

**BID INFORMATION DOCUMENT**  
**FOR**  
**THE DEVELOPMENT OF**  
**HOUSING REQUEST MANAGEMENT SYSTEM –VEHI**



National Centre for Information Technology  
(IUL)164-PRO/1/2021/22  
20/05/2021

## **Bidder Information Sheet**

### **1. General Information**

The National Centre for Information Technology (NCIT), wishes to develop an information system to assist relevant authorities to manage housing needs and marking criteria for future government housing projects. The new system will be based on the current “vehi.egov.mv” portal. The primary goal is retrieving data from other government information systems to verify information and award points based on the scheme designed by the Government.

The National Centre for Information Technology (NCIT) has been tasked to lead the project, therefore seek software development consultancy and programming services from a qualified firm.

### **2. Eligible Bidders**

The invitation is open to all interested local parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Registered local business entities (companies, partnerships and sole proprietorships) will qualify for the bid provided all documents mentioned in Section 8 of this information note are presented at the bid submission date and time.

### **3. Language of the Bid**

The language of the bid shall be submitted in English.

### **4. Scope of Work and Deliverables**

In consultation with NCIT, the successful bidder is expected to deliver the scope of work and outputs outlined in the Terms of Reference included.

### **5. Project Delivery Duration**

The winning bidder will be expected to complete the scope of work as per the timeline indicated in Section 6 of the Terms of Reference included in ANNEX 1 of the Bid Information Application.

### **6. Bid validity and pricing.**

Bid proposal should have a minimum validity of 35 days and all prices should be quoted with a final offer price, inclusive of all taxes and there shall not be any hidden or omitted costs.

**7. Evaluation Criteria and Procedure**

**7.1. Price 35%**

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the bench mark value and others weighted accordingly using the formula below.

$$\text{MIN\%} = (\text{MIN quoted price by bidders/submitted price}) \times 35\%$$

**7.2. Experience of the Firm 20%:**

The bidder must submit Business Experience Data Form (ANNEX 4). The form should be filled by the client. The form will act as a formal document from the client and will hold equivalent value as a formal references about the satisfactory delivery of finished projects.

The projects listed as references should be carried out in the last 15 years (Jan 2005 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows.

	Max Points
Custom-designed information systems of digital products	10
Customised off the shelf products and templates	5
Total rating of the client	30

$$\text{MAX\%} = (\text{Points for projects/ MAX points attained among all bidders projects}) \times 20\%$$

**7.3. Educational Qualification team proposed by the bidder 10%**

The bidder must submit the TEAM MEMBERS DATA (ANNEX 5) Form with supporting documents. A separate form for each member should be submitted

Education Qualification (Software engineering related Field)	
Diploma	5 Points
Degree	10 Points
Masters	15 Points
Other certificates	5 Points/ Certificate
Total for all team members will be represented to calculate the percentage using the following formula.	
$\text{MAX\%} = (\text{Points for Certificates/ MAX points for certificates among all bidders}) \times 10\%$	

**7.4. Experience of the team proposed by the bidder 10%**

Experience as a Software Engineer/ Developer	
Pre Qualification (team must contain <b>one member</b> with <b>more than 5 years</b> of <b>experience</b> . If this criteria is not met, the application will be <b>disqualified</b> . A firm must have minimum 2 team members as developers	
3 – 4 Years	5 Points
5 – 10 years	10 Points
10 + years	15 Points
Total for all team members will be represented to calculate the percentage using the following formula. MAX% = (Points for Experience/ MAX points for experience among all bidders) x 10%	

**7.5. Bidder proposal 25%**

In addition to meeting the work scope and outputs specified in the TOR, the bidder must outline in the technical proposal additional services that they will provide during the service period. NCIT will positively consider proposals where flexibility is accommodated in providing services such as bug fixing and handholding over and beyond 3 months.

The Technical evaluation committee will review the bid proposal and all documents submitted and award marks based on the best offer. Marks will be allocated based on the matrix below. Each evaluator will rate the content on a likert chart and an average will be taken. The average will be used to calculate marks using the following formula.

MAX% = (Points for Proposal/ MAX points for Proposal among all bidders) x 25%

Proposal area	Evaluator 1					Evaluator 1					Average
	1	2	3	4	5	1	2	3	4	5	
Understating of the project	1	2	3	4	5	1	2	3	4	5	
Approach	1	2	3	4	5	1	2	3	4	5	
Proposed work plan	1	2	3	4	5	1	2	3	4	5	
Support plan	1	2	3	4	5	1	2	3	4	5	
Total											

## 8. Required documents

All bids should be submitted with the following documents, and any bids submitted without the required documents will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

- 1) Completed Application for bid submission. Bidder should ensure all the necessary fields are filled (Annex 3).
- 2) Valid business registration certificate issued by Ministry of Economic Development
- 3) SME Registration Certificate by Ministry of Economic Development
- 4) Business profile sheet issued by the Ministry of Economic Development with business owner/ shareholders /partners information.
- 5) Income tax/ taxpayer registration notification by Maldives Inland Revenue Authority
- 6) Tax clearance report (not less than 2 months old from bid submission date)
- 7) Quotation containing the price breakdowns (if applicable) and the Final price.
- 8) Business Experience Data form (Annex 4) for each project
- 9) Team members Data form with supporting documents.
- 10) Technical Proposal

## 9. Bid Submission

The documents should be submitted in a closed envelope. The envelope should be clearly labelled as follows:

Bid proposal for the development of Vehi System National Centre for Information Technology Male' Maldives [Bidding Company Name]
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The proposal should be in a securely bound with “**removable plastic comb binding**”, and there should not be loose papers at the opening of the document.

## 10. Deadline

Bid Submission will be held on 31<sup>st</sup> May 2021 (Monday) 12:00 hrs at the National Centre for Information Technology, 64 Kalaafaanu Hingun. Bids received before and after the bid submission deadline will not be entertained.

20<sup>th</sup> May 2021