

Instruction to Bidders

Date: 27th December 2022

Ref. MTDC/2022/03

GENERAL

This section provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of MTDC. It also provides information on bid submission, opening and evaluation, and on contract award.

SCOPE OF WORK

Provision of Internal Audit Services for MTDC for the year 2022.

Scope will include:

- Leasing Process
- Cash and Bank Process
- Corporate Governance
- Legal Compliance
- Fixed asset management
- Procurement process
- Human Resources Management
- IT General controls
- Risk assessment
- Financial Accounting and Reporting
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COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid, and MTDC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

BID PRICES

The bidders shall quote for the entire work on a single responsibility basis such that the total bid price covers all the contractor's obligations under the contract. Bid price should be inclusive of GST.

EVALUATION OF BIDS

- Arithmetical errors, if any, will be rectified on the following basis: If there is a discrepancy between words and figures, the former shall prevail.
- The Corporation will determine whether each bid is generally complete and is substantially responsive to the tender document. For the purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions & specifications of the tender document without material deviations, objections, conditionality, or reservation.
- The Corporation's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- If a bid is not substantially responsive, it will be rejected by the Corporation and may not subsequently be made responsive by the bidder by correction of the non-conformity.

- The bid that does not meet minimum acceptable standards of completeness, consistency and details will be rejected for non-responsive.
- If any of the information furnished by the bidder is found to be incorrect, the bid/contract is liable to be rejected/terminated the bid proposal.

ASSESSMENT OF THE SUBMITTED BIDS (The following will be considered)

- Experience on similar assignments.
- Cost

OTHER INSTRUCTIONS:

MTDC is not bound to take any proposals and do reserve the right to dismiss all applications if found necessary.

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Each bidder shall submit only one bid by itself. A bidder who submits or participates in more than one or failure to submit all the supporting documents will be disqualified.

Bidders are required to submit the below mentioned supporting documents.

- a) A profile of the Bidder, registration copy/I.D card copy, copies of academic certificates and copy of practice licence provided by the relevant government institution(s).
- b) CV's and copies of reference letters of the key personnel who will work for the provision of Audit Services for MTDC.

As and when necessary, MTDC has the right to request the winning bidder to produce the originals of reference letters and other above stated documents.

All proposals/quotations are expected to be submitted not later than the 8th January 2023 before 1100 Hrs in a sealed envelope clearly marked the above mentioned subject matter.

Bids will be opened in the presence of bidders or their representative who choose to attend at the said address below and the date shall be informed via e-mail.

You are requested to hold your proposal valid for (30) thirty days from the date of submission, during which time you will maintain, without change the professional fees and personnel proposed for the assignment. MTDC will make its best to select the successful bidder within this period.

Your completed proposal should be delivered to:

Maldives Tourism Development Corporation (MTDC) Plc

1st Floor, G. Fathuruvehi

Buruzu Magu

Male' 20124

Republic of Maldives

Tel: 334 7766, Fax: 334 7733

Email: info@mtdc.com.mv
