



THE MALDIVES NATIONAL ARCHIVES
MALÉ REPUBLIC OF MALDIVES

REQUEST FOR PROPOSALS

Consultancy Services for Maldives National Archives Digital Preservation Project

TABLE OF CONTENTS

1	LETTER OF INVITATION	3
2	INSTRUCTIONS TO CONSULTANTS	4
2.1	Introduction	4
2.2	Conflict of interest	4
2.3	Fraud and Corruption	5
2.4	Proposal Validity	6
2.5	Language of Proposal	6
2.6	Preparation of Proposals	6
2.7	Technical Proposal Format and Content	6
2.8	Clarification and Amendment of RFP Documents	7
2.9	Communications	8
2.10	Submission, Receipt, and Opening of Proposals	8
2.11	Evaluation of proposals	9
3	TERMS OF REFERENCE	11
3.1	INTRODUCTION	11
3.2	BACKGROUND	11
3.3	SCOPE OF WORK	11
3.4	QUALIFICATIONS OF THE CONSULTANCY TEAM	12
3.5	PAYMENT	13
3.6	DELIVERABLES	13
3.7	DURATION OF THE ASSIGNMENT	13
4	TECHNICAL PROPOSAL – STANDARD FORMS	14
4.1	FORM TECH-1: Technical Proposal Submission Form	14
4.2	FORM TECH-2: Consultant’s Organization and Experience	15
4.2.1	A - Consultant’s Organization	15
4.2.2	B - Consultant’s Experience	15
4.3	FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment	16
4.3.1	Technical approach, methodology and work plan are key components of the Technical Proposal.	16
4.4	FORM TECH-4: Team Composition and Task Assignment	17
4.5	FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff	18
4.6	FORM TECH-6: Work schedule	19
5	FINANCIAL PROPOSAL - STANDARD FORMS	20
5.1	FORM FIN-1: Financial Proposal Submission Form	20
5.2	FORM FIN-2: Financial Proposal	21
5.2.1	Summary	21
6	DATA SHEET	22

1 LETTER OF INVITATION

Subject: Consultancy Services for the Survey and Planning of Maldives National Archives Digital Preservation Project

1. The Government of the Republic of Maldives has allocated funds in the Annual Budget for the year 2022, to setup a digital archival repository at the National Archives of Maldives which is intended to serve the digitalization of records that are of enduring value.
2. The services being sought by the National Archives of Maldives (NAM) include an initial survey and preparation of a plan to set up a digital archival repository.
3. The NAM, now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP). Interested parties must provide information indicating that they are qualified to perform the services (by providing brochures, description of similar assignments, indicating experience in similar capacities, availability of appropriate skills among staff, etc.). Parties may associate to enhance their qualifications.
4. The RFP document may be obtained from the National Archives' website at www.archives.gov.mv or interested consultants may also send an email to info@archives.gov.mv to obtain a copy.
5. Interested consultants may obtain further information on request by emailing to ahmed.asim@archives.gov.mv no later than 1100 hours on Sunday, 12 June 2022.
6. The proposals are expected to be submitted to the following address at 1400 hours' local time on Tuesday, 14 June 2022 during proposal opening. Alternatively, proposers may email password protected electronic versions to projects@archives.gov.mv ahead of the proposal opening, before 1100 hours on Monday, 13 June 2022.
7. Information requested and electronic proposals submitted after the set times and dates will not be considered.

National Archives of Maldives
H. Keleethia, 02nd Floor
Hakuraa Goalhi
Malé 20097
Republic of Maldives
Tel: +9603010960

2 INSTRUCTIONS TO CONSULTANTS

2.1 Introduction

- a) The Client named in the **Data Sheet** will select a consultancy firm from those issued with the Letter of Invitation.
- b) The Consultants are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select a consultancy firm (the Consultants) from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the ***“Consultancy Services for Maldives National Archives Digital Preservation Project”***. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The Consultants shall bear all costs associated with the preparation and submission of their proposals 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 Consultants
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. **The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in the Terms of Reference.**

2.2 Conflict of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may

reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

2.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

2.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2.5 Language of Proposal

The proposal documents must be in written English.

2.6 Preparation of Proposals

- a) The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

2.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart the timing proposed for each activity.
- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4).
- e) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

2.8 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

2.9 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

2.10 Submission, Receipt, and Opening of Proposals

- a) The original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
- b) Consultants shall include a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Consultants who offer additional or alternative conditions shall clearly state those in their proposals.
- c) Consultants may email as attachments, signed PDFs containing the Technical and Financial Proposals to the email address in the **Data Sheet**. The Technical and Financial Technical and Financial Proposals must be sent as separate emails with respective attachments and clearly indicated as such in the file name (e.g. Company XYZ Technical Proposal, Company XYZ Financial Proposal). The Proposals shall be encrypted with different passwords. The passwords for opening the Proposals should be provided only upon request from NAM during Proposal opening. Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable. Proposals submitted as a link or through a link will be invalidated. Any proposals received after the deadlines for submission shall not be considered.
- d) Alternatively, Proposals may be manually submitted on the time and day specified as Proposal opening in the **Data Sheet**. Proposers should arrive at least 15 minutes ahead of the Proposal opening time as specified in the Data Sheet. In this case, hard copies of the Proposals may be hand carried to the Proposal opening. The Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. The outer envelopes shall bear the name and address of the Consultant and it should be addressed to NAM as specified in the **Data Sheet**.
- e) Any Proposal received by the Client after the time and date for opening of Proposals as indicated in the **Data Sheet** shall not be considered.
- f) All Proposals received will be kept unopened until the time and date for the Proposal Opening as specified in the **Data Sheet**.

- g) NAM will accept no responsibility for the premature opening of a Proposal which is not properly encrypted by a password or addressed or identified.
- h) NAM shall open the Proposals at the time, date and place specified in the **Data Sheet** in the online or physical presence of the Consultants. Consultants or their authorized representatives may attend the Proposal opening at the time, date and location specified in the **Data Sheet**. Consultants who have emailed the Proposals will be invited to join the Proposal opening via videoconferencing and will be emailed a Zoom® link ahead of the Proposal opening. During the opening the Client shall prepare a record that will include, as a minimum: the name of the Consultant, a checklist of required documents and submissions for the RFP, the value of the Financial Proposal, any discounts, and alternative offers. A copy of the record shall be sent to all Consultants.

2.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.
- b) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the technical requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- c) After the technical evaluation is completed, the NAM shall inform the Consultants who have submitted Proposals the technical scores obtained by their Technical Proposals, and shall notify those consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP or requirements, that their Financial Proposals be deleted after completing the selection process. The Client shall simultaneously notify by email Consultants that have secured the minimum qualifying mark.
- d) The consultant is **REQUIRED** to submit a Financial Proposal, using for this purpose the Financial Proposal Submission Forms in FIN-1 (One financial proposal submitted with all the FIN-1 Forms).

- e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- f) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score will be invited for negotiations.

3 TERMS OF REFERENCE

Consultancy Services for Maldives National Archives Preservation Project

3.1 INTRODUCTION

National Archives of the Maldives on behalf of the Government of Maldives is seeking the assistance of a qualified and competent consulting firm for developing requirements for a digital archival system for the National Archives.

3.2 BACKGROUND

The Maldives consists of 1190 low-lying coral islands spread over an area of 90,000km² in the Indian Ocean. Nearly 200 islands are inhabited, around 90 islands are resorts, and the rest are uninhabited. There are 26 geographical atolls which are grouped into 20 administrative atolls.

The National Archives (entrusted by the law 16/2011) has a statutory responsibility to be able to preserve a number of national records of enduring value. It is essential that the National Archives setup a digital preservation system (an archival repository) to fulfil this requirement and to be able to store and disseminate designated digital materials (documents, videos, audios, graphics, various types of data etc.) to specific users, including the general public. The capacity of the system can be slowly increased. It need not be installed as a fully-fledged system ready to cater to the whole nation but should have the potential and structure to be scaled up as required. What is needed is a good foundation of which the capacity can be slowly built up over the years to come.

3.3 SCOPE OF WORK

Phase A1: Requirements gathering

Steps include:

- Work with MNA staff to
 - o understand the legal and other requirements for archiving.
 - o review potential sources of information to be archived.
- Provide training to core MNA staff on digital preservation including OAIS and Trustworthy Digital Repositories (ISO 16363)
- Prepare an on-line survey to gather information about
 - o what types of information should be preserved
 - o the way in which the information is classified in the case that a records management system is in place.

- the physical information which will need to be digitized in order to be suitable for preservation in the digital repository.
- Identify representative sample of sources for more detailed examination.
- Description of approach to be used to ensure success of the project including potential ways to exploit the archived information.
- Identify the requirements for the preservation system which conforms to OAIS (ISO 14721), including full support for the OAIS Information Model and the OAIS Mandatory Responsibilities and suitable for ISO 16363 audit and certification.

Outputs of Phase A1

- Monthly reports must be produced to report progress and present plans for the next steps.
- Staff training
- Report A1 will include at least an analysis of the requirements for a suitable digital repository.

Phase A2: Planning for the digital repository

Steps include:

- Outline records management and information preservation policies and procedures.
- Create plans for collection of classification systems.
- Create plans for collection of existing digital information.
- Create requirements for a digitization programme.
- Outline training for staff who will be preparing and collecting materials for archiving.

Outputs of Phase A2

- Monthly reports must be produced to report progress and present plans for the next steps.
- Report A2 will cover all the steps for the Phase A2.

3.4 QUALIFICATIONS OF THE CONSULTANCY TEAM

The Consultant should submit full CV's for each of the proposed staff members.

The project lead **must** have:

- At least 15 years’ experience in digital preservation of a variety of types of digital objects including but not limited to documents, spreadsheets, web sites, audio, video, and all types of measurements, design (such as CAD) and scientific data.
- 10 years’ experience in digital preservation project management.
- Detailed knowledge of the OAIS Reference Model (ISO 14721) and ISO 16363.

3.5 PAYMENT

Payment will be in accordance with the schedule specified below.

DESCRIPTION	ALLOCATION	REQUIREMENT
Advance Payment	15%	Advance Payment Bank Guarantee - submitted within 30 days of receiving the Letter of Acceptance (15% of the value of the agreed Contract Price).
Phase A1	45%	Report A1 delivery
Phase A2	40%	Report A2 delivery.

3.6 DELIVERABLES

Details	Time of Completion	No. of Copies
Report Phase A1	3 months after awarding of contract	Soft copy
Report Phase A2	6 months after awarding of contract	Soft copy

3.7 DURATION OF THE ASSIGNMENT

All phases should be completed within 6 month, but may be extended with the agreement of the client.

4 TECHNICAL PROPOSAL – STANDARD FORMS

4.1 FORM TECH-1: Technical Proposal Submission Form

[Location, Date]

To:

National Archives of Maldives
H. Keleethia, 02nd Floor
Hakuraa Goalhi
Malé 20097
Republic of Maldives

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Consultancy Services for Maldives National Archives Preservation Project**” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal in separate PDFs.

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.

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 undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

4.2 FORM TECH-2: Consultant’s Organization and Experience

4.2.1 A - Consultant’s Organization

[Provide here a brief description/background (Include Organizational chart) of your organization and each associate for this assignment.]

4.2.2 B - Consultant’s Experience

[Provide a summary of experience, which will be supported by evidence in the following tables]

[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy Services.**]

Contract/Activity Name:	Contract Value (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total no. of staff-months of the assignment:
Address:	Start date (month/year): Completion date (month/year):
Name of associated Parties, if any:	NO of professional staff-months provided by associated Consultants:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm’s Name: _

4.3 FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment

4.3.1 Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

4.3.1.1 Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives of the assignment, approach to carry out the design services for the two islands and obtaining the expected output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

4.3.1.2 Work Plan

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

4.3.1.3 Organization and Staffing

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

4.4 FORM TECH-4: Team Composition and Task Assignment

<i>Professional Staff</i>				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned

4.5 FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for each position]: ____
2. **Name of Firm** [Insert name of firm proposing the staff]: ____
3. **Name of Staff** [*Insert full name*]: ____
4. **Nationality:** _
5. **Education:** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _
6. **Membership of Professional Associations:** _
7. **Other Training** [Indicate significant trainings since degrees under 5 - Education were obtained]: ____
8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]:_
9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____
10. **Employment Record:** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.

Alternatively provide a separate CV]:

From [*Year*]: _ To [*Year*]: ____

Employer: ____

Positions held: _____

4.6 FORM TECH-6: Work schedule

N°	Activity ¹	Months/Weeks						
		1	2	3	4	5	6	n
1								
2								
3								
4								
5								
n								

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

5 FINANCIAL PROPOSAL - STANDARD FORMS

5.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

National Archives of Maldives
H. Keleethia, 02nd Floor
Hakuraa Goalhi
Malé 20097
Republic of Maldives

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for Maldives National Archives Preservation Project**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

6 DATA SHEET

<p>3.1 Technical and Financial Proposals Submission</p>	<p>Financial Proposal to be submitted together with Technical Proposal before or on the day and time specified.</p> <p>Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal in the Subject line.</p> <p>Name of the assignment is: “Consultancy Services for the Survey and Planning of National Archives of Maldives Digital Preservation Project”</p>
<p>3.2 Selection</p>	<p>The method of selection would be in accordance with the criteria set out under 3.6 – Evaluation of Proposals.</p>
<p>3.3 Validity</p>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<p>3.4 Clarifications of RFP Document</p>	<p>Interested consultants may obtain further information on request by emailing to ahmed.asim@archives.gov.mv no later than 1100 hours on Sunday, 12 June 2022.</p> <p>National Archives of Maldives H. Keleethia, 02nd Floor Hakuraa Goalhi Malé 20097 Republic of Maldives Tel: +9603010961</p>
<p>3.5 Opening of Proposals and Email Submissions</p>	<p>The proposals are expected to be submitted to the following address at 1400 hours local time on Tuesday, 14 June 2022.</p> <p>National Archives of Maldives H. Keleethia, 02nd Floor, Hakuraa Goalhi Malé 20097, Republic of Maldives</p> <p>Alternatively, password protected electronic versions can be emailed to projects@archives.gov.mv ahead of the proposal opening, before 1100 hours on Monday, 13 June 2022.</p> <p>Those who have emailed electronic versions of the proposals will be emailed a Zoom Meetings link ahead of the proposal opening session.</p>

<p>3.6 Evaluation of Proposals</p>	<p><u>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</u></p> <p style="text-align: center;">Points</p> <p>(A) Company Profile: [100] 1. No. of similar projects [50] 2. Value of previous assignments [50]</p> <p style="text-align: right;">Total A = []</p> <p>(B) Project Team [100] 1. Consultant team [100]</p> <p style="text-align: right;">Total B = []</p> <p>The number of points to be assigned to each member of the team shall be determined considering the following sub-criteria and relevant percentage weights:</p> <p> 1. Education and qualifications • At least a Master’s degree that is closely related to statistics, mathematics, data or an information related discipline. [20]</p> <p> 2. Relevant Experience [80] • Please refer to ‘Qualifications of the Consultancy Team’ under ‘Terms of Reference.’</p> <p>(C) Approach, Methodology and Work plan [100] 1. Approach & Methodology [50] 2. Work plan of the Assignment [50]</p> <p style="text-align: right;">Total C = []</p> <p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$</p> <p>Weights Distribution</p> <p> W1 Company Profile [20]</p>

	<p>W2 Project Team [40] W3 Approach & Methodology [40]</p> <p>The minimum technical score (St) required to pass is: 70 Points</p> <p><u>The formula for determining the financial scores is the following:</u></p> <p>Lowest financial proposals (Fm) receive a financial score (Sf) of 100 points. The financial scores of the other proposals will be calculated as follows: $Sf = 100 \times Fm / F$, where Sf is the financial score, Fm is the <u>lowest price</u> and F being the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: T = [0.8], and P = [0.2]</p>
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