



Ministry of Environment, Climate Change and Technology
Republic of Maldives

Announcement Reference No: (IUL)438-ENV/438/2022/508

**PROCUREMENT OF VENUE AND CATERING SERVICES TO CONDUCT BASELINE
CHEMICAL ASSESSMENT REPORT LAUNCHING EVENT**

Issued on: 21 November 2022

Issued By: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project

Project Management Unit

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1. Introduction

Ministry of Environment, Climate Change and Technology seeks to engage a competent party to supply a function hall with the requirements stated in section 2 of this TOR.

2. Scope of work

Supply of;

#		Quantity
1)	A function hall with a capacity of 80pax as per schedule in Section 3	1
2)	Tables and chairs (with table cloth) with group style arrangement for 5 - 7 individuals per group for 80 pax	1
3)	Laptop	1
4)	Projector and screen set up	1
5)	Wireless microphone	2
6)	Speakers/sound system	1
7)	Wifi for all participants	1
8)	LED Screen (Minimum 3.84m (W) x 2.16m (H)	1
9)	Podium	1
10)	Podium Bouquet	1

3. Venue hire and catering

a) Venue hire

Date	Day	Hall Time
11 December 2022	Sunday	08:00 hrs - 14:00 hrs

b) Catering

Date	Day	Catering*		
		Type	Time	No. Pax
11 December 2022	Sunday	Refreshments	08:00 hrs	80
		Lunch	12:30 hrs	80

* In addition to the above schedule, tea, coffee and water should be available to the participants throughout the training duration.

* Single use plastic items should not be used.

* Final price should be inclusive of transport fares 80 Pax if the venue is outside of the Male' or Hulhumale'.

4. Evaluation Criteria

4.1 Pre-Evaluation

- a) Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Final Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
 - Bidder meets all requirements identified under Section 2 and 3. Scope of Work and Venue hire and catering.
- b) Substantially non-responsive bids at this pre-evaluation stage will be rejected from evaluation.
- c) Evaluation will be undertaken for substantially responsive bids identified at this pre-evaluation stage

4.2 Evaluation

The proposal which fulfills the pre-evaluation requirements would be qualified to this stage after being assessed in pre-evaluation.

Proposals will be ranked according to:

#	Description	Points (percentage)
1	Experience $\frac{\text{Total experience points}}{100} \times 100$	10%

2	Price	$\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 100$	90%
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Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points each out of a total of 10 points.

The proposal with the lowest financial quote will get the maximum Financial Score of 90 points.

5. Application

Proponent should submit their proposals containing the following:

- a) Business profile
- b) Copy of SME registration certificate
- c) Copy of business registration certificate
- d) Tax registration certificate
- e) Tax clearance certificate
- f) Financial Breakdown Form, provided in Annex 1
- g) Form FIN -1: Financial situation, provided in Annex 2
- h) Form FIN – 2: Average annual turnover, provided in Annex 2
- i) Financial documents stated in Annex 2
- j) Checklist of service stated under Scope of Work, provided in Annex 3
- k) Letters of Experience/ Reference (Reference letters/ supporting documents should indicate the price or work completed previously)

6. Queries

For any queries please email to procurement@environment.gov.mv and copied to asnan.ahmed@environment.gov.mv before **12:00 hrs on 27 November 2022**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **28 November 2022**.

7. Submission

Bid submission	On or before 01 December 2022 at 1000 hours local time
Bid opening	01 December 2022 at 1000 hours' local time.

	Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	<p>Proposals must be delivered in sealed envelopes titled</p> <p><i>“Do not Open Before 01 December 2022 at 1000 hours - PROCUREMENT OF VENUE AND CATERING SERVICES TO CONDUCT BASELINE CHEMICAL ASSESSMENT REPORT LAUNCHING EVENT” and the submitting party’s name and address</i></p> <p>Electronic submission is not permitted. Late proposals will be rejected.</p>
Submission address	<p>Procurement Section</p> <p>Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Eliminating Persistent Organic Pollutants through Sound Management of Chemicals Announcement number: (IUL)438-ENV/438/2022/508</p>

Annex 1 - Financial Breakdown Form

Reference No: (generated by the proponent)

Quotation validity: 90 days

No.	Quantity	Description	Price/Unit (MVR)	Total
		Total:		
		GST		
		Total with GST		

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

Annex 2– Assessment of Financial Capability of Bidder

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 37,500.00**, for the year 2020 – **Submit Form FIN - 1: Annual Turnover**
(OR)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 37,500.00**, for liquid asset, for the year 2020 – **Submit Form FIN - 2: Financial Situation**
(OR)
- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business’s bank statement must show a credit balance of minimum **MVR 37,500.00**
(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 3. (credit limit shall be no less than **MVR 37,500.00**– **Submit Form FIN – 3: Line of Credit Letter**

Annex 3 – Services Checklist

#		Quantity	Check (Yes/No)
1)	A function hall with a capacity of 80 individuals as per schedule in Section 3	1	
2)	Tables and chairs (with table cloth) with group style arrangement for 5 - 7 individuals per group for 80 pax	1	
3)	Laptop	1	
4)	Projector and screen set up	1	
5)	Wireless microphone	2	
6)	Speakers/sound system	1	
7)	Wifi for all participants	1	
8)	LED Screen (Minimum 3.84m (W) x 2.16m (H))	1	
9)	Podium	1	
10)	Podium Bouquet	1	

FORM – FIN – 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2019		
2020		
2021		

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.

FORM – FIN – 2: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2020

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 statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.

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

- Historic financial statements must correspond to accounting periods

FORM – FIN – 3: 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: _____