

Section No: 06 (Information Sheet)

In this document "Council" is referred to as Secretariat of Rasdhoo Council and "Employee" is referred to as the bidding party.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by Council, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on Council's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Council after it has received the Proposal. At the time of Award of Contract or Purchase Order, Council reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum Fifteen per cent (15%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that Council is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Council implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against Council, as well as third parties involved in Council activities.



Information Sheet

1	<p>Name of the Client: Secretariat of Rasdhoo Council AA. Rasdhoo, Republic of Maldives</p> <p>Contact No: 9996543 Email Address: projects@rasdhoo.gov.mv</p>
2	Proposal must remain valid until 90 days after the submissions date
3	All the proposals need to be submitted on the given date and time.
4	<p>Employees who show interest towards this bid can obtain further information no later than 01st February 2023</p> <p>Email: projects@rasdhoo.gov.mv Contact No: 9990185</p>
5	The Original hard copy of the bid document needs to be submitted physically on the bid opening meeting. If the submission is done by someone other than the owner of the business, owner's approval letter should be submitted with the bid document
6	<p>Please note that Any bid document submitted after the bid opening date and time shall be rejected.</p> <p>Incomplete proposals will not be considered in the bidding procedure.</p>



Background

Under Decentralization Act, Secretariat of Rasdhoo Council acts as governing body of the island AA. Rasdhoo with holding rights and responsibilities as per the Decentralization Act. Secretariat of Rasdhoo Council have several operational tasks as part of our daily activity to ensure maximum economic output of the island's resources.

These involve tasks such as:

- Make decisions for collective economic growth of the Island
- Manage, view and exhibit economic indicators.
- Managing municipal affairs
- Organize and view citizens according to their age/job/profession/location
- Communicate with certain groups of citizens
- Offer services such as applications for certain schemes like housing schemes.
- Promote the services and the facilities are available in the island, such as educational services, health services, police services etc. for the purpose of attracting investors and developing the island.
- Exhibit industry resources and services to citizens.

Currently, Secretariat of Rasdhoo Council do not have a centralized system to manage these tasks in a streamlined manner. Disseminating this information for the Island Citizens and sanctioning the Council staff to manage these tasks in an efficient manner through the use of ICT in a cohesive, informative and user-friendly manner is the primary goal of this Council.

Objective

The objective of the consultancy is to develop a web application to handle the daily operation of the Council. In addition to managing the tasks, the application should have the ability to create a website for the council, which displays the necessary data related to the council and the services offered by the council so the citizens can interact with the council.



Scope of Work

The consultancy shall comprise of the following tasks:

1. Council Management Web Application

a. Handle the daily operations of the Councils

- Portal should be developed in Dhivehi Language
- Citizens shall be able to request for services online
- Update, manage and able to check progress of Development plan of the island.
- Assign the work plan tasks to council members and able to check the progress
- Assign the daily tasks to council staffs and check the progress. Should be able to generate reports as per council requirements.

b. Island Data Management

- Enter, Update and manage the information of all the citizens of the island
- Allow Citizens to login, view and update their data through the website.
- Allow Admins to login and update Citizen and other data.
- Allow council members/admins to organize, filter and view citizen data:
 - Jobs
 - Profession
 - Age
 - Location (Permanent and Current location)
- Create the relevant Organizations under each respective industry of the island.
 - Health – Health Centre
 - Fisheries
 - Agriculture
 - Tourism
 - Education
 - Attractions
- Update and manage Information of the Businesses running in the island
- Create a login for some organizations to update important information of the citizens related to their Industry.



- Update general information of the island such as:
 - Size of the Island in Hectors.
 - Population of the Island

2. Council Website

- The website should be a bilingual website with both Dhivehi and English language.
- Should be compatible with all devices including mobile and any other devices irrespective of their screen size.
- Should be appealing, user friendly and clean in appearance. Be compatible with all the recent versions of popular web browsers.
- Should be able to perform well with slow internet connections.
- Website Should follow the branding of the Council. Council branding, Color codes, fonts and any other required design guidelines will be provided to the successful bidder by the council.
- At the time of publishing an article, the author (or Administrator) should be able to decide which social media platforms it should be posted to (e.g. by checkboxes). Then such social media publishing should be automatic.
- View all the industries on the Island:
 - Health
 - Fisheries
 - Agriculture
 - Tourism
 - Education
 - Attractions
- View all the information regarding Organizations within each industry of the Island.
- View Information of the Businesses and the services available in the island
- Log-in to the portal
- View and apply for all the services offered by each organization including the council.
- View general information of the island such as Size and Population.
- View statistics on budget, development plan and work plan of the council.
- Should have the facility to create polls (to obtain user views) and online quizzes (with feedback)
- Should contain a provision/module to create application forms and the ability to submit them online securely. The administrators or delegated operators should be able to access the submitted data including uploaded documents in a well-organized form.



- Proposed Structure of the website: (Note that this is not final structure, Council will provide briefing on final structure with the successful bidder)
 - Home page
 - About Us page
 - Services
 - Island Development updates
 - Gallery (Video and Photo)
 - Publications
 - Explore the island
 - FAQs
 - For Investors
- The Employee should work with the council for at least 1 year after finishing the project, to make sure the council staffs are well trained and to bring changes to the Website and web application as per the users' feedbacks.

3. Payment Gateway Integration

- Citizen should be able to make respective payments for services provided by the council, in a way that the following details are easily identified;
 - Details of the Payee (Name, Address, NID, Mobile No.)
 - Purpose of the Payment (Associated Service, Period)
- A receipt should be generated upon the confirmation of the payment

Technical Specifications

- Before starting the project, the frameworks being used such as .Net Framework, and third-party libraries must be documented.
- Application and Web Portal's database shall be developed using Microsoft SQL Server.
- The backend must be user friendly, and appropriate training must be given to its users.
- Online standards must be followed, and the application and web portal must operate in popular web browsers such as Microsoft Edge, Google Chrome, and Firefox.

Required expertise of the consultants

The bidder is anticipated to present a team of at least three people.

The team as a whole should fulfil all of the requirements listed below (at least one member of the team should fulfil each condition). A team leader should be assigned by the bidder.

- Minimum Diploma or higher qualification in Information Technology or related field
- Minimum 3 years of experience in the field:
 - with technologies such as .Net, Java, PHP, NodeJS
 - with understanding and experience in HTML5/CSS/JavaScript
 - with UI/UX designing
 - with web development
 - with mobile application development (minimum 2 such applications)
 - with front-end development experience

