



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2023/69

Procurement of Venue and Services for CBIT Project Inception Workshop

9th February 2023

Issued by:

Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives) Project



Contents

i.	Schedule of Critical Dates	3
ii.	Bid Clarification Instruction	3
iii.	Bid Submission Instruction	3
iv.	Submission Requirements	4
1.	Introduction & Background	5
2.	Scope of Assignment	5
3.	Venue and Catering	6
4.	Deliverables & Payment Schedule.....	6
5.	Duration of the contract.....	6
6.	Evaluation and comparison of proposals	6
	9.1 Preliminary Examination.....	6
	9.2 Evaluation of Proposals	7
	ANNEX 1: STANDARD FORMS	9
	TECH FORM -1: PROPOSAL SUBMISSION FORM	10
	TECH FORM-2: Financial Breakdown Form.....	11
	TECH FORM-3: Checklist of requirements	12
	FIN FORM – 1: Annual Turnover	13
	FIN FORM – 2: Financial Situation	14
	FIN FORM – 3: Line of Credit Letter.....	15
	ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs	16

i. Schedule of Critical Dates

Activity	Action Date
Advertised date	9th February 2023
Deadline for submission of bid queries	14th February 2023 12:00hrs
Deadline for publishing answers to bid queries	15th February 2023
Proposal submission deadline	21st February 2023 at 1100

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to cbitmaldives@environment.gov.mv before the 14th February 2023 12:00hrs. 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 15th February 2023 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 21st February 2023 at 1100 hours – Procurement of Venue and Services for CBIT Project Inception Workshop” and the submitting party’s name and address

Electronic submission is not permitted. Late proposals will be rejected.

Submission address;

Procurement Section

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

Announcement no: (IUL)438-CCD/438/2023/69

Project name: [Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives \(CBIT Maldives\)](#)

iv. Submission Requirements

The following documents shall be submitted for the bids to be considered sufficiently responsive. Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed Financial Breakdown Form (TECH FORM-2)
3. Completed Checklist of requirement (TECH FORM – 3)
4. Bidder's profile. Should include details of the venue and provide documentation that the bidder owns or is renting the venue for expected contract duration.
5. Letters of Experience/ Reference (Reference letters/ supporting documents should indicate the price or work completed previously)
6. Documents to determine financial capacity of bidder (minimum requirement given in section "9.1 Preliminary Examination"):
 - a. For Business entities that have completed one year or more
 - i. FIN FORM – 1- Annual Turnover
 - ii. FIN FORM – 2 – Financial Situation;
 - iii. Financial Statements for the year 2019,2020,2021
 - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
 - i. Bank Statement for of the business's bank account from the date of account opening to date of bid announcement
 - c. If Business entity is unable to meet any of the above requirement they shall submit 'Line of Credit Letter'
 - i. FIN FORM – 3 Line Credit Letter
7. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
8. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
9. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
10. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

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

Note 02: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.

1. Introduction & Background

Ministry of Environment, Climate Change and Technology seeks to engage a competent Vendor to provide a venue to conduct inception workshop of the Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives) project.

CBIT Maldives project is funded by Global Environment Facility (GEF) and implemented by the Ministry with assistance from United Nations Environment Program (UN Environment). The objective of the project is to strengthening institutional capacity for tracking mitigation and adaptation actions and establishing climate finance tracking system in the Maldives.

2. Scope of Assignment

- a) Provide a function hall with a capacity of 80 individuals seated in group style.
- b) The venue should be in Male'.
- c) The venue should be bidder's own venue or being rented for expected contract duration.
- d) The following services shall be made available at the venue:
 1. Tables and chairs (with table cloth)
 2. Projector and screen set up
 3. Wireless microphone (qty 3)
 4. Speakers/sound system
 5. Flip board stand
 6. Flip chart
 7. Marker
 8. Wifi for all participants
 9. Podium
 10. Podium Bouquet (for each day of an event)
 11. Laptop (qty 1)
- e) Date, time and catering requirements are provided in Section 3.

3. Venue and Catering

a) Venue

- a. A function hall with a capacity of 80 individuals seated in group style.
- b. Venue should be in Male'.

Event	No of Days	Date
Inception Workshop	1-day event - 8:00am to 3:00pm	6 th March 2023

b) Catering:

- a. Morning tea - Number of pax 70.
- b. Lunch – Number of pax 60
- c. For the event, morning tea and lunch should be provided
- d. Tea, coffee and water should be available to the participants throughout the duration of each day of the events.
- e. Single use plastic items should not be used for Catering.

4. Deliverables & Payment Schedule

Payments will be based on the completion of the deliverable:

Deliverables	Payment Percentage
Inception Workshop arrangements	100%

5. Duration of the contract

The expected contract period is 2 months.

6. Evaluation and comparison of proposals

9.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;
 - 1. Proposal is received on or before the date and time specified
 - 2. Proposal is properly sealed / un-tampered

3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
 4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal
- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 40,000** for liquid asset, for the year 2021 ,2020 and 2019. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (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 40,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Bidder meets all the requirements stated in Checklist of requirements in Annex 1 of this TOR.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

9.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Criteria	Point Percentage [100]
<p>Experience</p> <p>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.</p>	10%
<p>Price</p> $\frac{\textit{Lowest price proposed}}{\textit{Proposed price}} \times 100$ <p>The proposal with the lowest financial quote will get the maximum Financial Score of 90 points.</p>	90%
Total	[100]

ANNEX 1: STANDARD FORMS

TECH FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Procurement of Venue and Services for CBIT Project Inception Workshop**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal. Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. My 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 Company: _____

Address: _____

TECH FORM-3: Checklist of requirements

	Check (yes/no)
Venue requirements:	
1) A function hall with a capacity of 80 individuals seated in group style.	
2) The venue is in Male'	
3) Bidder's own venue or being rented for expected contract duration	
4) Arrangements & services at the venue:	
i. Tables and chairs (with table cloth) arranged in group style for 70 pax	
ii. Projector and screen set up	
iii. Wireless microphone (qty 3)	
iv. Speakers/sound system	
v. Flip board stand	
vi. Flip chart	
vii. Marker	
viii. Wifi for all participants	
ix. Podium	
x. Podium Bouquet (for each day of an event)	
xi. Laptop (qty 1)	
Catering requirements:	
1) Catering providing for 70 pax for morning tea	
2) Catering providing for 60 pax for lunch	
3) Morning tea and lunch should be provided for the event	
4) Tea, coffee and water will be made available to the participants throughout the duration of each day of the event.	
5) Single use plastic items will not be used for Catering.	

FIN FORM – 1: 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 – 2: Financial Situation

Each Bidder 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			

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.

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

- Historic financial statements must correspond to accounting periods

FIN FORM – 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) 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: _____

ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

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:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) 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.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) 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:
- b) 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.
- c) 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:
- d) 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.

- e) 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:
- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) 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 1st 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 1st 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.