required
- MoTCA's internal policies, procedures, and guidelines, including updates therein, to adhere to while executing the responsibilities of this TOR.
  - Facilitate communications to gather data as required for the report
  - Monitor and facilitate the progress of the assignment
  - Review and provide comments to the deliverables in a timely manner
  - Facilitate necessary contacts
  - *Make payments upon completion of assigned deliverables.*

6. OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY

The other conditions that may apply in the undertaking of the assignment include:

Basis of payment:
Payments based on acceptance of the deliverables following submission of invoices after delivering the service completely

Language of reports/publication and other documentation and working language in country of assignment:
English and Dhivehi

Ownership of output:
Ministry of Transport and Civil Aviation

7. EVALUATION CRITERIA

The candidates shall be evaluated in the following categories.

a) Price: 70 marks

(Lowest Quoted Price / Quoted Price) x 70

b) Experience: 10 marks

Work experience will be evaluated based on number and relevancy of references submitted. The reference letters must define the works done and should have company stamp and signature on it.

Each letter = 02 marks

c) Duration: 20 marks

(Lowest Quoted Duration / Quoted Duration) x 20

8. ADDRESS FOR COMMUNICATION:

Ministry of Transport and Civil Aviation

Umar Zahir Office Building (3rd floor)

Hulhumale

Republic of Maldives

9. SUBMITTAL:

Proposals shall be submitted latest on 25th May 2023, at 10:00 hours, by emailing to procurement@transport.gov.mv and cc to admin@transport.gov.mv

SECTION 2

Form 1 – Checklist

#	**List of Documents to be Submitted**	☐ ☐	Page No.
1.	Bid Submission Form 2		
2.	Company/Sole Proprietor/Partnership Registration Certificate		
3.	SME Certificate		
4.	Tax Clearance Report (3 months prior to the bid submission date)		
5.	G.S.T Registration Certificate (if applicable)		
6.	Profile of bidder		
7.	Quotation (bid validity 60 days must be given)		
8.	If there is any relative or a person that has conflict of interest working in the Ministry of any Departments of the Ministry, please submit a letter stating the name and relation of the said employee.		
9.	Work Experience documents		

Form 2 – Bid Submission Form

1.	Bidders Information			
1.1.	Name			
1.4.	Address			
1.5.	Phone		1.6. Email	
2.	Bid Information			
2.2.	Announcement Number		(IUL)472/472/2023/33	
4.	Bidders Declaration			
4.1.	I submit the bid to provide the proposed service /scope work at above mentioned.			
4.2.	I agree to commence and complete the service/proposed work according to the ToR.			
4.3.	I agree to sign and enforce the agreement accordingly within the validity period of 60 (Sixty) days after bid submission date.			
4.4.	I agree that the aims, objectives, outputs, deliverables specified in this ToR will be met. I accept that MoTCA reserves the right to reject this proposal should this requirement be found unfulfilled.			

Name	
Designation	
Signature	
Date	