

Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Upgrade and installation of a new addressable Fire Alarm System in Head Office Building. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2022/058 Upgrade and installation of a new addressable Fire Alarm System in Head Office Building
Eligible Bidders	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none"> - Companies/Partnership - Sole Proprietors
B. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	The Bidder shall submit the following completed documents with its Bid: <ul style="list-style-type: none"> Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
Bid Prices and Currency	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST at the time of current rate
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.

Acceptance of Bids	BML shall not accept bids before or after the specified closing time.
Location, date and Time	For bid submission Bank of Maldives, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 30 th October 2022 Time: 11:00 am (Maldivian Standard Time)
Contact details for further information	Please contact; Procurement Department, Telephone: 3015359, 3015349 Email address: openbidding@bml.com.mv
Bid Opening	BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.
E. Evaluation, and Comparison of Bids	
Confidentiality	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
Documents Establishing the Qualifications of the Bidder	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted.
F. Award of Contract	
Award Criteria	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.

Note:-

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

Form 1 - Schedule of Requirement

(Not Applicable)

Form 1 A

List of Goods and Related Services

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Equipment delivery	30 calendar days		
2.	Work/Installation Completion	60 calendar days		

Form 1 C Requirement

Equipment details

#	Description	QTY
1.	Supply new Addressable Fire Alarm System panel	01
2.	Supply of TCP/IP network module compatible with the fire panel	01
3.	Supply of batteries for the Fire Alarm System	02
4.	Supply of GSM module for the fire alarm system	01
5.	Supply of Addressable Smoke Detector With Base	135
6.	Supply of Addressable Heat Detector With Base	07
7.	Supply of Addressable Manual Call Point	18
8.	Supply of Addressable Sounder Strobe (Weather proof)	18
9.	Supply of Fire Retardant Cable	1600 meters

*This estimation includes more than the quantity of detectors currently installed in the Fire Alarm System

Requirement:

- 1. Supply and install new Addressable Fire Alarm System panel Head Office building ground floor**
 - a. Supply and install TCP/IP network module compatible with the new Addressable Fire Alarm System panel.
 - b. Supply and install batteries for the Fire Alarm System.
- 2. Supply and install/configure GSM module for the new Addressable Fire Alarm System panel in Head Office.**
 - a) Enabling GSM alert module in Head Office new Addressable Fire Alarm System, with capability of alerting a minimum of 3 phone numbers on alerts (SIM card will be provided by BML). Alerts should include the following:
 - (i) location Name
 - (ii) Fault Type (Power, Device tamper/removal, fire etc.)
 - (iii) Triggered Device Number and Name
 - (iv) Triggered Date and Time
- 3. Provide us with floor plan of the locations which the system and devices are installed.**
 - a) The product must be an EU standard/UI listed product to ensure quality and standard.
 - b) 3 years after sales service and 1 year warranty starting from project completion date. This is to include an annual check each year with documentation.
 - c) Proposal/Quotation must include:
 - (i) Product detail and prices
 - (ii) Installation and other accessories charges
 - (iii) Transportation charges
- 4. Remove existing Conventional Fire Alarm system (including the devices in each floor)**
 - a) The system should contain the current quantity of devices in each floor. (If required, vendor should provide and install additional devices)
 - b) Devices should not be used for anything related to the Installation of the new Addressable Fire Alarm system.
 - c) Ensure each partitioned room on the floor have one smoke device.

Form 2 – Bidding Forms

Table of Forms

A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.

Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2022/058*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. In case of new vendors, it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	

Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2022/058*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____;
- (b) The total price of my/our Bid, is: _____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.

Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	QTY	Unit price (MVR)	Total price (MVR)
1.	Supply new Addressable Fire Alarm System panel	01		
2.	Supply of TCP/IP network module compatible with the fire panel	01		
3.	Supply of batteries for the Fire Alarm System	02		
4.	Supply of GSM module for the fire alarm system	01		
5.	Supply of Addressable Smoke Detector With Base	135		
6.	Supply of Addressable Heat Detector With Base	07		
7.	Supply of Addressable Manual Call Point	18		
8.	Supply of Addressable Sounder Strobe (Weather proof)	18		
9.	Supply of Fire Retardant Cable	1600 meters		
10.	Installation and other accessories charges			
11.	Transportation (if required)			
Total				
GST 6% (MVR)				
Grand Total (MVR)				

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms
 - Quotation validity period
- Proposal with multiple options (other than specified above) WILL NOT be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).
- No advance payment.

REQUEST FOR PROPOSAL (RFP)

Upgrade and installation of a new addressable Fire Alarm System in Head Office Building

Introduction

Bank of Maldives PLC (BML) was inaugurated on November 11, 1982 and is the leading financial institution in the Maldives. BML is a full-service bank engaging across a complete spectrum of personal, SME and corporate financial services. With a nationwide network of 37 branches across all 20 atolls, 43 Self Service Banking Centres, 103 ATMs, 6300 Point of Sale Merchants, 277 agents and a full suite of Digital Banking Services, Bank of Maldives is committed to supporting individuals, businesses and communities across Maldives.

Bank of Maldives is the innovative leader of the financial industry and is increasing its use of technology to provide convenient, accessible and secure banking services

Scope of Work:

Upgrade and installation of a new addressable Fire Alarm System in Head Office Building

Objectives:

As part of our plans to expand and upgrade our company's security/safety, and to create a safe and secure workplace, the bank seeks to upgrade and install addressable Fire Alarm System at Head Office Building.

1. Supply and install new addressable Fire Alarm System panel Head Office building ground floor
2. Supply and install/configure GSM module fire alarm system in Head Office.
3. Provide us with floor plan of the locations which the system and devices are installed.
4. Remove existing Conventional Fire Alarm system and install new addressable fire alarm system.

Equipment details

#	Description	QTY
1.	Supply new Addressable Fire Alarm System panel	01
2.	Supply of TCP/IP network module compatible with the fire panel	01
3.	Supply of batteries for the Fire Alarm System	02
4.	Supply of GSM module for the fire alarm system	01
5.	Supply of Addressable Smoke Detector With Base	135
6.	Supply of Addressable Heat Detector With Base	07
7.	Supply of Addressable Manual Call Point	18
8.	Supply of Addressable Sounder Strobe (Weather proof)	18
9.	Supply of Fire Retardant Cable	1600 meters

*This estimation includes more than the quantity of detectors currently installed in the Fire Alarm System

Requirement:

- 1. Supply and install new Addressable Fire Alarm System panel Head Office building ground floor**
 - a. Supply and install TCP/IP network module compatible with the new Addressable Fire Alarm System panel.
 - b. Supply and install batteries for the Fire Alarm System.
- 2. Supply and install/configure GSM module for the new Addressable Fire Alarm System panel in Head Office.**
 - a) Enabling GSM alert module in Head Office new Addressable Fire Alarm System, with capability of alerting a minimum of 3 phone numbers on alerts (SIM card will be provided by BML). Alerts should include the following:
 - (i) location Name
 - (ii) Fault Type (Power, Device tamper/removal, fire etc.)
 - (iii) Triggered Device Number and Name
 - (iv) Triggered Date and Time
- 3. Provide us with floor plan of the locations which the system and devices are installed.**
 - a) The product must be an EU standard/UI listed product to ensure quality and standard.
 - b) 3 years after sales service and 1 year warranty starting from project completion date. This is to include an annual check each year with documentation.
 - c) Proposal/Quotation must include:
 - (i) Product detail and prices
 - (ii) Installation and other accessories charges
 - (iii) Transportation charges
- 4. Remove existing Conventional Fire Alarm system (including the devices in each floor)**
 - a) The system should contain the current quantity of devices in each floor. (If required, vendor should provide and install additional devices)
 - b) Devices should not be used for anything related to the Installation of the new Addressable Fire Alarm system.
 - c) Ensure each partitioned room on the floor have one smoke device.

Evaluation criteria

Price: 100%

Delivery

#	Task	Delivery Time
1.	Equipment delivery <ul style="list-style-type: none"> - Supply of new Addressable Fire Alarm System panel - Supply TCP/IP network module compatible with the new Addressable Fire Alarm System panel - Supply of batteries for the Fire Alarm System - Supply of GSM module for the new Addressable fire alarm system - Supply of Addressable Smoke Detector With Base - Supply of Addressable Heat Detector With Base - Supply of Addressable Manual Call Point - Supply of Addressable Sounder Strobe (Weather proof) - Supply Fire Retardant Cable <p><small>*This estimation includes more than the quantity of detectors currently installed in the Fire Alarm System</small></p>	30 calendar days (starting from the day of awarding)
2.	Work/Installation Completion <ul style="list-style-type: none"> - Remove existing conventional Fire Alarm system (including the devices in each floor) - Install new addressable Fire Alarm System panel (including the installation of all the new devices in each floor) - Install Batteries for the Fire Alarm System - Install TCP/IP network module compatible with the fire panel - Install GSM alert module and maintenance/repair work of fire alarm system - Provide floor plan of the locations which the system and devices are installed 	60 calendar days (starting from the day of equipment delivery)

Note: Please note that 2% of the total price will be charged per day as fine for late delivery/completion of work with a maximum cap of 15%.

Eligibility

1. Should provide min. 2 project reference letters of similar nature of work with a value above MVR 300,000.00 completed within the last 5 years.
2. Must be certified from MNDF for consultancy, designing, installing and servicing of Fire alarm Systems.

Payment term:

- Installation payment will be made after submitting the MNDF Approval Documents for the building.

Documents to be submitted with this bid:

1. Bidding documents
2. Proposal
3. Reference letters
4. National ID or Work Permit Cards of all technician/workers that works on installation in any location

Documents to be submitted after completion of installation:

- User manual and product specification document
- All passwords including user and admin
- Completion certificate from vendor for all locations
- MNDF Approval Documents for all locations
- Drawings (CAD files, Softcopies, Hardcopies) of all locations
- Any remaining equipment (detectors, cable, sounder, etc.)
- Survey report of each location