



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives.

Date: 6th November 2022

Supply of Infrastructure and provide support to host Water and Sanitation e-Learning Management System (LMS)

Technical Specification

#	Server Name	Qty	Instance	OS/Software	HDD	Bandwidth	VM Backup
1	Production Server	1	4 vCPUs, 16 GB RAM (F8s v2)	Ubuntu 20.04	Root disk + 250 GB SSD (E15)	150 GB	AzureVMs, 1 instance(s) x 250 GB, LRS Redundancy, Moderate Average Dailt Churn, 8 GB Average monthly snapshot usage data
2	Backup Disk	1	Block Blob Storage, General Purpose V2, LRS Redundancy, Hot Access Tier, 250 Gb				
3	Staging (QA) Server	1	4 vCPU, 8 GB RAM (A4 v2)	Ubuntu 20.04	Root disk + 250 GB (S15)	100GB	



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Bid Evaluation Criteria

Particulars	Point
Minimum quoted price / Quoted price *60	60
Shortest Delivery period / Quoted delivery period *25	25
Experience: Each reference is valued at 5 point and will be considered if the submitted reference is similar in nature (value higher than MVR 50,000) and carried out within the past 5 years	15
Total	100%

The proposal with the lowest financial quote will get the maximum Financial Score of 40 points.

Documents to be submitted with proposals

- a. If a company the company profile
- b. Completion Certificates of similar work carried out if any
- c. If a company, registration copy, if a sole proprietor SP certificate, SME registration Certificate
- d. GST Registration Certificate
- e. Tax registration Certificate and Tax clearance Certificate
- f. Price Schedule (Annex)
- g. Delivery period of the work
- h. Work Schedule and Timeline
- i. Completed proposal submission form (Form-1)
- j. Financial Breakdown Form, provided in Annex 2
- k. Form FIN -1: Financial situation, provided in Annex 3
- l. Form FIN – 2: Average annual turnover, provided in Annex 3
- m. Financial documents stated in Annex 3

NOTE: Bidder submit all requirements identified under **Documents to be submitted with proposals**

Substantially non-responsive bids at this pre-evaluation stage will be rejected from further evaluation.



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REGISTRATION AND CLARIFICATIONS

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address proc.gcfws@environment.gov.mv not later than 1200 hours on 14th November 2022. Unregistered parties will not be able to participate in the bid.
2. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv on or before 1400 hours on 14th November, 2022.

SUBMISSION

Interested individuals may submit their proposals on or before **0900hrs 17th November, 2022**, to the following address in a sealed envelope. Proposals will be opened at **0900hrs 17th November, 2022 in a meeting room of the Ministry of Environment in front of bidders.**

GCF PMU

Water and Sanitation Department

Ministry of Environment

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives



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Financial Situation Evaluation

- a) To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 24,000.00 or the year 2021. **(or)** Submit Form FIN - 4: Annual Turnover
- b) To be eligible the financial statements of the bidding party must show, Minimum value of MVR 24,000.00, for liquid asset, for the year 2021. **(or)** Submit Form FIN - 3: Financial Situation
- c) For Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum MVR 24,000.00 **(or)**
- d) If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in Fin form 5. (credit limit shall be no less than MVR 24,000.00 - Submit Form FIN – 5: Line of Credit Letter

Selection Criteria of Regional Based Business and MSME business Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.



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d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

a) Check the bidders permanent address, if the bidder is a sole proprietorship

b) Check the island to which the business is registered, if the bidder is not a sole proprietorship

c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:

If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.



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ANNEX

PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

[I/We], the undersigned, offer to provide the “ ” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. [I am/We are] hereby submitting [my/our] Proposal; [my/our] financial offer is for the sum of [***Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)***] which is inclusive of the all applicable taxes.

[I/We] hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to [my/our] disqualification.

Proposal validity is for a period of [***Insert number of days, 90 days minimum***] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the price and work plan. [My/Our] Proposal is binding upon [me/us] and subject to the modifications resulting from Contract negotiations.

[I/We] undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

[I/We] understand you are not bound to accept any Proposal you receive.

[I/We] remain,

Yours sincerely,

Authorized Signature [***In full and initials***]: _____

Name and Title of Signatory: _____

Name of Company/Partnership/Institution/Individual: _____

Address:

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Checklist

	Check (Y/N)
a. Company profile	
b. Completion Certificates of similar work carried out if any	
c. If a company, registration copy, if a sole proprietor SP certificate, SME registration Certificate	
d. GST Registration Certificate	
e. Tax registration Certificate and Tax clearance Certificate	
f. BOQ (Annex)	
g. Delivery period of the work	
h. Work Schedule and Timeline	

Financial Proposal - Standard Forms

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FORM FIN-1: Financial Proposal submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy services for “**Consultancy Services of a Consultant (Local) to provide engineering technical assistance to the project works** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of the Company/ Organization _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

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FORM FIN-2: Financial Proposals

	Description	Qty	Rate	Total (MVR)
1				
2				
3				
			Sub-Total :	
			GST :	
			Grand Total:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

- *The firm/ organization/ Sole proprietor as a team is to submit copy of the GST registration certificate along with the financial proposal.*
- *All firms / organization / Sole proprietor shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm / organization/ Sole proprietor is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*

- **Company/ Organization / sole proprietorship is to submit copy of the GST registration certificate along with the financial proposal.**



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FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods



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FIN FORM 4 – Average Annual Turnover

Each Applicant must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.



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FIN FORM 5 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:[Name and address of the Contractor]

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}. We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder. This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:
Name and Title of Signatory:
Name of Agency: