

INVITATION FOR PROPOSAL

Services/Goods Required:

Requirement for Pest Treatment at IAS Facilities.

Proposals submission to be held at IASL head office on: **24th November 2022, 13:30 hrs.**

Venue of Proposal Submission: **Procurement Office, H.Silver Sand, Kalaafaanu Hingun
(In front of NCIT)**

Eligible Vendors

The Vendor must submit relevant documents as per clause (s) of this document.

- a. Vendor must be a Maldivian firm or individual providing such services as attachment.
- b. The vendor shall furnish the following documentary evidence.
- c. All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms will result in rejection of the proposal as non-responsive.
- d. The project estimate and rates must be quoted in Maldivian Rufiyaa inclusive of all taxes and clearing charges as per scope of work provided. The period of contract is 2 years. Monthly charges to be mentioned in the proposal.
- e. Proposal must remain valid for a period of 90 days.
- f. The proposal submitted must contain the following. Failure to do so may result in disqualification.

1. COVER LETTER

The cover letter for the proposal must be signed by an authorized person who has the authority to bind the proposal to a Contract.

2. PAYMENT TERMS

- ❖ The payment terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.

3. DISCLAIMER

- ❖ A letter stating if the bidder has or does not have any relationship in terms of employment or close family relationship. Close family relationship here refers to spouse, including former spouse relatives, which comprise: siblings; cousins; uncles and aunts; nephews and nieces; lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage) lineal descendants (children, grandchildren and other direct descendants).

4. REJECTION AND DISQUALIFICATION OF PROPOSAL

- ❖ If any of the documents mentioned under Clause (s) is missing in the proposal the company has the right to reject the evaluation or request for a resubmission.

Proposal Documentation Check List

- Proposal
- Company Profile
- Proposal Cover Letter
- Disclaimer Letter
- Memorandum and Articles of Association
- Company Registration Certificate
- GST Registration Certificate
- Audited Financial Statements
- Reference of past experience and work completion letter or certificates
- Detail BOQ (Bill of Quantities) of the Proposal
- Project Delivery Period

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- Required
 - Not Required