

Software designer – MoFA IT System

Bidder Information Sheet

1. General Information

As Government's efforts to improve the doing business environment and improve the trade facilitation environment, the Ministry of Economic Development (MED) has prioritized establishment of a National Single Window (NSW) for trade facilitation.

In support of this initiative, MED has recently completed Business Process Analysis (BPA) of 7 core agencies that will be initially integrated under a NSW project. The BPA assessment has provided a number of recommendations that could be implemented across the agencies in a manner that would complement the NSW project.

Out of the 7 core agencies identified, the agriculture section of the Ministry of Fisheries and Agriculture (MoFA) currently provide almost all of its services to the trading community through a manual process. As such, to speed up work on implementation of BPA recommendations and to bring MoFA in par with other core agencies, MED through the EIF Tier 1 and Tier 2 projects intends to extend technical support to MoFA to develop an IT system for the agriculture related services.

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.

Both Individuals and registered local business entities (companies, partnerships, co-operative societies and soletraders) will qualify for the bid provided all documents mentioned in Section 7 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 MoFA Focal Point and MED designated staff, the successful bidder is expected to deliver the scope of work and outputs outlined in the terms of reference included in APPENDIX I of this information note.

5. Project Delivery Duration

The winning bidder will be expected to complete the scope of work as per the timeline indicated in Section V of the Terms of Reference included in APPENDIX 1 of this information note. Application should be submitted in a sealed envelope with all the documents listed under Section 7.

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.

6. Evaluation Criteria and Procedure

6.1 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 benchmark value and others weighted accordingly using the formula below.

$$\text{MAX}\% = (\text{Proposed price} / \text{Benchmark price}) \times 35\%$$

6.1. Experience of the bidder 20%:

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project.

The projects listed as references should be carried out in the last 10 years (Jan 2007 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows

$$\text{MAX}\% = (\text{No. of projects} / \text{Benchmark no. of projects}) \times 20\%$$

6.2. Educational Qualification and Experience of the consultant/team proposed by the bidder 20%

The bidder must indicate in the technical proposal the team proposed to carry out the consultancy work. Marks will be scored as per the following criteria

- Experience and educational qualification of the lead software designer/team in carrying out similar projects in the last 10 years– 10%
- Experience and educational qualification of other designers – 10%

6.3. 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. Ministry will positively consider proposals where flexibility is accommodated in providing services such as bug fixing and handholding over and beyond 3 months.

The BID 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.

	Focus Area	Weightage
1	Quality of bidder profile - in terms of understanding of the tasks to be carried out and demonstration of how the bidder meets the selection criteria	10
2	Methodology/Workplan/Schedule	10
3	Bug fixing and hand holding beyond 3 months	5

7. Documents to be Submitted

All bids should be submitted with the following forms and any bids submitted without the forms 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.

7.1 Form 1 – Application for BID submission

7.2 Form 2 – Bidder profile and technical proposal

7.3 Form 3 – Price schedule for the contracting service

The documents should be submitted in a closed envelope. The envelope should be clearly labelled as “**Software designer – MoFA IT System**” and addressed to:

EIF Project
Ministry of Economic Development
Male’ Maldives

The proposal should be in a secure bind and there should not be loose papers.

8. Deadline

Bid Information Session will be held on 21st November 2017 (Tuesday) 13:00 hrs at the Ministry of Economic Development, Velaanaage 11th Floor, Conference Hall.

Bid Submission will be held on 29th November 2017 (Wednesday) 13:00 hrs at the Ministry of Economic Development, Velaanaage 11th Floor, Conference Hall. Bids received before and after the bid submission deadline will not be entertained by the Ministry.

APPENDIX I

Terms of Reference

Terms of Reference – Software Design

I- Introduction

As Government's efforts to improve the doing business environment and improve the trade facilitation environment, the Ministry of Economic Development (MED) has prioritized establishment of a National Single Window (NSW) for trade facilitation.

In support of this initiative, MED has recently completed Business Process Analysis (BPA) of 7 core agencies that will be initially integrated under a NSW project. The BPA assessment has provided a number of recommendations that could be implemented across the agencies in a manner that would complement the NSW project.

Out of the 7 core agencies identified, the Agriculture Section of the Ministry of Fisheries and Agriculture (MoFA) currently provide almost all of its services to the trading community through a manual process. As such, to speed up work on implementation of BPA recommendations and to bring the Agriculture Section of MoFA in par with other core agencies, MED through the EIF Tier 1 and Tier 2 project intends to extend technical support to MoFA to develop an IT system.

With this objective, the MED would like to seek services of a local consultant (registered business entities or individuals) who could provide the technical expertise in undertaking the tasks outlined in the work scope below.

II- Scope of work

With the overall guidance and direction from MED and focal points assigned from MoFA, the consultant is required to develop an online web-based system to automate key services rendered by the Agriculture Division to the business community covering functions listed in Annex 1 of the TOR.

In developing the IT system, the consultant should recommend design methods to improve user friendliness and versatility of the systems developed.

In developing the IT system, the consultant shall give due consideration to the following aspects.

- Draw business or individual information from existing master databases managed by the government (eg. BOLI software system to verify registered businesses, DNR database for individual information)
- Ensure that the new databases developed under this consultancy are compatible with other systems that will be integrated under the NSW project.
- Ensure that new databases developed are structured in such a way such that it easier to manage.
- In developing the IT system factor in the recommendations provided in the BPA report and consult with both internal and external users, senior officials of MoFA and related authorities to ensure systems developments are made in line with policy and legal parameters and taking into consideration the view of users.
- Design and develop the IT system in a manner that will enhance system efficiency across all core 7 agencies identified for NSW project and facilitate optimization of end users experience.
- Adhere to the following **technical requirements** for system development.

1. The Application should be developed in Microsoft Asp.NET (C#).

2. The database should be developed on MS SQL Server and should be compatible with other systems that will be integrated under the NSW project.
3. The system should use the NCIT Efaas system to authenticate users (both Official and Public users).
4. Test scripts/mechanisms must be provided that tests all system functions, procedures and any other code that is used in the development of modules.
5. Documentation of all functions and stored procedures; description of the parameters, return type(s), pre-conditions, assumptions, errors that could be thrown and the explanation of what the function or stored procedure actually does, must be provided.
6. The owner of all the source code will be solely MoFA. The fully documented source code shall be shared with MED as the contracting party and MoFA, by the consultant at all times. The source code includes related database schemas and SQL scripts.

III- After Sales Service & Maintenance

The consultant shall be available to assist MED for a period of 4 month to fix bugs and minor alterations (field additions) as and when needed. Thereafter, MoFA will undertake the responsibility of making any changes to the system and can choose to enter into a maintenance contract with the vendor or a third party.

IV- Outputs

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

- A web based online system to regulate agriculture related goods imports and exports into the country.
- Online interfaces developed for all the services listed in Annex 1
- All newly developed interfaces fully tested and made available for end users
- Systems Requirement Specifications (SRS) for all services modules listed in Annex 1 fully documented and made available to MED and MoFA at the end of the reporting period. The SRS document shall factor in the recommendation provided in the BPA report.
- User manuals developed for all interfaces developed for service modules listed in Annex 1
- System source codes developed shall be shared with and handed to MED and MoFA at the end of the consultancy period.

V- Time frame

The work has to be carried out within a duration of 04 months from the date of contracting.

The contractor shall submit a proposed work plan on how the tasks and outputs will be delivered.

VI- Reporting arrangements

With the overall guidance from MED the selected consultant shall work closely with the technical team in MoFA and the BPA working group. The work shall be carried out as a joint collaboration between MoFA, related government agencies and the selected consultant.

The selected consultant shall report on a regular basis to designated officials from MoFA and MED. The selected consultant shall designate a team leader to manage the development work and shall be responsible for regular reporting.

Every fortnight, the team leader on behalf of the selected consultant shall report the progress to the designated focal point in MoFA and MED.

VII- General Qualifications

The selected consultant (whether applied as a registered entity or individual) should have team members with following qualifications:

- Should have a degree in Software Engineering and minimum 3 years' experience
- Demonstrate fluency in using Microsoft ASP.Net C# and MS SQL and other related software
- Experience in database development
- Good documentation skills
- Ability to work in a team

Annex 1 – Specific Outputs to be delivered

Function	Scope
1. Registration of farms (plant, animal, pets)	<ul style="list-style-type: none"> • Online registration • Farms – type identification • Issuance, cancellation, withholding and suspension of permits • Profile of the establishment- name, owner details, Reg No; permit expiry date, location of establishment, etc. • Notification and search functions to identify valid, cancelled suspended permits • Auto generated audit and inspection schedules or plans during audit and inspection • De-activate selection of establishments Audit and inspection case management functions
2. Import and export permits of plants and animals	<ul style="list-style-type: none"> • Application, issuance, cancellation, withholding and suspension of phytosanitary , veterinary certificates • Notification, alerts and search functions for the above • Auto generation of registration number • List of items imported with country of manufacture details and function to update the list • List of items to be exported and port of entry • Links to CITIES alerts and lists • Approved list of fertilizers and chemicals
3. Quarantine (Inspection , detainment , release and destruction)	<ul style="list-style-type: none"> • Online goods arrival and notification - submit certificate • Detain, release, destruction notification • Automatic verification
4. No objection permits for pesticides and fertilizers imports	<ul style="list-style-type: none"> • Provide approvals required for Ministry of Defence and link to Ministry of Defense Data base.
5. Uninhabited island monitoring and reporting	<ul style="list-style-type: none"> • Links to Atolls of Maldives • Generate lessee information • Auto generation of monitoring, reporting deadlines, submission and acknowledgment of reports
6. Plant and Animal Health, Training and other services (Veterinary, Plant pest and diseases)	<ul style="list-style-type: none"> • Online application, approval, action and reporting including records • Activation and Deactivation of application forms • Monitoring and reporting • Auto generation of alerts
7. Insurance (Agriculture)	<ul style="list-style-type: none"> • Online application • Share applications with insurance providers • Payment collection • Retrieve information of claims processed by insurance providers

8. Production statistics	<ul style="list-style-type: none">• Database with minor analysis options to enter the stats from individual island and Male' market data• Notification to long term leased islands when the data is delayed.
9. Standards and Regulation	<ul style="list-style-type: none">• Function to enable accessing of laws, regulation and standards

Note: some of the above listed functions in the system design process can be further streamlined and hence due consideration shall be made to streamline such functions when developing the System Requirements Document.