

22 December 2022

Request for Quotations – Supply and Installation of Office Furniture

Deadline for submission of Quotations: 3rd January 2022

Section 1. Introduction

The Institute of Chartered Accountants of the Maldives ('the Institute') is the statutory body formed to discharge the functions assigned under the Maldives Chartered Accountants Act (13/2020) which has been ratified by the President on 8th September 2020. The Institute is mandated with the regulation and development of the accounting profession of the Maldives. The Institute is also mandated with the registering and licensing parties for audit and assurance services, as well as registering financial professionals as its members.

Section 2. Purpose and Scope of work

The Institute is inviting interested parties to submit their proposal along with the price to provide the service of supplying and installation of the list of items for CA Maldives office. (See **Section 12**). The contracted party ("Contractor") will be expected to provide services including but not limited to the following:

- Understand the requirement and concept of the design of CA Maldives office space and submit proposals for the supplying and installation of furniture.
- Provide picture and dimensions of each furniture separately along with the unit price and total price.
- Provide updates of the status of the items to the Institute on a weekly basis.

Section 3. Eligibility Criteria

Any party who meets the following criteria are eligible to submit their proposal to the Institute. The party should:

- A. be registered at the Ministry of Economic Development dedicated to deliver services or services related to the scope of work mentioned in **2** of the RFQ
- B. have completed such similar projects in the past.

The following documents shall be submitted to the Institute in the *following order*::

- (i) Registration Certificates (Business & Tax)
- (ii) Proposal Letter (**Appendix A**)
- (iii) Company Profile
- (iv) Information of Authorized Representative (**Appendix B**)
- (v) List of Projects completed (**Appendix C**)

***List of projects should provide evidence for Section 3 (B).**

- (vi) Reference Letters providing evidence for **Appendix C**
- (vii) Proposed price list with pictures of each item to be supplied (**Appendix E**)

***Prices must be inclusive of GST and quoted in MVR**

The documents shall be submitted sealed in an envelope addressed to the Institute and mention the reference number.

Section 4. Conflict of Interest

The Contractor shall hold matters including its contents or materials obtained in the course of services to the Institute as strictly confidential and shall not disclose the same to anyone without prior written consent, unless obliged by law, in which case, the Contractor must inform of such disclosure in a timely manner.

The Contractor shall avoid any and all matters that could raise a potential conflict of interest, and advise the Institute beforehand on any potential or apparent conflict of interest.

Section 5. Duration of Contract

The contractor shall supply the items within a period of 45 days.

Section 6. Terms and Conditions

The Institute reserves the right to reject any or all proposals or to accept any proposal that it may consider being in the best interest of the Institute.

The Institute reserves the right to negotiate the terms of the proposal upon review.

The Institute shall not be held liable for any errors or omissions in any part of this RFQ. The information contained in the RFQ is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by the Institute, nor is it necessarily comprehensive or exhaustive.

The Institute assumes no responsibility or liability for the adequacy, accuracy, or completeness of any information provided in this RFQ.

Section 7. Inquiries

If there are any inquiries, please email to info@camaldives.org before 29th December 2022, 14:00 hrs.

Section 8. Evaluation Criteria

Details	Percentage
a. Concept and Price (Proposed Prices and pictures of the items as quoted in Price list)	75 %
a. Experience in similar projects completed b. Financial Background	25 %

Section 9. Submission Deadline

Submission is open for parties that meet the eligibility criteria mentioned in **3** of the RFQ.

Submission deadline will be on **3 January 2022, 2 PM** at the Auditor General's office, Ghaazee Building.

Section 10. Amendments

At any point in time prior to the deadline for submission of bids the Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the proposal documents by issuing an addendum. All addenda shall be posted on the Institute's website <http://www.camaldives.org>.

In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their offers, the Institute may, at its discretion, extend the deadline for the submission of proposals.

Section 11. List of Appendix

- A. Proposal Letter Template
- B. Information of Authorized Representative
- C. List of completed projects
- D. Detailed List of items with pictures and layout
- E. Price list with pictures

Section 12. List of Items (Refer to Appendix D)

#	Item	Qty
1	Office Chair - Reception	1
2	Guest Chair - Reception	1
3	3-Seater sofa with coffee table - Lounge	1
4	Office Chair - CEO Room	1
5	Guest Chair - CEO Room	2
6	Sofa set - CEO Room - 2-Seater sofa x 1 - 1 Seater sofa x 1 - sofa table x 1	1
7	Office chair - Staff area	10 (for staff)
8	Meeting chair - Main meeting room	14
9	Chair - Tea room	4
10	Meeting chair - Meeting room 2	10