



Bid Document Format

GENERAL INSTRUCTIONS REGARDING THE BID FORMAT

- Bid document must be prepared by the bidder must strictly follow the bid format given below
- If a section of the bid format is not applicable for the bid or bidder in question, then the bidder must include the section in the bid document with clear indication that the section is not applicable to bidder including a reason as to why the bidder specified the section as “Not Applicable”.
- All pages of the bid document, excluding the cover page must be numbered “Page x of y” where x is the current page number and y is the total number of pages including the cover page.
- Headings in the content pages must represent headings in the bid document formatted as such. All headings and subheadings must be in hierarchical order.

FRONT PAGE

- Must have Bid title, Lulaan number, Lulaan date, Bidders Name, Bidders bid reference number, bid expiry date.
- Bid expiry date shall be no less than 60 days from the date of bid submission. MoCST reserves the right to deem disqualified any bid document with an expiry date shorter than 60 days from the date of bid submission.

TABLE OF CONTENTS

- Table of contents must include the heading included under this bid (Excluding the front page and table of contents).
- Table of contents must be well organized and formatted in hierarchical order
- Each heading must include the page number on which they appear

INTRODUCTION

Must be a brief introduction of the bidder that is no longer than 150 words. In addition, introduction must include the Lulaan number, Lulaan date, and project title.

As a second page of the introduction, Document of Power of Attorney must be submitted. Document of Power of Attorney is document stating the individual/staff authorized to submit the bid on behalf of the bidder and the individual/staff authorized to enter into contract with MoCST should the bid be successful. This document should be a legally binding document endorsed by the relevant authority/body/board of the bidder.

SECTION 1: BID FORMS

Instructions: This section is *mandatory*.

- Form 1 – Checklist:** As provided in Section 2 of the RFP (Completed, including the page numbers of the items given in the relevant column)
 - Form 2 – Bid Submission Form:** As provided in Section 2 of the RFP. All relevant fields must be filled. Filled fields must be backed by related supporting document(s) where applicable.
- If the forms specified above are incomplete or missing MoCST reserves the right to deem the bid proposal as disqualified.

SECTION 2: BID SUMMARY

Instructions: This section is *mandatory*

a. Experience

Experience of the company shall be limited to relevant experiences in the last 5 years.

EXPERIENCE OF THE COMPANY - TABLE E1	
Number of reference letters issued to the company that is relevant for this bid	xxxx (Number specified here must be equal to the number of reference documents included in Section 4)
Number of years doing work relevant to task specified in the RFP	xxxx (Number specified here must be no less than the number of years specified in the reference documents included in Section 4)

For this Table E1 above, if relevant reference document is not attached then MoCST will consider the number of relevant reference documents attached as the correct number. If there are no relevant reference documents attached the numbers specified above will be deemed as 0 (zero).

EXPERIENCE OF THE TEAM - TABLE E2			
Team members Name	Highest Academic Qualification	Number of years of experience in the relevant field	Page Number of the Team members profile
	Proof of qualification specified above must be included as part of the members profile in Section 5	Proof of experience specified above must be included as part of the members profile in Section 5	Page number xx where the team members profile is located

For Table E2, if relevant qualification and experience document for the given team member is not attached in Section 5, then MoCST will consider the highest qualification attached and the longest experience document attached. If any one of the relevant documents (either Academic or experience)

for the given team member is missing all together, then that member will not be counted as part of the team. If Section 5 does not include any document, then MoCST reserves the right to deem the bid as disqualified.

b. Price

Item (Outputs)	Duration (Hours)	Price (MVR)
Detailed Desk review of existing data (disaggregated by age group, sex, locality, industry, subsector of ICT (where applicable)) from stakeholders within xx days from contract signing	Xxx Hours (Proposed xx days from contract signing including public holidays)	x,xxx.00
Online survey format within xx working days from contract signing and results (survey data) within 45 Days from contract signing	Xxx Hours (Proposed xx days from contract signing including public holidays)	x,xxx.00
Draft Baseline Study Report 18 Days before project end date. The draft report should include the following: <ul style="list-style-type: none"> ○ Desk review including data frequency ○ Data from Online Survey ○ Analysis and findings of the Detailed Desk review and Online Survey ○ Framework for measurement of participation in ICT field within 55 days ○ Distribution of workforce (Includes expat work force as well)/potential workforce over the country by within 55 days. 	Xxx Hours (Proposed xx days from contract signing including public holidays)	x,xxx.00

<ul style="list-style-type: none"> ○ Review of existing policies, if any, related to empowering women in ICT within 55 days ○ Recommendations based on the findings within 55 days 		
<p>Trainings held and required knowledge and skills established within MCST and relevant task team on use as well as further development of measurement framework by contract end date</p>	<p>Xxx Hours (Proposed xx days from contract signing including public holidays)</p>	<p>x,xxx.00</p>
<p>Capacity built in MCST for use of collected data, dissemination, at required level of disaggregation (national, Atoll, island etc.) by contract end date</p>	<p>Xxx Hours (Proposed xx days from contract signing including public holidays)</p>	<p>x,xxx.00</p>
<p>TOTAL</p>	<p>Xxx Hours (Proposed xx days from contract signing including public holidays)</p>	<p>x,xxx.00</p>
<p>Extended support /Per Hour (Valid till: <enter date here>) <i>(The validation date given here shall not expire 3 months from the proposed project completion date)</i></p>		<p>x,xxx.00</p>

The fields in the above table must be filled complete. If MoCST finds any of the fields specified above incomplete, then MoCST reserves the right to disqualify the bid.

c. Duration:

- Gantt Chart for the project describing at minimum the duration taken for each deliverable in days
- Gantt chart must reflect all days of the week. It must identify all public holidays.
- Duration of the project will be the number of days between the project start date and project end date inclusive of the start date and end date.
- If the Gantt chart fails to meet the above requirement, the MoCST reserves the right to deem the bid proposal as disqualified.

SECTION 3: COMPANY/NGO/CONSULTANTS PROFILE

- a. Profile of the company/partnership/corporate society/sole proprietorship issued by Ministry of Economic Development
- b. Tax Registration Notification issued by MIRA
- c. G.S.T Registration Copy (If Registered): If GST Registration is not applicable to you then include this part with the label “GST Registration Not Applicable”.
- d. Tax Clearance Report (03 Months Validity)
- e. Declaration of working relative at MoCST: Letter stating name and relation of a relative working in the Ministry or any Departments of the Ministry if any. If the bidder does not have any relative working in the Ministry or any Department of the Ministry, then include this section with the statement “NOT APPLICABLE”
- f. Bidder may provide its own version of the profile in this sub section.

g. APPROACH

In this sub section bidder must provide a description of how the bidder will undertake the task specified in the RFP. This must include a brief overview of main activities envisaged to deliver the project.

SECTION 4: PROOF OF COMPANIES EXPERIENCE:

a. Summary of Relevant Work Experience of the Company

Projects must be in descending order of date (most recent one on top and oldest one last)

#	Project Name	Client	Year	Contract Value (in MVR)
Grand Total:				

- Contract value for the above table **must be provided**. If the contract value is unspecified, the project will not be counted as part of the Companies Experience.

b. Reference Documents Issued to The Company for Projects Stated in SECTION 4a.

- Reference documents issued to the company
- Must be in descending order they appear on the table in Section 4a.

SECTION 5: TEAM MEMBERS PROFILE

- Members shall be listed on the same order as they appear in Section 2 a. Experience of the team
- Documents specified under this section shall be submitted in the order specified above for each member of the team such that that given member’s profile is complete before starting the same for the next member.
- If the team members profile is missing, then the team member will not be counted in the evaluation. ***If profile for all team members are missing, then MoCST reserves the right to either regard the Section 2 as not submitted or deem the bid as disqualified.***
- For each member of the team Profile in the following format

Team Members Profile

**Proposed role in the project
(Coordinator/Trainer/Researcher):**

Please specify

Proposed responsibilities

Please specify

Photo

- 1) Family name:
- 2) First names:
- 3) Date of birth:
- 4) Nationality:
- 5) Civil status:
- 6) Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

7) **Language skills:** Indicate competence on a scale of 1 to 5 (5 - excellent; 1 - basic)

Language	Reading	Speaking	Writing

- 8) **Membership of professional bodies:**
- 9) **Other skills (computer etc.):**
- 10) **Present position (if available):**
- 11) **Key qualifications (please specify in bullets):**
- 12) **Specific experience in the region:**

Country	Date from - Date to

13) Professional experience:

Date from Date to	Location	Company & reference person (name & contact details)	Position	Description

14) Publications (if any):

Title	Date	Description

15) Reference Documents

- i) Certificate of highest educational qualification - MQA Accredited**
 - ii) Proof of key qualifications:** e.g.: Prince2 Certification, document PMP Certification documents etc.
 - iii) Specific experience in the region:** Document issued by the employer/client
 - iv) Professional Experience:** Document issued by the employer/client
-

SECTION 6: OTHER RELEVANT DOCUMENTS

- Under this section, the bidder may include any other document it considers relevant for this bid.