Data Migration to TAVIS system - Short term consultancy

Expression of Interest	19th May 2021 before 14:00hrs
Information Session	23rd May 2021
Proposal Submission Date	30th May 2021 : 14:00hrs

Terms of Reference – Data Migration to TAVIS system
Short term consultancy

<u>Introduction</u>

Maldives Transport Authority (MTA) currently utilizes an IT system by the name of "MATRIS" for processing some of the marine services in the back office. In parallel, service related data are also maintained and managed using Microsoft Excel spreadsheets.

In addition to MATRIS system, MoTCA utilizes the following applications in the provision of its services to the public;

- TRON - A web application developed by NCIT to manage license records. This is hosted at NCIT and is managed by NCIT.
- LICS - A web application used prior to TRON for managing license information. Data from this is fetched by TRON.
- DPE - A web application that is used to manage the information about applications for driving tests, examiner allocation and driving list preparation, etc.
- NATTRA - A web application used to manage theory exams for driving licenses.

The MATRIS system is developed using ASP.NET and uses SQL Server as the backend database. Due to the old technology utilized in the MATRIS system, Maldives Transport Authority is facing technical challenges and have limited technical capacity to extract the data required for data migration from the MATRIS system to the newly designed and developed TAVIS system for maritime services. TAVIS system was designed and develop from July 2018 – April 2019 and consists of an online and backend system developed for 15 maritime services. Ministry of Transport and Civil Aviation (MoTCA) has recently initiated work necessary to ready the system for live deployment and this includes work related to data migration, through system testing, bug fixing and hosting of the system

As the TAVIS information system will have to be integrated with the National Single Window (NSW) System, Ministry of Transport and Civil Aviation has reached out TradeNet Maldives Corporation Ltd. – the operator of the NSW system in Maldives to seek assistance in data migration work and thereby improve TAVIS system readiness for live deployment.

Towards this objective, and on behalf of MoTCA, TradeNet wishes to engage the services of a technically competent local consultant on a short term basis to assist MoTCA in the data migration work.

SECTION A
TECHNICAL DETAILS

Scope of Work

The selected consultant is expected to work closely and assist the in-house IT section of MTA to deliver the following scope of work.

- Develop scripts in consultation with the IT section of MTA for automated migration of Data from MATRIS system to TAVIS system
- Assist in extracting and migrating data stored in Excel files
- Assist in data cleaning
- Assist in data migration to TAVIS systems.

Outputs

At the end of the service period, the following outputs shall be delivered:

- Data from MATRIS system and Excel files migrated to TAVIS system and provide reasonable assurance on the quality of data migrated and readiness for system live deployment.
- A summary report of work carried out under the consultancy

Time frame

The consultancy is expected to be completed within a maximum duration of 2 months.

The contractor shall submit a proposed detailed work plan on how the data migration tasks and outputs will be delivered along with cost estimates.

Reporting arrangements

With the overall guidance from MoCTA the selected consultant shall work closely with TradeNet/NSW PMU to deliver the outputs of the defined Scope of Work.

The consultant shall report on a regular basis (minimum on a weekly basis) to designated officials in MoTCA/TradeNet/NSW PMU.

SECTION B
INSTRUCTION TO BIDDERS

1- Introduction

The purpose of this TOR is intended for competitive consultants who are interested to bid for "Data Migration to TAVIS system" of Maldives Transport and Civil Aviation. This TOR provides consultants with the technical details for successful responses.

The consultant is requested to give technical and commercial proposals in accordance with the terms and conditions mentioned in this document.

The consultant is expected to examine all instructions, forms, terms and technical specifications in the bidding documents. Failure to furnish all information or documentation required by the bidding documents may result in the rejection of the bid.

TradeNet Maldives reserves the right to refuse entry into any contract, to add to and/or delete, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

All proposals must be valid for a period of 90 Days from the date of submission.

2- Communication

Applicable terms and conditions herein shall govern communications and inquiries related to this TOR between TradeNet Maldives and vendors.

Inquiries, questions, and requests for clarification are to be directed via email to: **[info@tradenet.com.mv]**

Any other form of communication shall be considered informal and shall have no weight, bearing, or influence in this tender process.

3- Qualified Bidders

Locally registered or incorporated legal entities and Maldivians can submit proposals for this consultancy.

The consultant shall have following qualifications, experience and expertise:

- Relevant IT qualification with a minimum of 5 years' experience.
- Knowledge of handling databases and extracting data from databases developed on MS SQL Server.
- Proven knowledge and expertise in data migration work
- Demonstrate fluency in using PHP Laravel programming language and MySQL/MariaDB and other related software
- Good documentation skills
- Ability to work in a team
- Previous experience

5- Proposal Requirements

The proposal shall be rejected if it fails to meet the following minimum criteria and submit the required documents.

The complete original proposal must be submitted in a sealed package. Envelop shall be marked

 "Data migration to TAVIS System - Short term consultancy". Consultant shall file all documents necessary to support their proposal and include them with their proposal.

Proposal shall be submitted in the following format and include the following information:

Documents	
Proposal Form (ANNEX I)	
Price Schedule Form (ANNEX II)	
Consultant profile / Experience	

6- Delivery

2 Months upon signing of the contract.

8- Evaluation and comparison of proposals

a) **Clarification of proposals:** To assist in the examination, evaluation, comparison and post-qualification of the proposals, TradeNet Maldives may, at its discretion, ask any consultant for a clarification of its proposal. Any clarification submitted by a consultant in respect to its proposal and that is not in response to a request by TradeNet Maldives will not be considered. No change in the prices or substance of the proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by TradeNet Maldives in the evaluation of the proposals.

b) **Responsiveness**: If a proposal is not substantially responsive to the Proposal Requirements (Section B, 5), it shall be rejected by TradeNet Maldives and may not subsequently be made responsive by the consultant by correction of the material deviation, reservation, or omission.

c) **Technical evaluation of Proposals**: TradeNet Maldives shall evaluate the technical aspects of the proposals submitted in accordance with the TOR, to confirm that all requirements specified in the TOR have been met without any material deviation or reservation.

Evaluation Criteria

Criteria	Marks
Price	60%
Experience	40%

Price:

Each bidder's price is used to identify their relative position on a 0 - 60 price scale. This is done by allocating the lowest priced bid 60 points and calculating the remaining bidder's score in relation to this scale. Price percentage = 60 x (lowest price / bid price).

Experience:

Demonstrated with proof, similar work within the last five (5) Years. The approach, methodologies which will be used for the completion of the project within the given timeline.

ANNEX I
Bid Form

To: ……………………………………

Dear Sirs:

We, the undersigned, offer to "**Data Migration to TAVIS system - Short term consultancy**" in accordance with your Term of Reference dated**……………………………………………..** and our proposal. We are hereby submitting our proposal; our financial offer is for the sum of …………………………………………………… which is inclusive of the local taxes.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature	
Name and Title of Signatory	
Name of Firm/ Individual	
Address	

ANNEX II

Price Schedule Form

#	Description	Total (MVR)
1	**Data Migration to TAVIS system - Short term consultancy**	