

## Request for Quotation

SYSTEM BASED ACCREDITATION SERVICES FOR A PERIOD OF 2 YEARS

(INCLUDING INBOUND TOURS, LPL 2024 AND WOMEN'S ASIA CUP 2024)

Contract Reference No:- SLC/ADM/ 263/2024

Sri Lanka Cricket has issued this Request for Quotations (RFQ) in order to select and contract with a highly qualified, experienced service provider to System based accreditation services for a period of 2 years (including Inbound tours, LPL 2024 and Women's Asia Cup 2024).

### Eligibility of Bidders;

- Bidders shall be registered in Sri Lanka under Company Act No 7 of 2007.
- Joint Ventures are not acceptable.

### Scope of Service:

Scope of Service shall include the provision of appropriate Web Application Facility, Accreditation Material Printing and Accreditation Center Operations.

### Minimum Requirement of Web Application Facility

Ref. No.	Feature	Description
01	<b>Solution Components</b>	1. Web application to collect, authorize, print / produce, manage the accreditation procedure; <ul style="list-style-type: none"><li>● Create Events and Send Requests to Suppliers/ Vendors</li><li>● Send participants' data from Suppliers/ Vendors</li><li>● Approve or Reject received data</li><li>● Print &amp; produce the printed Accreditation cards.</li><li>● Scan participants' cards and manage permission</li></ul>
02	<b>System Capability</b>	<ul style="list-style-type: none"><li>● Capability of managing over 3000 Accreditation cards per event.</li><li>● Manage multiple events simultaneously.</li><li>● Compatibility with handheld scanners / mobile Phone.</li><li>● Separate login accounts for each supplier/ vendor</li></ul>
03	<b>Functional requirements;</b>	<b>Initial Setup</b> <ul style="list-style-type: none"><li>• Should be able to create clients.</li><li>• Clients should be able to create new users.</li></ul> <b>Event Creation</b> <ul style="list-style-type: none"><li>• Should be able to create Events.</li><li>• Required Features at each event is as follows;<ul style="list-style-type: none"><li>○ Ability to assign a Client.</li><li>○ Ability to set Date Range.</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>○ Ability to set the Event Logo.</li> <li>○ Ability to create Separate Locations and Dates.</li> <li>○ Ability to create Separate Zones in each Location.</li> <li>○ Ability to set permissions in each Zone.</li> <li>○ Ability to manage Zones entrance by gates.</li> <li>○ Ability to assign scan devices in each Entry point.</li> <li>○ Ability to customize each device.</li> </ul> <p><b>Data Collection</b></p> <ul style="list-style-type: none"> <li>● Should be able to send requests to Suppliers/Vendors.</li> <li>● Ability to send separate requests for Media Partners.</li> <li>● Ability to upload required documents (NIC, Media Pass, Company Letter and etc.) <ul style="list-style-type: none"> <li>○ Ability to create user accounts for each Supplier/Vendor in order</li> <li>○ Ability for Supplier/ Vendor to upload their accreditation requests.</li> </ul> </li> <li>● Ability for to approve, reject or edit Supplier/ Vendors' uploaded data.</li> <li>● Ability to print approved Accreditation cards. (use multiple card templates may be required).</li> </ul> <p>Devices are able to scan every permission card.</p> <p><b>Print</b></p> <ul style="list-style-type: none"> <li>● Ability to customize Accreditation Card Template.</li> <li>● Ability to identify printed cards and pending cards.</li> <li>● Ability to change card status.</li> </ul> <p><b>Scan</b></p> <ul style="list-style-type: none"> <li>● Ability to customize each scanning device.</li> <li>● Ability to assign each device to a specific area/ gate.</li> <li>● Ability to record scanning history.</li> </ul>
<b>04</b>	<b>Dashboard</b>	<p>Required details are as follows;</p> <ul style="list-style-type: none"> <li>○ Total Registrations</li> <li>○ Total In Count and Total Out Count (gate/entrance-wise)</li> <li>○ Individual Card Count</li> <li>○ Card-wise, In and Out Live Count.</li> </ul>
<b>05</b>	<b>Vendor Experience</b>	<ul style="list-style-type: none"> <li>● Experienced in providing accreditation services in minimum of 02 events with over 500 Accreditations (Per event) past 2 years.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience in Handling 1,000+ accreditations in at least One event.</li> <li>• Experience in Handling technology-based access control at Large Scale events such as cricket matches and public events.</li> <li>• Experience in procuring material for paper, Tickets, Accreditations for large scale events.</li> <li>• Ability to provide an accreditation solution with the facility of planning, printing and scanning.</li> </ul>
<b>05</b>	<b>Non-functional requirements</b>	
5.1	Availability	System should support a 99 % uptime
5.2	Reliability	System should support fault tolerant, high available architecture with a Disaster Recovery (DR)
5.3	Scalability	Should be designs to support on demand scalability
5.4	Monitoring	Should be integrated with a system monitoring & alerting framework
5.5	Audit Logs	All attempts to access the system must be logged with sufficient details Should log all administrator activities
<b>06</b>	<b>Technology use</b>	<ul style="list-style-type: none"> <li>• .NET Core</li> <li>• Angular</li> <li>• MySQL</li> </ul>

#### **Accreditation Material**

- A6 size (or Appropriate Size) Paper Laminated Accreditation Card
- A6 size (or Appropriate Size) Plastic Accreditation Card
- Color Printing

#### **Accreditation Center Operation**

- Establish Centers with required facilities
- Printing and Issuance of Accreditation (including Consumables i.e. toners)

#### **Accreditation Access Control**

- Accreditation Access Control Planning
- Device Setup
- Technical Supervision Staff

Your financial proposal shall include the cost for web application facility, accreditation materials (Per Unit Cost), Accreditation Center Operation (Per Person cost) & Accreditation Access Control (Per Person cost)

#### **Payment Terms;**

- No Advance Payment allowed
- Payments shall be done in actual basis

#### **Submission of Proposal;**

**Sealed Proposal addressed to Head of Administration, Sri Lanka Cricket , No 35 , Maitland Place Colombo 07 shall be submitted on or before 12.00 Noon 18<sup>th</sup> June 2024.**