بسم الله الرحمن الرحيم

Ministry of Transport and Civil Aviation
Male'
Republic of Maldives

REQUEST FOR PROPOSALS ON

ICT Infrastructure and Software development Consultancy Service to support operations of the Ministry of Transport and Civil Aviation.

Reference number: (IUL)472/472/2023/68

Date: 4th December 2023

SECTION 1

1. INTRODUCTION

The Ministry of Transport and Civil Aviation is enhancing its existing information technology infrastructure and software development processes to advance the digitization of Land and Maritime Transport Services. The Project Management Team of the Ministry will oversee this initiative, receiving assistance and support from the ICT Management and Consultancy Service.

2. HIRING OFFICE

Ministry of Transport and Civil Aviation (MoTCA)

3. PURPOSE OF CONSULTANCY

Ministry of Transport and Civil Aviation is seeking well-qualified and experienced ICT Infrastructure and software development consultancy service provider to work closely for digitalization of Land and Maritime Transport Services and enhance the information technology infrastructure and software development processes of the Ministry. In the realm of Information Technology, a multifaceted approach is essential for success. This involves overseeing day-to-day ICT activities, ensuring the quality of ICT deliverables, and engaging in continuous Research and Development to explore new technologies. A crucial aspect of this responsibility is managing network infrastructure, handling servers and systems, and leading cybersecurity efforts while ensuring strict adherence to regulations. Additionally, taking the lead in software development efforts is paramount. This includes supporting and maintaining applications, managing databases, and overseeing analytics and reporting functions. Lastly, the role extends to managing and delivering IT projects, underscoring the comprehensive nature of the tasks involved in steering the technological landscape toward efficiency and innovation.

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

Scope and diversity of assignment:

- Providing technical support is crucial for overseeing day-to-day ICT activities, ensuring the quality of ICT deliverables, engaging in research and development by exploring new technologies, handling servers and systems, and managing and delivering ICT projects.
- In charge of software development, encompassing the replacement of outdated software and applications.
- Guiding and spearheading cybersecurity efforts, the individual or the company assumes a pivotal role in safeguarding digital assets and ensuring the integrity of information systems.
- In the role of leading software development efforts, the individual or the company is also tasked with providing support and maintenance for applications, managing databases, and overseeing analytics and reporting processes to ensure a seamless and efficient technological ecosystem.

4. TIME FRAME

Two years (Renewable contract based on performance).

5. WORK HOURS

Working hours in Ministry of Transport and Civil Aviation in Hulhumale shall be Sunday to Thursday excluding the Government holidays. Between 08:00-18:00, consultant shall work at least 5 hours stationed physically in the office and rest consultant can work remotely. And if Ministry of Transport and Civil Aviation requests for additional works in the related field the consultancy service provider has to corporate and contribute.

6. PLACES WHERE SERVICES ARE TO BE DELIVERED

The consultant shall be working at the Ministry of Transport and Civil Aviation (MoTCA).

7. DELIVERY DATES AND HOW WORK WILL BE DELIVERED

Milestones, outputs, and deliverable target dates will be assigned upon recruitment. Consultant will deliver the work in a monthly basis based on the assigned targets by monthly.

8. 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.

9. REQUIRED EXPERTISE, QUALIFICATIONS AND COMPETENCIES, INCLUDING LANGUAGE REQUIREMENTS

The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

Competency and Required Experience:

1. Relevant IT qualification with a minimum of 5 years' experience in application development management and maintenance.

2. Business management skills, project management skills, effective communication.

3. Knowledge of handling databases and extracting data from databases developed on MS SQL

Server.

4. Knowledge and expertise in data migration work

5. Demonstrate fluency in using PHP Laravel programming language and MySQL/MariaDB and other related software.

Additional Competencies: (evaluated in the interview)

1. Strong programming background with knowledge in modular based programming and use of emerging trends.

2. Good graphics skills and knowledge in UI design to improve usability.

3. Mobile Application Development skills for both IOS and Android.

4. Knowledge in full software development cycle including project formulating, version control and maintenance after deployment.

5. Project Management Skills – Good planning, scheduling, and analytic skills.

6. Good writing skills in Dhivehi and English.

7. Preferences would be given to individuals with demonstrated skills in implementing unit testing and integration testing.

8. Data security knowledge and experience

9. Good documentation skills.

10. Ability to work in a team.

11. Strong problem-solving and analytical skills

12. Strong experience with Laravel and PHP, knowledge of MVC architecture and object-oriented programming

13. Strong knowledge of Windows and Linux operating systems

14. Experience in .NET and ASP

15. Experience with front-end technologies such as HTML, Tailwind/CSS, and JavaScript

16. Experience with database management VueJS, Livewire and Alpine JS

17. Experience with database management systems such as MSSQL & MySQL

18. Strong problem-solving skills and attention to detail

19. Experience with Git and version control

20. Good understanding of Agile development methodologies

21. Strong attention to detail and ability to work independently

10. 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.

11. 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 monthly invoices.

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

12. EVALUATION CRITERIA

The consultancy service providers shall be evaluated in the following categories.

a) Educational Qualification: 40% - (Masters degree of Data Science, Software development or master degree in relevant field = 15 points,)

Note: Educational certificates should be accredited, and if a firm is submitting the bid, the firm should mention one or more person's educational certificates for which he or she will be working under this ministry.

b) Competency and Required Experience: 60%

Work experience will be evaluated based on number and relevancy of references submitted by the consultancy service provider. Bids with the greatest number of relevant references will be awarded 100% for this section with other respective bids receiving marks in proportion.

13. REMUNERATION

The service provider will receive a monthly payment shall be MVR 45,000 which will be based on qualification and experience. Price shall remain fixed during the contract period. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the price shall be entertained.

Payment will be subject to completion and acceptance of the work by MoTCA.

14. ADDRESS FOR COMMUNICATION:

Ministry of Transport and Civil Aviation

Umar Zahir Office Building (3rd floor)

Orchidmaa Hingun

Hulhumale

Republic of Maldives

15. SUBMITTAL:

Proposals including section 2 forms shall be submitted latest on 10th December 2023, at 11:00 hours, by emailing to career@transport.gov.mv and if the mentioned section 2 forms are missing the bidder will be disqualified as missing documents.

SECTION 2

Form 1 – Checklist

#	List of Documents to be Submitted	☐ ☐	Page No.
1.	Bid Submission Form 2		
2.	ID card copy (If individual person is submitting the bid)		
3.	Company Registration (If a company is submitting the bid)		
4.	SME Registration Certificate (If a company is submitting the bid)		
5.	MIRA / GST Registration Certificate (If applicable)		
6.	Tax Clearance Report (3 months validity) (If applicable)		
7.	Profile of bidder		
8.	If there is a relative 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 in the relevant field. Showing duration of relevant experience.		
10.	Educational Qualification Certificates (If a company is submitting the bid, it should provide educational certificates for one or more persons who will be working with the ministry.)		

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)472/472/2023/68		
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		

Previous Relevant Work Experience

Detail of Relevant Work Experience				
#	Project Name/ Designation	Client Detail	Year	Duration

Note:

TOR experience to counted for eligibility and evaluation, letters/certificates which shows the duration and other details like programing language, type of database used etc. must be included for every project in this table along with supporting documents. If not, we won't be