



Network Activities Group (NAG)

No.51, Shukhinthar Street, Rose Garden , Ward- 27, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

REQUEST FOR PROPOSAL

DEVELOPMENT OF WEB-BASED SIGNATURE APPLICATION

Reference No: NAG/ VA - SR - 084 - 2023

Date: 8th August 2023

Organization	Network Activities Group
Services/Work Description:	Request Consultancy Services for development of web-based signature application
Duration	6 weeks
Location	Home-based with frequent consultations with key stakeholders
Applications closing date	18 th August 2023
How to apply	Send proposal with subject line “Consultancy services for DEVELOPMENT OF WEB-BASED SIGNATURE APPLICATION” and 1. Technical and Financial Proposal 2. CV of experts 3. Organization profile with relevance experiences To: procurement@nagmyanmar.org cc: nyeinchin.soe@nagmyanmar.org
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

I. Background of the Project

NAG is shifting paper based to online based for most of our office works for better efficiency, secure storage and easy to retrieve for audit and verification processes. The proposed assignment is to develop online signature Application for Network Activities Group.

II. Objectives

The overall objective is to develop online signature application that can be used as web-based for signing the document online which is easy to use, secure, store in the web and easy to retrieve when needed.

III. Scope of Work

The scope of work can be categorized as follow:

- Discuss, understand and define the expectations of NAG through meetings
- Develop clear work plan and deliverables based on the meeting
- Release Beta version for testing
- Review and revised based on the test results
- Release final version together with after sale services (technical support and maintenance services)

IV. Support & Maintenance Requirement

The following are the support and maintenance requirements:

- Support server maintenance and update of NAG’s own server system
- Service provider will work at their office premises, but in case of special requirement, they may



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work at the client's premises or any client designated location

V. Technical Specification

The technical specifications are as follow:

- PHP based platform with Laravel/CodeIgniter can be used
- Future technology Change, iterative prototyping and agility in product design are the generic expectation
- Technology and all related design/data will be transferred to Client
- The vendor should follow any of the industry standard secure development methodologies. The vendor should consider (but not limited to) common vulnerabilities such as SQL Injection, Cross Site Scripting (XSS) etc. Vendor will undertake responsibility for Input Validation Controls, Authorization/Authentication Control and other security controls in place in both test and production environment of application.

VI. Supervision and Performance Evaluation

Awarded Firm will be working with Program Quality and Learning Manager and Communication & IT Officer.

VII. Project Management

The bidders are expected to provide a detailed project plan and an implementation strategy of the project. This plan is expected to include:

- Information regarding the development process (the bidder will comply with all the required standards)
- Application development tools, language, and database requirements
- Maximum lead time for delivery of services
- A development method and schedule with indicative timeline
- Risk management strategy and quality control mechanism
- Any development tasks or assumptions that may be required to render the solution fit- for-purpose
- Any anticipated integration tasks
- Comprehensive contingency plan

VIII. Deliverables

The following are the main deliverables of the project:

- User registration
- Document Box with Upload, Send, and Inputs
- Digital signature creation and placement (Drag and drop for text and date)
- Allow multiple signatories
- Edit Functions
- Certificate of Signatures
- Notification via email
- Reminder function for pending signatures
- Storage functions (either hard drive or cloud-based drive)

IX. Requirements

This contract is open to consultant firm with the following requirements:

- Must have valid Company License
- Minimum 5 years' experience in Software development business



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- The firm must have experience of managing web-based applications
- Firm must demonstrate its management capacity: prior experiences, staff capacity and resources to carry out proposed assignment
- Firm should demonstrate its logistical capability

X. Expected Timeframe

Duration of this contract is 6 weeks with the following suggested time plan:

SN	Activity	Time
1	Conduct background scoping and research work and finalizing the system Requirements	Week 1
2	Development of web-based Application	Week 2 & 3
3	Release of Beta version and Testing	Week 4 & 5
4	Knowledge transfer through workshop/training	Week 6
5	Release of Final version	Week 6
6	<i>Technical Support and Maintenance Services (Separate Contract)</i>	6 months
Total		6 Weeks

XI. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win- win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different areas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.