



**MINISTRY OF NATIONAL PLANNING HOUSING AND INFRASTRUCTURE
MALE, REPUBLIC OF MALDIVES**

TERMS OF REFERENCE
CONTENT CREATION FOR STRATA & TENANCY PORTAL

1. INTRODUCTION

The Government has introduced initiatives to support and regulate new economic agenda throughout the islands of Maldives with the intention of promoting more efficient public expenditure on economic and social services. With these new initiatives, the Government of Maldives aims to provide extensive support in strengthening the level of intervention in the housing sector.

In support of the president's pledges under the Strategic Action Plan, the Ministry of National Planning, Housing, and Infrastructure (MNPHI) is developing online portal for strata management system & Tenancy portal under the "Strata Titles Act" and "Tenancy Act." Therefore, the Ministry is working to enhance a harmonized approach for management of housing and create public awareness of strata and tenancy managements.

Thus, the public and councils will utilize the two-primary housing-related portals that the government is creating. We seek a qualified party to develop content mentioned below along with our team. It is aimed to provide sufficient information to citizens, improve availability of data, strengthen coordination, and prevent duplication in delivery of support to individuals and companies in real estate developments.

2. SCOPE OF WORK

1. Design and creation of graphic content for the portals - website design related layouts, portal icons, Reports layout designing etc.
2. Design and creation of educational / awareness materials - social media posts, material for tv programs, Banners, Posters, Booklets, leaflets, videos, flyers, info graphics etc.

1. TIMEFRAME

The bidder should propose a detailed period for completing the project including milestones of this project starting from the commencement of the project.

2. FEE PROPOSAL AND PAYMENTS

The bidder is expected to include the lump sum fee to carry out the tasks specified on the TOR on their proposal. The price proposed must be stated in both writing and in figures, and any proposal which has unclear statements may be rejected. The payments are made upon satisfactory completion and acceptance by MNPHI for the deliverables.

3. REPORTING ARRANGEMENTS

The bidder will work under the overall guidance and direct supervision of the MNPHI Team. As the project will be time constrained, the bidder shall provide an update on the progress during the project.

4. EVALUATION OF THE PROPOSALS

Technical evaluation will be done based on the following criteria:

Category	Marks Allocated %	Evaluation Criteria
a) Price	40 %	Formula below to be used to; Lowest price / price on proposal x percentage = Total % in price
b) Duration	40 %	Marks will be allocated based on the delivery period. Lowest duration / duration on proposal x percentage = Total % in duration
c) Experience	20%	For each relevant work experience within the last 5 years. For each letter = 5%
Total	100%	

5. CONTENTS OF PROPOSAL

1. Cover letter
2. Price proposal as per ANNEXTURE 1
3. Letter of completion/Reference letters or similar assignments performed in past years.

Additional Information required.

4. Corporate profile (including project portfolios)
5. Company/Partnership Registration certificate
6. Company profile document issued from Ministry of Economic Development
7. Income Tax Registration and Goods and Services Tax Registration Certificates
8. Tax Clearance from Maldives Inland Revenue Authority (MIRA) obtained recently (Not exceeding 2 months from date of announcement)
9. Proposal must have a validity of 90 days or more.

6. CLARIFICATIONS

For further information, please attend the information session held at the Ministry of National Planning, Housing, and Infrastructure (MNPHI), on 11:00 hrs of 24th August 2022 or email to the following address before 28th August 2022 before 13:00hrs.

Ministry of National Planning, Housing and Infrastructure
Email: bid.secretariats@planning.gov.mv

7. SUBMISSION OF PROPOSAL

Proposals must be delivered in sealed envelopes titled “**CONTENT CREATION FOR STRATA & TENANCY PORTAL**” together with the submitting party’s name and address to the address below, on 11.00hrs of 29th August 2022 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of proponents’ representatives who choose to be present at the address below at the time of proposal opening.

Procurement Department,
Ministry of National Planning, Housing and Infrastructure
Ameenee Magu,
Maafannu, Male’ 20392, Maldives
Email: bid.secretariats@planning.gov.mv

ANNEXTURE 1

Price and Delivery Duration

Bidder Name:

Price:

	<i>Amount (MVR)</i>	<i>GST (MVR)</i>	<i>Total (MVR)</i>
Price for Service
Price for Service in words.

Delivery Duration (in Calendar Days):