



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**

**IULAAN NO: (IUL)438-ENV/438/2023/49**

**Venue, Catering and Accommodation with Transport services for the  
Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force  
from 7 -9 March 2023**

**Issued on: 8<sup>th</sup> February 2023**

**Issued By: ENVIRONMENT DEPARTMENT**

**TABLE OF CONTENTS**

SCHEDULE OF CRITICAL DATES .....2

SUBMISSION REQUIREMENTS.....2

    1. INTRODUCTION AND BACKGROUND ..... 4

    2. OBJECTIVE.....4

    3. SCOPE OF ASSIGNMENT.....4

    4. PAYMENT SCHEDULE.....5

    5. DURATION OF THE WORK.....5

    6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS.....5

    7. EVALUATION CRITERIA .....6

    8. SUBMISSION .....9

ANNEX A.....

    TECH FORM 1 – Proposal Submission Form.....10

    TECH FORM 5: Letter of Commitment.....12

    FIN FORM 1 – Financial Proposal Submission Form.....13

    FIN FORM 2 – Details of Financial Situation .....14

    FIN FORM 3 – Average Annual Turnover.....14

    FIN FORM 4 – Financial Resources.....14

    FIN FORM 5 – Line of Credit Letter .....14

    FIN FORM 6 – Current Contract Commitments .....16

    General Information.....14

**i. SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date	08/02/2023
Bid queries submission timeline	08/02/2023 to 15/02/2023
Bid clarification deadline	19/02/2023
Proposal submission deadline	20/02/2023

**ii. SUBMISSION REQUIREMENTS**

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

**a. Technical Proposal – Standard Forms**

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Completed **Letter of Commitment** – (Tech Form 2)
3. Letters of Experience/ Reference (Reference letters/ supporting documents should indicate the price or work completed previously)
4. Copy of Business (Sole Proprietorship/company/partnerships) registration certificate.
5. Copy of SME Registration - If registered
6. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
7. Tax payer registration Certificate / Notification Copy

**b. Financial Proposal – Standard Forms**

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021,2020 and 2019
5. 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)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter
9. FIN FORM -7 Current Contract Commitments / Work in Progress

**Note 01: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 02: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report**

## 1. Introduction and Background

The Government of the Republic of Maldives through the Ministry of Environment is planning to host and organise the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 – 9 March 2023. The Ministry is seeking **the services of an organization/ business entity to hire a venue, accommodation and catering service** for this purpose.

## 2. Objective

Main objective of the meeting is to advance the knowledge of conservation and management of marine turtles globally and within the Indian Ocean – South-East Asia and to provide interactive discussion on this topic. Marine turtles have intrinsic and ecological value and are considered as flagship species to protect marine ecosystems.

## 3. Scope of Assignment

The scope of work involves the following tasks.

### 3.1 Conference Hall

A conference hall at a location in Baa Atoll and within vicinity of a turtle rescue center, from 7 – 9 March 2023, able to accommodate 20 participants. The venue and meeting room must be accessible for setting up one day in advance of the opening of the meeting. The meeting will be held full day from morning 09:00 am to evening 05:00 pm daily.

#### 3.1.1

- 1 dedicated computer, with MS Office 365 in English, with projector and screen
- Sufficient high-speed WiFi for all delegates for approximately 40 devices (accessible to one laptop and one mobile phone per participant)
- Flip chart or white board and pens
- Power sockets throughout the meeting room to allow everybody to plug in their laptops
- Individual microphones to be shared by a maximum of two people
- Sound recording facilities; a dedicated sound technician should be available for the entire duration of the workshop
- Additional laptop for the online conference platform in case of a hybrid meeting

### 3.2 Refreshments

- Drinking water should be available for 20 participants during the conference (no usage of single use plastics)
- Daily tea/coffee breaks during the workshop (10:30 to 11:00am and 15:30 to 16:00) for 2 days

### 3.3 Accommodation

- Full board accommodation for 3 nights, 7 – 9 March for 20 pax (Dinner on the first day to be held as a reception for all participants plus 10 additional pax)
- Accommodation on full board basis (breakfast, lunch and dinner included) at walking distance to meeting venue, and first night dinner as a reception for 20 pax

### 3.3.1 Dinner Reception

- Buffet Dinner (20 pax); The menu should include the following varieties;(Non-vegetarian, Vegetarian, all varieties should be halal, should **not** include any alcoholic drink)

*\*the bid should include the detailed menu of servings for all meals*

### 3.4 Transport

- Transportation needs to be arranged from the airport to the hotel or venue and back for all participants (20 participants) – round trips
- The day of arrival of participants
- The day of departure of participants

### 3.5 Field Trip

- Round trip transport to participants of the workshop on 9<sup>th</sup> March 2023 to a Turtle Rescue Center

## 4. Payment Schedule

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

No.	Description	Payment Schedule
1	Upon completion	100%
	<b>Total</b>	<b>100%</b>

## 5. Duration of the Work

Duration of the assignment is 3 days (7<sup>th</sup> to 9<sup>th</sup> March), the length of the conference and additional day prior to conference for set up.

## 6. Requirements for Experience and Qualifications

(8.1) To be eligible for this assignment, the firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments).

(8.2) In executing this TOR, the service provider is expected to meet the following eligibility criteria the following requirements:

#	Documents	Nos
1	Financial Proposal (showing breakdown of costs expected to incur to provide the each of the services separately) with a validity of a minimum of 30 days.	1
2	Company licenses and Tax registration certificates,	1

### 7. Evaluation criteria

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals.

Category	Description	Marks
Company/Firm experience	Experience in organizing similar events (1 event = 5 points)	40
Financial proposal	The party with lowest financial proposal will get 60%. Other parties will be scored by [(lowest price/proposed price) x 60]	60
<b>Total</b>		100%

**Only the proposals that will obtain a minimum of 60% out of 100 obtainable points will be qualified for the financial evaluation.**

#### Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

#### Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 61,364.40 for the year 2021,2020 and 2019. **(Submit Form FIN-1 Annual Turnover)**

*(OR)*

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 61,364.40 for liquid asset, for the year 2021 ,2020 and 2019. – **(Submit Form FIN -2: Financial Situation)**

*(OR)*

- 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 MVR 61,364.40.

*(OR)*

- 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 4. Credit limit shall be no less than MVR MVR 61,364.40 – **(Submission Form Fin -4: Line of Credit Letter)**

### **Selection Criteria of Regional Based business and MSME business**

#### Above MVR 2,500,000 – MVR 5,000,000

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



**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.
- 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 1<sup>st</sup> 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 1<sup>st</sup> 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

**8. Submission**

Bid submission	On or before 20 <sup>th</sup> <b>February 2023 at 1100</b> hours local time
Bid opening	<b>20<sup>th</sup> February 2023 at 1105</b> 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	Proposals must be delivered in sealed envelopes titled <b><i>“Do not Open Before 20<sup>th</sup> February 2023 at 1105 hours - Venue, Catering and Accommodation with Transport services for the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 -9 March 2023”</i></b> and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	<b>Procurement Section</b> Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> <a href="#">Announcement number: (IUL)438-ENV/438/2023/49</a>

## Annex A

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### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the services for **“Venue and Catering with Transport services for Hiring of Conference Facilities with Accommodation for the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 – 9 March 2023”** in accordance with your Request for Proposal dated (7 – 9 March 2023). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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 our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:



**TECH FORM 2: Letter of Commitment**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services **Venue and Catering with Transport Service for Hiring of Conference Facilities with Accommodation for the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 -9 March 2023** for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Venue, Catering and Accommodation with Transport services for the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 -9 March 2023

## **FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Venue and Catering with Transport Service for Hiring of Conference Facilities with Accommodation for the Fourth meeting of the Northern Indian Ocean Marine Turtle Task Force from 7 -9 March 2023**” accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

**FIN FORM 3 – Details of 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			
<p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statements must be complete, including all notes to the financial statements.</li> </ul> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul> </div>			

**FIN FORM 4 – Average Annual Turnover**

Each Bidder 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.



**FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

**FIN FORM 6 – 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) 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: \_\_\_\_\_

**FIN FORM 7 – Current Contract Commitments / Work in Progress**

**Current Contract Commitments/Works in Progress**

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

<b>No</b>	<b>Name of contract</b>	<b>Employer, contact address/tel/fax</b>	<b>Value of outstanding work (current MVR equiv)</b>	<b>Estimated completion date</b>	<b>Average monthly invoicing over last six months (MVR/month )</b>
1.					
2.					
3.					
4.					
5.					

### General Information

<b>1</b>	<b>Bid Awarding</b>	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds <b>MVR 500,000</b> the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the gurantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.  <b>(Excluding Work Service)</b>
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
<b>2</b>	<b>Liquidated Damages (Excluding Work Service)</b>	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the Public Procurement Regulation</b> for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount <b>defined in the Public Procurement Regulation</b> . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
<b>3</b>	<b>Securities (Excluding Work Service)</b>	

	3.1	If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security.
<b>4</b>	<b>Advance Payment (Excluding Work Service)</b>	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
<b>5</b>	<b>Arithmetic</b>	
	5.1	Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.