

3. Project Management Skills:

- a. **Stakeholder Management:** Strong communication skills, ensuring both technical teams and business stakeholders are aligned and informed throughout the project.
- b. **Risk Management:** Proactive identification, evaluation, and development of mitigation strategies for potential project risks.
- c. **Time Management:** Demonstrated expertise in adhering to schedules, prioritizing tasks, and ensuring project milestones are met on time.

4. Certifications and Training:

- a. **SAP S/4HANA Certification:** Preferably, consultants should be certified in SAP S/4HANA in domains related to the project's scope.
- b. **Certified Information Systems Security Professional (CISSP):** The consultant should be certified in CISSP

5. Industry-specific Knowledge:

- a. **Industry Best Practices:** A robust understanding of best practices for the public sector, ensuring alignment of the SAP solution with industry norms.
- b. **Regulatory Compliance:** Familiarity with public sector regulations, ensuring that the SAP System adjustments align with these regulatory necessities.

VII. Reporting Requirements

1. The Consultant will work in coordination with the Public Finance Development Service and the Treasury and Public Accounts Department of MoF, and will report to both the Accountant General and the Chief Information Officer.
2. The Consultant will be required to work both off-site and on-site during the period of the contract.
3. Documentations of tasks carried out under the contract shall be prepared separately for each agency involved in that particular task.

VIII. Duration and Commencement of contract

This consultancy is expected to commence in January/February 2024, and the duration of the contract will be three months.

IX. Documents to be presented with the proposal

1. Priced Proposal
2. Company Profile
3. Copy of Company Registration Certificate



4. Copy of GST Registration Certificate
5. Experience Letters or Work Completion Letters Related to this Proposal
6. Reference for Financial Capacity (Audited Financial Statements for Year 2022 and 2021)
7. Copies of Academic and Professional Certificate, CVs of Key Personnel Involved in the Project, and Their Roles

X. Evaluation Criteria

Criteria	Marks Awarded		
Price	40%		
Technical Experience and Expertise	35%		
Technical Capacity of the Team	25%	Qualifications of Team	10%
		SAP S/4HANA Certified	10%
		Coverage of All Required Areas	5%

XI. Bid Registration

1. Interested bidders shall be registered to submit a bid. Registration will be open from the time of the publishing of this invitation until, **13:00hrs of 18th January 2024** via Email to procurement@finance.gov.mv stating the following information:
 - a) Reference No. of this invitation:
 - b) Project Name:
 - c) Company Name:
 - d) Contact Person:
 - e) Contact Number:
 - f) Email Address:
2. This tender is only open for registered parties.

XII. Bid Security

1. The bid security of **MVR 20,000.00 (Twenty Thousand)** is required for the project. The bid security shall be valid for 118 days from the date of the bid opening.



XIII. Bid Validity

1. The bid shall be valid for 90 days from the date of the bid opening.

XIV. Bid Opening

1. Pre-bid Meeting.

We will not have a physical pre-bid meeting. All interested bidders can mail to procurement@finance.gov.mv for any clarifications with regard to the TOR before 14th January 2024, 14:00. Clarifications will be mailed to the registered bidders before 18th January 2024, 16:00.

2. Submission of Envelopes and documents

All sealed envelopes with required documents must be submitted to the MOF on or before 22nd January 2024, 13:30 hrs. Late bids will be rejected.

Bid Opening:

Venue: Ministry of Finance, 6th Floor, Conference Room

Date: 22nd January 2024

Time: 13:30

