



Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Supply and Installation of Access control system equipment. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2023/012 Supply and Installation of Access control system equipment
Eligible Bidders	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none">- Companies/Partnership- Sole Proprietors
B. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	The Bidder shall submit the following completed documents with its Bid: Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
Bid Prices and Currency	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST (if applicable) at the time of current rate
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
Acceptance of Bids	BML shall not accept bids before or after the specified closing time.



Location, date and Time	For bid submission Bank of Maldives Plc, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 29 th March 2023 Time: 14:00 hrs (Maldivian Standard Time)
Contact details for further information	Please contact; Procurement Department, Telephone: 3015359, 3015350 Email address: tenders@bml.com.mv
Bid Opening	BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.
E. Evaluation, and Comparison of Bids	
Confidentiality	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
Documents Establishing the Qualifications of the Bidder	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted.
F. Award of Contract	
Award Criteria	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.



Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria:

Price: 100%

Delivery

#	Task	Delivery Time
1.	Equipment delivery	45 calendar days (starting from the day of awarding)
2.	Work/Installation Completion	60 calendar days (starting from the day of equipment delivery)

Eligibility:

- Hikvision reseller certificate must be provided for Access Control Systems
- The firm should have capacity and experience in installing/providing technical support for Hikvision Access Control Systems - Profile
- Bidders should submit 1 reference letter which should be within past 3 years.

Note: -

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.



Form 1 - Schedule of Requirement

(Not Applicable)



Form 1 A

List of Goods and Related Services

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity



Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Supply and Installation of Access control system equipment			



Form 1 C Requirement

Please refer to the attached RFP

Form 2 – Bidding Forms Table of Forms



A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.



Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2023/012*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	



Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2023/012*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____
_____;
- (b) The total price of my/our Bid, is: _____
_____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.



Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	Qty	Unit Price (MVR)	Total (MVR)
1.	Access Controller Terminal	64		
2.	Sensor Exit Button	64		
3.	Power Supply (with battery)	128		
4.	Cable Protector Door Loop	64		
5.	Electronic Bolt Lock (with cylinder)	64		
6.	Access Point License	64		
7.	Cat 6 cable charge for each location (300 feet would be required)	64		
8.	Supply New Video Wall Controller	01		
9.	Supply New General Purpose DS-VE11D-C/HW01	01		
10.	Installation & Other Charges including Wood / Aluminium /Steel / Grilled Door	34		
11.	Installation items delivery charge	22		
Total (MVR)				
GST 8%				
Transportation and Accommodation charges				
Grand Total (MVR)				

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms
 - Quotation validity period
- Proposal with multiple options (other than specified above) WILL NOT be accepted.



- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).

REQUEST FOR PROPOSALS

Background

Bank of Maldives PLC (BML) was inaugurated on November 11, 1982 and is the leading financial institution in the Maldives. BML is a full-service bank engaging across a complete spectrum of personal, SME and corporate financial services. With a nationwide network of 37 branches across all 20 atolls, 43 Self Service Banking Centers, 103 ATMs, 6300 Point of Sale Merchants, 277 agents and a full suite of Digital Banking Services, Bank of Maldives is committed to supporting individuals, businesses and communities across Maldives.

Bank of Maldives is the innovative leader of the financial industry and is increasing its use of technology to provide convenient, accessible and secure banking services

Scope of Work:

- Supply and Installation of Access Control System at 22 locations.

Objectives:

As part of our plans to expand and upgrade the security of our company, and to make a safe and secure workplace, the bank seeks a vendor to:

- Supply of 64 Access Control Systems
- Installation of 34 Access Control System throughout 22 BML Locations

Eligibility:

- Hikvision reseller certificate must be provided for Access Control Systems
- The firm should have capacity and experience in installing/providing technical support for Hikvision Access Control Systems - Profile
- Bidders should submit 1 reference letter which should be within past 3 years.
- Specified Model and Brand must be provided

Requirement

- All works related to Installation should be included in the proposal.
 - Vendor should provide an uplink cable in every access control system installing locations.
 - Any necessary works (such as Welding, modification of lock, etc.) which may need to be done on site, should be included in the Installation & other accessories charges
 - All Door Connections should be done including the Secure Control Unit
 - Cat 6 Cables should be used in every location
- Vendor should assign works related to Access control system installation to expertise in the field (includes Door cutting and power connections)
- Should provide 01-year warranty and free one year after sale services in Access Control Systems
- Alarm Input of the Lock should be connected to the Hikcentral Software (should be able to use alarm input of the lock)
- Launch trip(s) and air ticket charge(s) should be included in transportation charges
- Travel plan should be agreed with Physical Security Department prior 7 days of travelling
- Vendor should provide cost for installation expenses and product price separately.
- Vendor should include the number of employees involved in the work in the proposal.

Evaluation Criteria:
Price: 100%

Delivery

#	Task	Delivery Time
1.	Equipment delivery	45 calendar days (starting from the day of awarding)
2.	Work/Installation Completion	60 calendar days (starting from the day of equipment delivery)

Device Specification:

#	Description	Model/Brand
1.	Network Access Controller Terminal	Hikvision DS-K1T341CMF
2	Sensor Exit Button	SOCA
3	Power Supply including battery	SOCA
4	Electric Bolt Lock with Cylinder	SOCA - SL-130U
5	Cable Protector Door Loop	SOCA
6	Access Point License	Hikvision Access Point
7	Video Wall Controller	Hikvision DS-C12L-0204H
8	HikCentral Testing For General Purpose	Hikvision DS-VE11D-CHW01

Quantities of Supply and Installation location list

#	Security Lock System	Network Access Controller Terminal DS-K1T341AMF	Sensor Exit Button	SOCA Power Supply with battery	Cable Protector Door Loop	Soca Electric Bolt Lock with Cylinder SL-130U	Hik Central Access Point license	Installation & Other Charges including Wood / Aluminium /Steel / Grilled Door	Accommodation & Food Charges	Sea Transport Charges	Air Transport Charges
1	Kulhudhufushi Hospital ATM	1	1	2	1	1	1	1	6	0	4
2	Kaashidhoo Branch	3	3	6	3	3	3	3	6	0	4
3	Velidhoo Branch	2	2	4	2	2	2	2	6	0	4
4	Feydhoo ATM	1	1	2	1	1	1	1	4	2	4
5	Gan Airport ATM	1	1	2	1	1	1	1	4	2	4
6	Hithadhoo Hospital ATM	1	1	2	1	1	1	1	4	2	4
7	Maavah ATM	1	1	2	1	1	1	1	4	2	4
8	Hulhumeedhoo Branch	3	3	6	3	3	3	3	6	0	4
9	Gadhdhoo Branch	2	2	4	2	2	2	2	6	0	4
10	L.Gamu Branch	3	3	6	3	3	3	3	6	0	4
11	Maafushi Branch	3	3	6	3	3	3	3	6	0	4
12	Guraidhoo ATM	1	1	2	1	1	1	1	6	0	4
13	Rasdhoo Branch	1	1	2	1	1	1	1	6	0	4
14	Villimale Godowns	3	3	6	3	3	3	3	0	0	0
15	Hithadhoo Hospital SSB	1	1	2	1	1	1	1	4	2	4
16	Maafaru ATM	1	1	2	1	1	1	1	4	2	4
17	Hulhumale' Phase 2 ATM	1	1	2	1	1	1	1	0	0	0
18	Kaadehdhoo Domestic Airport SSB	1	1	2	1	1	1	1	4	2	4
19	Fuvahmulaku Domestic Airport SSB	1	1	2	1	1	1	1	4	2	4

20	Addu Equatorial Hospital SSB	1	1	2	1	1	1	1	4	2	4
21	Miladhoo SSB	1	1	2	1	1	1	1	4	2	4
22	Inguraidhoo SSB	1	1	2	1	1	1	1	4	2	4
23	Stock	30	30	60	30	30	30	30	0	0	0
Total Quantity		64	64	128	64	64	64	64	98	22	80