



## **Terms of Reference**

### **Developing a website for Yacht Rally 2022**

## 1. Background

Maldives Integrated Tourism Development Corporation (MITDC) is a 100% Maldivian Government State Owned Enterprise and has been mandated with the development of integrated tourism in local inhabited islands of the Maldives.

Yacht Rally 2022 is a sailing event organized by the Maldives Integrated Tourism Corporation (MITDC) which invites Yachtsmen from all across the globe to participate in a journey across the Maldives seas, making stops at local islands, exploring the heritage, experiencing famous dive sites and sandbanks etc.

The rally is scheduled to begin its journey on February, 2022 starting from the most northern atoll of the country, Haa Alif Atoll, taking a course of 2 weeks to reach the end point in Baa Atoll. The aim of the organizers is to promote Maldivian culture & heritage, its rich history as well as yacht tourism and to exploit the benefits of strengthening these areas within the tourism industry of the country.

## 2. Objective

The purpose of this website is to reach a wider audience for our process of promoting the Event Yacht Rally, Tourism industry of Maldives and its rich culture and heritage. The website is to be designed an information hub relating to the event. Users can easily access vital information and interact with the help line of MITDC when assistance is required. It will also act as an online portal for registration and other services related to the event.

The web site if preferred based on the following technologies:

- MVC – Framework (preferably Laravel 7 or higher)
- PHP
- MySQL

## 3. Scope of work

Scope of the project consists of two main areas of work:

### 3.1. Development of the website

- One off development of the website with CMS (content management system) on an iterative basis in a process involving Maldives Integrated Tourism Development Corporation project team to accommodate any design preferences.

Develop a project plan defining the following (to be submitted with bid proposal):

- Timeline or duration for Content development / Requirement Analysis
- Budget allocation
- Documentation process
- Roles and Responsibilities of development team

- Collaborate with Maldives Integrated Tourism Development Corporation to finalize design of the website. Any alterations to the design and approaches taken to make the system user-friendly or function better shall be shared and agreed upon at these meetings.
- Provide details of the approach taken to test the functionality of the website
- Develop a documentation of the website including the following:
  - o User Manual
  - o Data dictionary
  - o User roles and responsibility
  - o Graphical representations of website workflows (UML diagrams)
  - o Recommendations for hosting and storage space for best performance
- Train MITDC staff to interact with CMS and its administrative controls

### 3.2. Maintenance

- A continued maintenance of the website and CMS for a proposed time duration, which would include applying any required security patches and fixing bugs.
- Provide assistance with content update, if the required content updates cannot be made through CMS. (note that this does not include website redesign or development)

## 4. Development

### 4.1. Features

- Should allow users to have multiple roles with appropriate access and restrictions based on the level of user role.
- The CMS needs to offer a facility to enter and maintain user registrations details
- Site admins should be able to add multiple forms of multimedia and publish graphs through the CMS
- Date stamp should be available for all postings
- Accessible, intuitive, clean and responsive website design that does not leave out information when viewed on different devices. (Bootstrap v4 or higher preferred)
- Visitors should be able to register to the rally from the website which incorporates a proper registration component with validations.
- Visitors shall not be allowed to complete registration without acknowledging a developed term of service / rules and regulations of the rally.
- Should incorporate a BML payment gateway for registered users on the website to do online transactions through the site
- Registered users should receive an email receipt upon completion of a transaction
- should have an interactive contact us page for site visitors to send queries through the page which validates their email address for successful submission
- website should be optimized for all browsers
- Search function for website content through free text search for keywords on the site and downloadable / viewable files or media.
- should be developed in a manner where users with slower bandwidths will not experience slow or failed interactions

- Website admin should be able to generate simple reports such as number of registered users

## 4.2. Structure

The draft content structure of the website are as follows. (subject to change during project definition phase)

- 4.2.1. Home page
  - Maldives time and weather details on either top corner
  - Savaadheetha Dhathuru (About the Rally)
  - Sultan Mohamed Thakurufaanu Story and ancestry
  - Attractions and activities
- 4.2.2. THE TEAM
- 4.2.3. Gallery (categorized based on atoll or island)
- 4.2.4. Packages
  - This page will include the prices and packages included
- 4.2.5. Islands and Facilities
  - Brief details of the visiting islands and the facilities available on the islands
- 4.2.6. Itinerary
  - This page will include the details of the itinerary, map and route
- 4.2.7. Map and Route (Animated route of the trip)
- 4.2.8. Registrations
  - This page will handle all registrations for users to register to the Rally online
- 4.2.9. Rules and Regulations
  - Customs
  - Charges & Fees
  - Documents required
  - Prohibited items
  - Local island guidelines
- 4.2.10. Partners and sponsors
- 4.2.11. Sponsorship opportunities
- 4.2.12. Contact us
  - This page will contain the contact details of MITDC and an in-built feedback system which allows visitors to post query's
- 4.2.13. Feedback (Comments & Reviews)
- 4.2.14. Terms and Condition
- 4.2.15. Privacy

## 5. Deliverables

- 5.1. Upon signing of the contract, the contracted party is required to arrange meetings with MITDC project team to finalize and approve a website design to move forward with the development.
- 5.2. As stated in section 3.1 a timeline should have been submitted along with the bid proposal, consequently upon finalization of the design the contracted party is required to deliver a

working prototype or a beta version of the website and the final version of the website in correspondence to the given timeline

- 5.3. Provide details of white-box testing carried out on the website
- 5.4. Prior to final handover of the website, contracted party should allow MITDC project team to carry out black-box testing on the website.
- 5.5. All users must be trained based on the roles and responsibilities defined by MITDC or TOT sessions must be provided if necessary
- 5.6. Contracted party will be required to provide maintenance services mentioned in section 3.2. for the duration of 6 months with no additional charges for the services.
- 5.7. The implementation process will commence after the final handover of the following:
  - Full source code including all the developed libraries
  - Full documentation of the website development including process under gone in each development stage, UML diagrams, wireframes and sitemaps
  - User Manuals
  - All user and admin details/passwords and rights
  - Recommendations on hosting platform for best performance of the website

## 6. Terms and Conditions

- 6.1. On approval of design template by MITDC, development shall commence immediately.
- 6.2. The final deliverable website should fulfill highlighted features in **section 4.1**
- 6.3. Black-box testing shall be carried out in collaboration with the focal point appointed by MITDC after development.
- 6.4. Weekly progress meetings shall be conducted with the focal point appointed by MITDC after initiation of the website development phase
- 6.5. The contracted party should agree upon a maintenance period of 1 (One) year from the time the website is handed over to MITDC.
- 6.6. The contract period is from once the contract is signed till the end of the support period stated in the point above.

## 7. Proof of Experience and other required documents

- 7.1. Proven minimum 3 years of work experience in website development along with reference letters of work completion.
- 7.2. Each party may submit only one bid.
- 7.3. Bids should be submitted in two separate envelopes.

### Envelope 1

- Business Registration Certificate
- GST Registration Copy
- MIRA Tax Clearance (date not more than 30 days)
- Business Profile Sheet issued by Ministry of economic Development (Dated not more than 30 days)
- *If a company*, Board Resolution on participating in the bid.
- Portfolio or profile of The Firm showcasing previous works.
- Proof of ability to undertake this assignment, in the form of reference letters (of relevant work)
- CV's of team / individuals.
- A proposal on how the applicant will undertake this assignment, with methodology, timeline and initial mockup.
- Proposed Work Plan

### Envelope 2

- Bid Submission Letter

7.4. Bids should be submitted to MITDC, on 5<sup>th</sup> May 2021 at 10:30 hrs.

Maldives Integrated Tourism Development Corporation Ltd.  
8th Floor, M. Dhoonifushi  
Orchid Magu, Male', Maldives

## 8. Queries

8.1. Any queries or requests for clarification should be sent in writing to the below mail.

Email: [procurement@mitdc.com.mv](mailto:procurement@mitdc.com.mv)  
Subject Header: Developing Yacht Rally Website

8.2. Unless notified by announcements or direct written communication, no changes will be allowed in the Bid Submission details or deadline.

## 9. Evaluation Criteria

The evaluation of the service providers will be weighted both in terms of the price and experience, where the scoring will be distributed as follows:

Criteria	Score
<b>Financial Proposal</b>	<b>40</b>
- Clear financial proposal of proposed fee in MVR inclusive of GST	
<b>Experience with web development projects</b>	<b>50</b>
- Portfolio showcasing previous works with minimum 3 reference letters	20
- CV's of team/individuals supported by letters of individual portfolio showcasing personal work experience.	30
<b>Implementation</b>	<b>10</b>
- Maintenance period	05
- Proposed delivery time for the website.	05

## 10. Intellectual Property

- 10.1. The Firm must agree explicitly that all components of the works submitted are indeed original creations of the firm. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract.
- 10.2. MITDC will not bear any responsibility for the Firm's illegal or inappropriate use of copyrighted material and the Consultant agrees to bear full responsibility for any consequences for such actions.
- 10.3. The website and all related material shall remain the sole property of Maldives Integrated Tourism Development Corporation.

**Format of Bid Submission (to be completed by Each Bidder and included in the bid submission)**

To:  
The Maldives Integrated Tourism Development Corporation Ltd. 08<sup>th</sup> Floor, M. Dhoonifushi  
Orchid Magu, Male', Maldives

Project: Yacht Rally 2021 Website Design

Having examined the documents and all relevant Amendments / Addendums for the execution of the Project, we the undersigned, offer to execute and complete the works wherein in conformity with the Bid Documents for the prices quoted as follows:

#	Project	Proposed pricing (MVR)	Duration	Maintenance Period
1	Yacht Rally Website Development			

We understand and agree that if our Bid is accepted that we shall be available to commence works within seven days of receipt of the Letter of Award and to execute the works in accordance with the Service Agreement until completion of the Project or until termination of the contract by the Employer.

We agree to abide by this Bid and to remain available for execution of the Service Agreement for a Bid Validity of 30 days from the date of Bid Submission and that the price submitted shall remain binding until completion of this validity period regardless of whether the Employer has issued an acceptance to another party.

We accept that once the Letter of Award is issued to us, that this Bid, together with the Letter of Acceptance and Notification of Award shall constitute a binding contract between us and the Employer until a formal Service Agreement is signed.

We understand that MITDC is not bound to accept the lowest or any Bid you may receive and that we will not hold MITDC liable for any costs incurred by us in association with the preparation, submission and your final decision regarding this Bid.

Date this ..... day of ..... 2021

Signed by .....

In the capacity of ..... having the authority to sign and submit bids

for and on behalf of .....

Name and Address of Signatory ...