

MALDIVES PORTS LIMITED

MALE' REPUBLIC OF MALDIVES



Request for Proposal

**Independent Consultancy to
Establish an Enterprise Resource Planning System
at
Maldives Ports Limited**

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1.0 Background

Maldives Ports Limited (MPL) was incorporated on 31 July 2008 as a 100% owned Government Company under the company's act of Maldives. The main purpose of the company is to ensure the efficient management and operation of government owned ports and port facilities in the Maldives. The Regulatory function of the port (previously under MPA) was transferred to the Ministry of Transport and Communication.

In accordance with the MPL's IT strategy to update its operational systems using technology to enhance information flow, gain efficiency and improve controls, MPL is planning to establish an Enterprise Resource Planning (ERP) system.

The proposed product will computerize all administrative processes of MPL. This includes revenue collection for various services provided, payment processing, procurement and inventory management from stationary to spare parts and maintenance of equipments & vessels. Refer to MPL's website www.port.com.mv for a more comprehensive understanding of MPL's business segments and background information of the company.

The ERP component will include and not limited to Accounting and Financial Management, Procurement & inventory management, Payroll & Human Resource Management, Projects Management, Documents Management, and Repair & Maintenance management.

MPL is planning to employ a consultant to provide independent consultancy for the analysis of requirements and establishing a strategy, issuing a request for proposal and selecting a vendor, and managing the implementation of the ERP system.

2.0 Scope of Services

1. Requirements Analysis:
 - Study, document and analyse business processes
 - Establish strategy for computerization

2. Vendor Selection
 - Prepare RFP and establish evaluation criteria
 - Evaluate proposals and select vendor
 - Assist in contract negotiation

3. Parallel Consultancy for Implementation:
 - Establish project management framework
 - Assist MPL in monitoring and evaluation of the implementation
 - Provide input to Steering Committee decisions
 - Carry out Quality Assurance of the implementation

We anticipate a period of 4 weeks for the first task and a period of about 6 weeks for the second.

3.0 Instructions to Bidders

3.1 Quotation

- a) Prospective bidders are invited to submit a Proposal, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Bidder.
- b) The Bidders should familiarise themselves with local conditions and take them into account in preparing their Quotations. To obtain first-hand information on the assignment and local conditions, the Bidders are encouraged to attend a pre-bid meeting. Attending the pre-bid meeting is optional. Bidders should contact the Client's representative named in the Data Sheet to obtain additional information on the pre-bid meeting. The Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- c) The Bidders shall bear all costs associated with the preparation and submission of their quotation and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.
- d) The Bidders are permitted to submit only one proposal. If the proposal involves alternative solutions, such solutions should be clearly indicated in the quotation.
- e) The language for preparation of the proposal shall be English. The Bidder shall provide an English translation of any brochures or materials describing the solution, services, references or information of the Bidder.

3.2 Format of the Proposal

- a) The proposal shall provide the information indicated in Section 5 to 6 of this document. Bidders are advised to follow the format described in Section 5 to 6 of this document and give any additional material as an annexure.
- b) Failure to comply with the format given in Section 5 to 6 of this document may result in the proposal being deemed non-responsive.

- c) The Bidder shall indicate the out of pocket expenses and reimbursable. The total price of the proposal shall be inclusive of out of pocket expenses and the Client will reserve the right to consider the total price of the Financial Proposal as the payment ceiling.
- d) The Bidders shall express the price of their services in Maldivian Rufiyaa.

3.3 Pre-Proposal meeting

- a) To ensure that the MPL receives proposals that meet established expectations and reflect a complete understanding of the work required, a pre-proposal meeting will be held at the MPL's head office as state in the Data Sheet in this document. Answers by the MPL representatives to questions and comments raised at the pre-proposal meeting will not be issued in writing. **Therefore attendance at the pre-proposal conference is mandatory.** Proposals submitted by firms that are not represented at the conference will not be considered.
- b) Interested firms are requested to respond with their firm's intention regarding attendance at the pre-proposal meeting with the number and names of representatives that will be attending. In addition, each firm is requested to submit all questions and comments on this request for proposal in writing before 14:00 hours on 28th January 2012. Answers to questions and comments received will be distributed in writing, at the pre-proposal meeting.

3.4 Taxes

- a) The proposed price shall include all taxes and would be the gross commitment on the part of the client

3.5 Submission of Proposals

- a) An authorized representative of the Bidder shall initial all pages of the proposal. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed proposal shall be marked "Original".

- b) The **original** and the **copy** of the proposal shall be placed in a sealed envelope clearly marked “PROPOSAL” and with a warning “**DO NOT OPEN WITH THE QUOTATION.**” The envelopes containing the quotation shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and title of project and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 5th February 2012, 14:00HRS”. The Client shall not be responsible for misplacement, losing, or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection.
- c) The **Bid Submission Form** available at **Appendix-1** of this document must be filled as stated and submitted along with the proposal. **Without this Form the proposal may be rejected.**
- d) The Client shall reserve the right to open the proposal immediately after the deadline for their submission.

3.6 Proposal Evaluation

- a) From the time the proposals are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its proposal. Any effort by the bidders to influence the Client in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the Bidders’ proposal.
- b) The evaluation committee shall evaluate the proposal on the basis of their responsiveness to the Scope, applying the evaluation criteria specified in this document section 4.
- c) The Client is not obliged to select the bidder with the lowest financial quotation.
- d) MPL reserves the right to accept or reject any or all submitted proposals for any reason. MPL reserves the right to not award, award part of, or award the entire contract for the required services for any reason that is, in its opinion, in the best interest of MPL.
- e) In addition to submission of the proposal by the date stated above, a firm submitting a proposal may, at the option of the MPL, be required during the evaluation process to make a formal presentation to and/or attend a meeting to

discuss the proposal. MPL reserves the right to contact any references that may be listed in the proposal to validate any claims made in the proposal.

3.7 Availability of Professional Staff/Expertise

- a) Having selected the Bidder on the basis of, among other things, an evaluation of proposed key staff, the Client expects to negotiate a Contract on the basis of the pool of professional staff named in the proposal. Before contract negotiations, the Client will require assurances that the selected professional staff will be actually available.

3.8 Conclusion and Award of Contract

- a) On completion of the negotiations, the Client and the Bidder will enter into a Contract. The Bidder shall be provided with a draft sample contract prior to negotiations for comments and suggestions.
- b) The Selected Bidder is expected to commence the assignment on the date the finalized contract is signed by MPL and the selected bidder.
- c) All proposals received shall remain with the client. The client assures complete confidentiality of these documents.

3.9 Confidentiality

- a) The Client and the Consultant shall agree to keep all information of the Bidders confidential and shall not be disclosed or made available to the other bidders.
- b) Any attempt made by the Bidders, directly or indirectly to assertion of such information may result in the Bidder being disqualified from the bidding and evaluation process.
- c) The selected consultancy firm acknowledges that while executing the performance of the consultancy all the information verbal or written shall be treated as confidential for the purpose of the contract.
- d) The selected consultancy firm agrees to hold the confidential information in strict confidence and shall use it only for the specific purpose necessary to perform the consultancy service.

- e) The selected consultancy firm shall not release, divulge, publish, transfer, sell, disclose or otherwise make the confidential information known to any other entity or person.
- f) The selected consultancy firm agrees to implement physical, electrical or managerial safeguard to prevent the unauthorized access to confidential information.
- g) The consultancy firm agrees to promptly indemnify and hold harmless from, against and in respect of, and pay or reimbursed for, any and all claims, demands, liabilities, losses, damages, costs and expenses of MPL, its employees, arising from breach by the consultancy firm of its obligation under this clause.
- h) The obligation to the consultancy firm under this clause shall survive completing, cancelling or terminating the Agreement.

3.10 General

- a) Maldives Ports Limited will not be responsible for any oral explanations or interpretations of this request for proposal.
- b) MPL reserves the right to revise the RFP prior to the date the proposals are due. Revisions to the RFP shall be e-mailed to all potential proposers and posted to MPL's Website at www.port.com.mv/downloads.aspx

4.0 Proposal Evaluation Criteria

Proposals will be reviewed by the Bid Evaluation Committee of MPL, on the basis of the criteria listed below, and the contract will be awarded to the firm that submits a fully responsive proposal. The criteria are in random order of importance.

1. **Experience and reputation of the bidder's organization:** Experience in providing consultancy on **implementation of ERP** systems and in **Auditing** experience. Monetary value of projects undertaken in relation to experience will be considered in the evaluation.
2. **Education and experience of the personnel assigned to the team:** Experience, professional reputation, training, and background of the proposed team are important factors in the evaluation of the proposal.
3. **Consultancy approach or Philosophy:** Ability to relate to the needs of MPL as demonstrated by the Consultancy Plan. Break down of hours, time contribution and deliverables are factors that would be considered in the evaluation of the proposal.
4. **Financial proposal and fees as demonstrated by the most recent financial statements and cost estimation.**

5.0 Data Sheet

Paragraph Reference	
1.	Name of the Client: Maldives Ports Limited (MPL) Method of selection: Quality Cost Based Selection, (QCBS)
2.	Assignment reference number is: 113-PRC/I-2012/12 Name of the assignment is: Independent Consultancy for Establishing an Enterprise Resource Planning System
3.	For clarifications and comments please contact the following (before bid submission): Mr. Adam Shifan Assistant General Manager Information Technology Department Maldives Ports Limited Port Building Boduthakurufaanu Magu Male' 20250 Male', Republic of Maldives Mobile: +960 7773153 Email: Shifan@port.com.mv Fax: +960 3325293
4.	Proposals shall be submitted in the following language: English
5.	Pre-proposal Meeting at 14.00HRS on 29th January 2012 at 3rd Floor , Maldives Ports Limited, Port Building, Boduthakurufaanu Magu, Male', Republic of Maldives.
6.	The proposal submission address is: Mr. Hussain Hilmy Chief Executive Officer Maldives Ports Limited Port Building Boduthakurufaanu Magu Male' 20250 Male', Republic of Maldives Proposals must be submitted no later than the following date and time: 14:00 hours on 5th February 2012
7.	The Client will provide the following inputs and facilities: Desk space at the Clients premises for the Bidder's Project Consultants. The Client will provide copies of all relevant documentation, such as Process documents, source documents and other information relevant to the assignment for the selected Bidder.
8.	Proposed time duration of the project : 9 months
9.	Bidders to state all cost in : Maldivian Rufiyaa
10.	Expected date for commencement of consulting services: 15 th February 2012

6.0 Standard Proposal Forms

The Bidders are advised to follow the structure given below for the preparation of the proposal. The formats for relevant chapters are given in this Section.

- T - 1. Cover Letter from the bidder along with Bid Submission Form in Appendix-1
- T - 2. Project Cost Estimation
- T - 3. Bidder's Organization and Experience
 - i. Bidder's Organization
 - ii. Bidder's Experience
 - iii. User References
 - iv. Letters of Association / Memorandum of Understanding (in the case of a consortium)
- T - 4. Experience and Qualification of the Professionals
- T - 5. Consultancy Plan
- T - 6. Financial Statements

T -1: Cover Letter

In addition to the confirmations given below in the proposal submission form, the cover letter must clearly identify the proposer and indicate specific points of contact for discussions and clarifications of the proposal. Such points of contact will include names, titles, address (including email, if available), telephone, and facsimile numbers.

A statement as to whether or not a conflict of interest might exist through the engagement of the firm for this work should be supplied in this section.

Proposal Submission Form

[Insert Date]

[Insert Address]

Dear Sir,

Proposal for Independent Consultancy for Establishing an ERP System

We, the undersigned, offer to provide the services for *providing independent consultancy* in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

T -2: Project Cost Estimation

The Bidder shall indicate the out of pocket expenses and reimbursable expenses. The total price proposed shall be inclusive of out of pocket expenses and the Client will reserve the right to consider the total price of the Financial Proposal as the payment ceiling. The Bidders shall express the price of their services in Maldivian Rufiyaa.

T- 3 (a): Bidder's Organisation

Please provide here a brief (not more than five pages) description of the background and organization of the bidder and each associate for this assignment.

T- 3 (b): Bidder’s Experience

Project Name:		Country:
Project Location within Country:		Professional Staff Provided by your Company: No. of Staff:
Name of Client:		No. of Person-Months:
Start Date (Month/Year):	Completion Date: (Month/Year)	Approx. Value of Services: (US\$ equivalent in Rufiyaa)
Name of Associated Firm(s), if any:		No. of Person-Months of Professional Staff Provided by Associated Firm(s):
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by your Company:		

Firm’s Name: _____

T- 3 (c): User Reference

[Provide here a list of customers who have purchased products and/or services from your firm. Minimum two (2) user reference whom MPL can contact in the format provided here.]

The user/customer references shall have the following information:

1. Customer Description
2. Name of Project(s)
3. Value of Project undertaken
4. Description of Services Provided
5. Start Date
6. Project Status
7. Completion Date
8. Consultant's Responsibilities
9. Additional Remarks
10. Customer Contact Person(s) and his/her Address, Telephone, Fax, e-mail and website, if available.

T- 4: User Experience and Qualification of the Professionals

No	Name and Designation of the Professional	Area(s) of Specialization	Professional and Certified Qualification(s)	No. of years Experience in the IT/ Auditing Field	No of Years Employment in the present Organization

T – 5: Consultancy Plan

Consultancy Plan should indicate the level of effort (person hours) expected to be committed by the firm, an estimate of the work timeline, proposed break down of work and list the categories and number of personnel who would be assigned. The Management Plan should describe the role and responsibility of each member of the proposed project team, and include estimates by task of the level of effort proposed for each category of personnel.

T – 6: Financial Proposal

Audited financial statements for the most recent three years.

APPENDIX-1

C

MALDIVES PORTS LIMITED

Boduthakurufaanu Magu
Male'
Maldives

Date:

Announcement No: 113-PRC/1-2012/12
Announcement Date: 18th January 2012

BID SUBMISSION FORM

Project Name:

Price [Mrf.]

Company Name/ Name:

Date:

Contact No:

Company Registration No:

Company Seal / Signature

Note:

- Please fill all the contents in this form.
- Please submit a copy of company Registration Certificate with this form.
- Without this Bid Submission form your proposal will not be accepted.