



# REQUEST FOR PROPOSAL

FOR FACELIFT OF  
WWW.CSE.LK WEBSITE  
DESIGN



The Colombo  
Stock Exchange  
Level 04, West Tower  
World Trade Centre  
Colombo 01, Sri Lanka

Date: 23<sup>rd</sup> April 2018

Dear Sirs,

1. The Colombo Stock Exchange (“CSE”) intends to obtain design services to facelift the Front End UI/UX experience of its current official website ([www.cse.lk](http://www.cse.lk)) currently hosted on the domain: [www.cse.lk](http://www.cse.lk) and its mobile app on iOS/Android platforms.
2. Details on the scope of work required to be performed by vendor(s) is set out in Annexure 4 (Terms of Reference and Statement of Compliance) to this RFP.
3. The RFP includes the following documents:
  - Annexure 1 – Instruction to Vendors
  - Annexure 2 – Technical Proposal – Standard Form
  - Annexure 3 – Financial Proposal – Standard Form
  - Annexure 4 – Terms of Reference and Statement of Compliance
  - Annexure 5 – CSE IT Security Policy for Third Parties
  - Annexure 6 – Proposal Form
4. The proposal Submission Procedure and other related information is set out in the RFP

Yours faithfully,

Chief Information Officer  
The Colombo Stock Exchange

Telephone: +94 11 2356404  
Fax : +94 11 2440162  
Email : [chandrankanth@cse.lk](mailto:chandrankanth@cse.lk)

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## **ANNEXURE 1 - INSTRUCTIONS TO VENDORS**

### **1. ELIGIBILITY CRITERIA FOR VENDORS**

- a. The vendor must be a legal entity incorporated / established within or outside Sri Lanka;
- b. In the event, a vendor is unable to provide the implementation services set out in this RFP or any part thereof, such vendor may partner-up with another vendor to the extent of providing such implementation services and submit a combined proposal. The integrity and validity of the combined proposal will be recognized, provided that:
  - The arrangements are identified, and relationships are fully disclosed, and
  - A prime vendor is designated and that the prime vendor will be fully responsible for the performance of the contract (which includes the implementation, maintenance and upgrading of the devices) entered into with CSE.

### **2. SCOPE OF WORK**

The scope of work encompasses the designing, developing, deploying and maintaining the User Interface and User Experience of the official website of the CSE.

Phase 1: Three Design concepts to be developed and showcased as image files. One such design shall be shortlisted by the CSE for development

Phase 2: Using the concept shortlisted in Phase 1, all inner pages of the website shall be designed completely via the Adobe Suit (Photoshop/Illustrator) and presented to the CSE.

### **3. TERMS OF REFERENCE**

The vendors are required to provide a Fully Functional front-end design and development, ensuring a smooth user experience on the official website. A full detailed term of reference is set out in Annexure 4.

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#### **4. DOCUMENTS AND DETAILS TO ACCOMPANY THE PROPOSAL**

Proposals shall contain adequate particulars in respect of the solution offered. Failure to furnish the following documents/information with the response may result in the proposal being rejected. The proposal, including all related supporting documents shall be in English.

- (1) Duly completed Proposal in the format set out in Annexure 6 of this RFP
- (2)** Duly completed Technical and Financial proposals in the format set out in Annexures 2 and 3 (respectively) of this RFP
- (3) Vendors product brochures, illustrations and full particulars of the Solutions offered
- (4) Variations and/or deviations from specifications (if any)
- (5) Additional Technical information

A vendor may submit only one (01) proposal. In the event, a vendor submits more than one proposal, all such proposals will be rejected.

#### **5. CLARIFICATION ON THE RFP DOCUMENT**

Vendors may request clarifications on the RFP up to ONE (1) week before the proposal submission date. Any request for clarification must be sent in writing, by post or standard electronic means to the address indicated below.

Manager Systems Operations  
Colombo Stock Exchange  
# 04-01, West Block,  
World Trade Centre,  
Echelon Square,  
Colombo 01, Sri Lanka.  
E-mail: Kaushal@cse.lk

The CSE will respond in writing, by post or standard electronic means to the vendors who request for clarification. Should it be deemed necessary to amend the RFP as a result of a clarification, the RFP shall be amended according to the procedure set out in Section 6.

#### **6. PROCEDURE TO AMEND RFP**

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At any time before the submission of proposals, the CSE may amend the RFP by issuing an addendum in writing. Such addendum will be forwarded to the Vendors who have confirmed their intent to submit proposals. The addendum/s shall be binding on all such vendors. To give vendors reasonable time in which to take the amendment/s into account in their proposals, the CSE may, at its discretion, if the amendment is substantial, extend the deadline for submission of proposals.

## **7. ACQUAINTANCE WITH THE RFP CONDITIONS**

Vendors will be liable for all risks of errors in the proposal and are therefore advised in their own interest to acquaint themselves fully with all conditions relating to this RFP. No plea of lack of information or insufficient information from the vendors will be entertained at any time.

## **8. RFP BRIEFING SESSION**

An RFP briefing session will be held, if required, at the CSE within 2 days from the last date of confirmation of intent to submit proposals. The CSE will inform the date of the RFP briefing session only to the Vendors, who confirm their intent to submit proposals.

## **9. ALTERATION & ERASURES IN ENTRIES MADE IN THE PROPOSAL**

Any alterations, erasures in rates, amounts, etc., in the proposal should be initialed by the authorized signatories of the vendor.

## **10. GUIDELINES FOR PROPOSAL PREPARATION**

### **10.1. PROPOSAL SUBMISSION**

- i. The proposal as well as all related documents/correspondence exchanged by the vendor and the CSE shall be written in English.
- ii. The vendors are required to adopt the formats provided in the RFP in preparing/submitting the proposal.

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- iii. In preparing the proposal, the vendors are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the documents/information requested may result in rejection of the proposal.
- iv. Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for evaluation of the Vendor's proposal.

## **10.2. TECHNICAL PROPOSAL FORMAT AND CONTENT**

Vendors are required to submit a full Technical Proposal with respect to the solution/s and services to be provided by such vendor. The following sections indicate the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposals will result in the proposal being deemed non-responsive.

### **10.2.1. EXECUTIVE SUMMARY**

The Executive Summary should present a high-level synopsis of the Vendor's responses to the RFP including a brief overview of the engagement and identify the main features and benefits of the proposed solution.

### **10.2.2. COMPANY OVERVIEW**

This section should include the profile of the company with details which will support its technical and financial capacity to provide the deliverables set out in the RFP.

### **10.2.3. SCOPE, APPROACH AND METHODOLOGY**

This section should include,

- Process for information gathering and designing
- An estimated project Schedule for delivery for phase 2
- The list of deliverables

#### **10.2.4. REFERENCES**

The vendor should provide three (3) current corporate references (in the form of valid letters) for which the vendor has performed similar work.

### **10.3. FINANCIAL PROPOSAL FORMAT AND CONTENT**

The financial proposal with respect to the design services to be provided by the vendor shall be prepared in accordance with the format set out in Annexure 3. The Vendor shall set out all costs associated with the proposal including all activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

#### **10.3.1. TAXATION**

The vendor may be subject to relevant local taxes on the amounts received for the solutions to be offered and the services to be provided by the vendor under this RFP. The amounts set out in the Financial Proposal shall be exclusive of relevant local taxes.

It shall be the responsibility of the vendor to fulfill its local tax liabilities (if any). Hence, the vendors should contact the local tax authorities or a tax expert to ascertain its local tax liability, for services to be provided under the RFP.

### **10.4. PROPOSAL DOCUMENT PACKAGING**

- The Technical and Financial Proposals must be submitted separately.
- The Proposal must be accompanied by a covering letter which must include the company name and registration number, business address and telephone number of the Vendor. It must also include the name of the person or persons who will be authorized to make commitments for and on behalf of the Vendor.
- Each page of the original Technical and Financial Proposals must be initialed by the authorized signatories of the vendor. The vendor shall enclose with the proposal, the

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document/s (i.e. power of attorney or board resolution) indicating proof of such authority.

- The signed Technical and Financial Proposals shall be marked as “ORIGINAL”.
- The vendor shall submit the proposal in both hardcopy and softcopy (CDROM) form. In the event of a discrepancy between the hardcopy and the softcopy of the proposal, the hardcopy of the proposal shall prevail.
- In addition, one (1) complete set of the Technical Proposal must be submitted by the vendor marked as “COPY”. All required copies of the Technical Proposal are to be made from the original. In the event of discrepancies between the original and the copies of the Technical Proposal, the original Technical Proposal shall prevail.
- The originals and all copies of the Technical Proposals shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL”. Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL”.

## **11. MINIMUM VALIDITY PERIOD OF PROPOSALS**

All proposals must be valid for a minimum period of one hundred and eighty (180) days from the closing date of proposal submission.

The CSE may at its discretion request vendors to extend the validity period of their proposals.

All prices indicated in the Financial Proposal, shall be firm, and shall not be subjected to any price variation within the validity period of the proposal.

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## **12. CONFORMITY TO SPECIFICATIONS**

Vendors are required to comply in full with the specifications applicable to the relevant solution/s and services to be provided by the vendor, which are set out in the Terms of Reference (Annexure 4) attached hereto. Any deviation with an applicable specification/s shall be disclosed in detail with reasons where necessary.

## **13. CONFIRMATION OF INTENT TO SUBMIT PROPOSALS**

Interested Vendors should confirm their intent to submit a proposal on or before 4<sup>th</sup> May 2018. Confirmations should be sent to the Manager Systems Operations of the Colombo Stock Exchange by registered post or electronic means (kaushal@cse.lk).

## **14. PROPOSAL SUBMISSION AND CLOSING DATE**

The “TECHNICAL PROPOSAL” and the “FINANCIAL PROPOSAL” should be submitted separately in sealed envelopes.

The sealed “TECHNICAL PROPOSAL” should be sent under registered cover to the following address on or before 16:00 hours on 15<sup>th</sup> May 2018 (“Closing Date”):

Chief Information Officer  
Colombo Stock Exchange  
# 04-01, West Block,  
World Trade Centre,  
Echelon Square,  
Colombo 01, Sri Lanka.

The sealed “FINANCIAL PROPOSAL” should be sent under registered cover to the following address on or before 16:00 hours on 15<sup>th</sup> May 2018 (“Closing Date”):

Head of Finance and Administration  
Colombo Stock Exchange  
# 04-01, West Block,  
World Trade Centre,  
Echelon Square,  
Colombo 01, Sri Lanka.

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If the vendors do not choose to send their Proposals through post under registered cover, the vendors or their authorized representatives should personally hand over the sealed proposals to the aforesaid address not later than 16.30 hours on the Closing Date

The sealed cover in which the proposals are enclosed should clearly bear the name of the Vendor and the type of proposal (Technical or Financial). All proposals received after 16:30 hours on the Closing Date will be rejected.

## **15. ACKNOWLEDGEMENT OF RECEIPT OF PROPOSALS**

The CSE will acknowledge the receipt of proposals from the vendors by post or electronic mail, within 10 days from the Closing Date.

## **16. ACCEPTANCE AND REJECTION**

The CSE reserves the right to accept or reject any proposal (in full or in part), based on the determinations made by the evaluation committee and shall not be obliged to give any reason/s for the rejection of any proposal.

## **17. MODIFICATION OF PROPOSAL**

The Vendor may not alter the Proposal after the submission. Any modification considered expedient by the Vendor should form the subject of a separate letter to supplement the proposal.

## **18. VENDOR PRESENTATION AND DEMONSTRATION**

The Vendor must be prepared to conduct presentations, demonstrations and additional briefings upon request by the CSE. Such presentations and/or demonstrations will provide the Vendor an opportunity to explain the functional and technical capabilities of the proposed solution/s.

The Vendor shall also be prepared to provide detailed clarifications regarding its Proposal. The CSE will schedule all the required presentations/demonstrations and venue, and the Vendor shall arrange for the necessary materials. The cost and expenses of preparation for the

presentations, demonstrations shall be borne by the Vendor. The CSE may request represented parties to do a Proof of Concept (POC) with an agreed time line before the evaluation.

## **19. EVALUATION OF PROPOSALS**

The proposals will be evaluated by a committee comprising of officials of the CSE evaluation committee. The said committee may, at its sole discretion, delegate the whole or part of the evaluation to any person(s) or sub committees which it deems to have the requisite specialized expertise and knowledge to conduct such an evaluation.

During the time period, within which the proposals are evaluated, the vendors shall not contact the CSE or any member of the evaluation committee on matters related to its Technical and/or Financial Proposal. Any effort/s by the vendors to influence the CSE and /or any member of the evaluation committee in the examination, evaluation, ranking of proposals and selection of a suitable vendor/s may result in the rejection of the vendor's proposal.

## **20. NEGOTIATIONS**

The time and place of negotiation will be notified to vendors in advance. The invited vendors must as a pre-requisite for attendance at the negotiations, confirm availability of Representatives. Failure in satisfying such requirements may result in the evaluation committee proceeding to negotiate with the next-ranked vendor. Representatives conducting negotiations on behalf of the vendor must have written authority to conduct negotiations with regard to the proposal submitted by such vendor.

### **20.1. TECHNICAL NEGOTIATIONS**

Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the vendor to improve the Terms of Reference. The evaluation committee and vendor will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. Special attention will be paid to clearly defining the inputs and facilities required from the CSE to ensure

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satisfactory implementation of the assignment. Minutes shall be maintained of such negotiations, which will be signed and confirmed by the vendor.

## **20.2. FINANCIAL NEGOTIATIONS**

Upon evaluating the technical proposals, the vendors will be invited for negotiations of their financial proposals, based on the rankings awarded to the Technical proposals of the vendors.

The financial negotiations will include a clarification (if any) of the vendor's tax liability in Sri Lanka and the manner in which it will be reflected in the Contract to be entered into with CSE; and will also reflect the agreed technical modifications in the cost of the services.

## **21. CONCLUSION OF THE NEGOTIATIONS AND EXECUTION OF CONTRACT**

The evaluation committee will select the vendor that is capable of providing the solution/s and services, which best serve the business needs of the CSE and shortlist the proposals that meet the criteria required by the CSE. The selected vendor will be notified thereof in writing by the CSE.

Upon selection, the vendor shall be required to negotiate with and enter into a contract with the CSE for provision of services envisaged in the RFP. Such contract must incorporate the terms and conditions contained in this RFP and the proposal submitted by the selected vendor in response thereto.

## **22. INDEMNITY AGAINST VIOLATIONS OF INTELLECTUAL PROPERTY RIGHTS**

The vendor shall represent and warrant in the proposal that, the use of the solutions offered in the proposal by CSE will not infringe the Intellectual Property Rights of any other third party.

The vendor shall indemnify the CSE and its employees against any and all actions, claims and demands that may be instituted against the CSE, its employees for infringement of intellectual property rights of any other party as a result of the use of the solution/s offered by the vendor.

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## **23. FRAUD AND CORRUPTION**

The CSE requires all vendors to adhere to the highest ethical standards during the selection process and throughout the execution of the contract and that they should not resort to any corrupt, fraudulent, collusive or coercive practices in order to secure any contract. The CSE will reject a proposal, if it determines that the vendor has, directly or through an agent has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the award of the contract.

## **24. GOVERNING LAW**

To any questions regarding the scope, meaning or interpretation of the Proposal and to any questions regarding the formation of the contract with CSE, the substantive law of the Democratic Socialist Republic of Sri Lanka shall apply.

## **25. DISPUTE RESOLUTION**

Any dispute arising out of or in connection with the RFP shall be settled amicably between the vendor and the CSE.

## **26. ADHERENCE TO THE CSE IT SECURITY POLICY FOR THRID PARTIES**

All vendors who develop, supply, implement and maintain IT systems at the CSE must abide by the CSE IT Security Policy for Third Parties. An overview of this policy is given in Annexure 5.

## **27. SEVERABILITY**

If certain provisions of this RFP should prove to be or become invalid or illegal and/or is deemed at any time to be in contravention of any provisions of the law or any rule or order made or any direction given by any authority having jurisdiction over the parties hereto, the validity or legality of the remaining provisions shall not be affected in any manner whatsoever.

The Parties undertake to substitute any invalid or unenforceable provision/s, with a valid or enforceable provision/s, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision/s.

## **28. CONFIDENTIALITY**

Information relating to evaluation of Proposals and recommendations shall not be disclosed to the other vendors who submitted the Proposals or to other persons not officially involved with the process, until the publication of the names of the selected vendor.

The undue use by any vendor of confidential information related to the process may result in the rejection of its Proposal.

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## ANNEXURE 2 - TECHNICAL PROPOSAL STANDARD FORM

| ITEM NO | DESCRIPTION  | Quantity  | "COMPLIED" OR "NOT COMPLIED" | VENDOR'S COMMENTS |
|---------|--|-----------|------------------------------|-------------------|
| A       | Present the 3 design concepts for the 2 most viewed pages in, in order for the CSE to shortlist the best of the 3 designs<br>The most viewed pages of the website are:                   |           |                              |                   |
|         | 1. Home Page   | 3 designs |                              |                   |
|         | 2. Corporate Disclosures - <a href="https://www.cse.lk/home/announcement-details/">https://www.cse.lk/home/announcement-details/</a>   | 3 designs |                              |                   |
| B       | Present the 3 design concepts for the 2 most viewed pages in the mobile app, in order for the CSE to shortlist the best of the 3 designs<br>The most viewed pages of the mobile app are: |           |                              |                   |
|         | 1. Market Summary  | 3 designs |                              |                   |
|         | 2. Announcements   | 3 designs |                              |                   |

I / We agree to supply, support, install & commission the above mentioned solutions and services to CSE as per the Technical Proposal quoted

.....

Name & Signature of the Vendor

.....

Official seal /stamp

.....

Date

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## ANNEXURE 3 - FINANCIAL PROPOSAL STANDARD FORM

| Part No | Description  | Quantity | Unit Price | Total |
|---------|--|----------|------------|-------|
| 1.      | Cost of Designing of designs on Adobe Photoshop/Adobe Illustrator PSD files for Web front ends                 |          |            |       |
| 2.      | Cost of Designing of designs on Adobe Photoshop/Adobe Illustrator PSD files for Mobile App pages (iOS/Android) |          |            |       |
| 3.      | Man-day rates for subsequent changes   |          |            |       |
| 4.      | Support Charges for 1 year   |          |            |       |
| 5.      | Other Charges (Please specify)   |          |            |       |
|         |  |          |            |       |
|         |  |          |            |       |
|         |  |          |            |       |
|         |  |          |            |       |

|                           |  |
|---------------------------|--|
| Delivery Period           |  |
| Payment Terms             |  |
| Currency                  |  |
| Taxes                     |  |
| Quotation Validity Period |  |
| Warranty                  |  |

I / We agree to supply and deliver the above mentioned solution and services to CSE as per the price quoted above.

In the event the price quoted above is in a foreign currency, I/we agree to the conversion rate applicable to such currency announced by the Central Bank of Sri Lanka on .....

.....

Name & Signature of the Vendor

Official seal /stamp

Date

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Note:

- **All Costs related to supply and delivery items A and B, should be indicated separately item wise, unless otherwise please specify**
- **Audited financial statements details of the past five years in relation to the vendor should be provided**
- All details shall be filled and submitted with the proposal. Incomplete proposals will be rejected.
- All applicable taxes should be separately indicated in this form.
- Any other charges should be clearly included
- Any assumption on above fees should be indicated
- Advance payment will be paid only after the submission of advanced payment bond.

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## **ANNEXURE 4 - TERMS OF REFERENCE AND STATEMENT OF COMPLIANCE**

### **1.0 Introduction**

The Colombo Stock Exchange (“CSE”), a company limited by guarantee, is incorporated under the Companies law of Sri Lanka and is licensed by the Securities and Exchange Commission of Sri Lanka (“SEC”) to operate as a stock exchange.

### **2.0 The Assignment**

#### **2.1 Project Background**

CSE requires to obtain design services to facelift of the current corporate website design for a pleasant user experience. The development of the design shall occur in 2 phases.

Phase 1: Presentation of 3 design concepts for shortlisting of 1

Phase 2: Development of the selected design on Adobe Photoshop/Adobe Illustrator

#### **2.2 Objective of the Assignment**

The objective of the assignment is to obtain design services to facelift of the current corporate website which represents the CSE brand image. The said design shall be maintained by the chosen vendor up to a period of 1 year.

### **3.0 Statement of Compliance**

The documents issued shall not be altered by the Vendor. Vendor shall submit a Clause by Clause (or Sub-Clause) statement of compliance (i.e. “Complied” or “Not Complied”) for all the key components of the RFP, which are applicable for the solution/s to be provided by Vendor.

Any such applicable clause that has not been indicated as “Complied” or “Not Complied” will be treated as “Not Complied”.

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The term “Complied” shall be used only in the event where the Vendor can unconditionally meet the requirements of the relevant clause. The phrase “Not Complied” shall be used in the event where the Vendor cannot unconditionally meet the requirements of the relevant clause.

The Vendor shall add comments to enable the evaluation committee to understand the extent to which the Proposal does not comply with the RFP.

The failure to furnish a clause by clause statement of compliance as set out above may result in the rejection of the proposal.

## **4.0 Assignment Specifications**

### **4.1 Phase 1 (Initial Proposal)**

#### **4.1.1 Background:**

This phase will commence with the primary objective of selecting an attractive website and mobile app design. The focus therefore shall be on the aesthetics of the elements, typography and colour palette.

#### **4.1.2 Design Specifications:**

- The 3 design concepts shall be based on the latest design trends in representing financial data on an online platform.
- The vendor shall be creative yet ensure that the design focuses on convenience for the end user.
- All webpage designs should be mobile responsive
- The design shall be based on the corporate-colours of the CSE. Although the exact colours do not have to be used, colours that closely represents the corporate colours should be used with an acceptable and attractive colour palette. The vendor shall decide on the colour palette in consultation with the CSE.
  - o The official corporate colours of the CSE are determined for print purposes only (given below). Therefore, an acceptable colour palette for digital media shall be

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decided by the vendor in consultation with the CSE. The standard print colours must be the basis of choosing such a colour palette.

- BLUE (CMYK – C: 100, M: 57, K: 2)
- BLACK (CMYK – K:100)
- RED (CMYK – M:95, Y: 100)
- YELLOW (CMYK – M:24, Y:94)

### 4.1.3 Deliverable

The vendor shall:

- Present 3 different concepts of designs to the CSE, based on the design specifications in 4.1.2.
- Present the 3 design concepts for the 2 most viewed pages on the CSE Website, in order for the CSE to shortlist the best of the 3 designs
- The two most viewed pages of the website are
  - Home Page
  - Corporate Disclosures - <https://www.cse.lk/home/announcement-details/>
- Present the 3 design concepts for the 2 most viewed pages in the Mobile Apps, in order for the CSE to shortlist the best of the 3 designs
- The two most viewed pages of the Mobile App are
  - Market Summary
  - Announcements
- The present website can be accessed at <https://www.cse.lk>
- The present iOS App is available at <https://itunes.apple.com/lk/app/cse-mobile-app/id888273823?mt=8>
- The present Android App is available at <https://play.google.com/store/apps/details?id=com.lk.efutures&hl=en>

## 4.2 Phase 2 (Detailed Designs)

### 4.2.1 Background

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Detailed representation of the web design will be made in this phase. The final design should contain sample information so that it accurately represents content that will be populated to the front end. In addition, User Experience shall also be taken to account, in order to ensure that the navigation around the website is hassle-free for the end user.

#### **4.2.2 Process:**

- The content for each unique page shall be determined by the vendor via meetings with the CSE. There may be additions or deductions in content that exists in the current website.
- The design shall be done in a mode that makes it easy to scale or add new content in the future (such master pages shall be decided and standardized in consultation with the CSE)
- The vendor shall be detail oriented when it comes to representing each page's information. Thus, each page shall maintain design integrity while ensuring clear data representation.
- Certain types of data should be represented with Charting elements (As a dashboard), rather than representing them in digits (raw data form). These charts shall be determined by the vendor in consultation with the CSE.

#### **4.2.3 User Experience:**

- The design shall be developed with the focus of ensuring fast performance for the end user. The design shall not contain elements which make the page bulky and slows down the loading time of the website.
- The design shall ensure that all the information is represented clearly and attractively to the user. Colours or design elements should not overpower the visibility of information
- The design should be intuitive, so that the user should not need to make an extra effort to navigate the website to find important information.

#### **4.2.4 Deliverables:**

- PSD files and PNG/JPEG files of the designs for each unique page shall be delivered to the CSE (for both web and mobile app designs)
- Pages with similar information can be under one master design
- Web page designs should include the following:
  - o Be optimized for the following devices
    - Mobile (360px)

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- Tabs (768px)
- Desktop (1366px)
- Style guide (Detailed guide is preferred)
- Preferred use of Google fonts for typography
- Preferred SVGs for any icons used (or PNGs)
- Mobile App designs should include the following:
  - For iOS
    - Designs with iPhone 6 screen size (375 x 667) and iPad screens if they have a separate design for iPad
    - Icons and backgrounds with 1x, 2x, 3x sizes  
Eg: if we have a star-button image size with 20x20 in iPhone 6 screen.
      - star-button.png (20x20)
      - star-button@2x.png (40x40)
      - star-button@3x.png (60x60)
    - Please follow the naming convention in the example above
    - You may design the PSD in 3x size (1125px x 2001) so it would be easy to export the 3x size icons and scale them to 2x and 1x. However, when sending the design PSD, make sure to scale them to 1x size so developers can easily get the coordinates to icons.
  - For Android
    - Android icons require five separate sizes for different screen pixel densities. Icons for lower resolution are created automatically from the baseline.

|                    |         |      |
|--------------------|---------|------|
| • mdpi (Baseline): | 160 dpi | 1×   |
| • hdpi:            | 240 dpi | 1.5× |
| • xhdpi:           | 320 dpi | 2×   |
| • xxhdpi:          | 480 dpi | 3×   |
| • xxxhdpi:         | 640 dpi | 4×   |
    - Additional references at: <http://iconhandbook.co.uk/reference/chart/android/>

## **ANNEXURE 5: CSE IT SECURITY POLICY FOR THIRD PARTIES (AN OVERVIEW)**

### **Introduction**

Third parties mean companies and individuals who are not part of the CSE. Their involvement is required for several IT security related operations and functions. The “CSE IT Security Policy for Third Parties” covers guidelines for selection, use and monitoring of third parties to enforce confidentiality of information within its scope.

The policy will be reviewed and changed appropriately from time to time, considering the changing requirements of CSE IT related business processes.

### **The Policy**

The policy addresses the following aspects to achieve its goals:

- Selecting third parties in an appropriate way
- Defining active involvement of third parties in an appropriate way
- Enforcing monitoring mechanisms to ensure the confidentiality of information

**The following guidelines are defined to realize the above aspects:**

- Selection of third parties
- Third party involvement

### **Selection of third parties**

The CSE may select third parties for the provision of services related to CSE IT operations, such as:

- to design or modify network infrastructure
- to implement application software and operating systems
- to install new hardware (both systems and networks)

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- to carry out IT maintenance work and upgrading (hardware, operating systems, application software)
- to provide any other IT related technical assistance or consultancy

Any third party selected for such operations as decided by the CSE should be based on their expertise on the area concerned.

### **Third party involvement**

The scope of the third party involvement should be clearly defined and explained to the third party. Prior to active involvement, a contract should be signed based on an RFP prepared for specific assignment.

If any confidential information is disclosed to the third party, such third party will be required to enter into a non-disclosure agreement with the CSE, based on the type and depth of involvement. This involvement can be in the form of physical or logical (remote) access to Information Systems. It is especially important when access to sensitive Information Systems of the CSE is required to obtain expert advice. All third parties should comply with the procedures adopted by the CSE with respect to the use of its IT infrastructure.

When third parties access the Information Systems of the CSE, they should duly fill the necessary access request and authorisation forms, complying with the formalities of the CSE.

In addition, security concerns regarding third party access will be addressed via the formal security mechanism of the CSE (e.g. inspection by security officer, issuing of visitor pass, accompanied by internal authorized staff etc.). If any external party needs to connect computers or any other device to the CSE network for an essential matter, prior approval of the CSE must be obtained with regard to same. Such activities should be monitored to ensure the confidentiality and integrity of sensitive information. It is also required to maintain the logs and reports of such activities by the 3<sup>rd</sup> party.

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## ANNEXURE 6 – PROPOSAL FORM

To: The Chief Information Officer  
 The Colombo Stock Exchange  
 Level 4, West Block, World Trade Center  
 Echelon Square, Colombo 01  
 Sri Lanka

1. I/We having examined the conditions of the RFP, Specifications and all other documents pertaining to this ..... (Proposal No: ..... ) do hereby offer and undertake to carry out the ..... to the satisfaction of the Evaluation Committee in strict accordance with the conditions of RFP, applicable specifications and other associated documents at the prices (as indicated in the Financial Bid) and within the period set forth in the accompanying Bill of Quantity/Schedules. Such provision of services shall commence within ..... days of receiving notice in writing from the CSE that my/our proposal has been accepted.
2. I/We further undertake
  - (a) not to withdraw the proposal before the expiration of one hundred and eighty (180) days from date of closing but shall remain binding on me/us and may be accepted at any time before such expiration;
  - (b) to make reasonable corrections etc., in the Proposal documents if found necessary and initial same when called upon to do so;
  - (c) in the event the proposal being selected, to execute a contract with CSE for the performance of the services set out in the TOR of the RFP;
  - (d) to ensure that the solution/s comply/will comply with the relevant laws and regulations in Sri Lanka; and,

.....

Vendors' Signature

Date:

Vendors' Name and Address:

Witness: 1.     Signature:  
                     Date:  
                     Name & Address:

2.     Signature:  
                     Date:  
                     Name & Address:

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