



## 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.

<b>A. Introduction</b>	
<b>Scope of Bid</b>	Bank of Maldives PLC invites sealed bids from eligible bidders for Renovation works at Designing and Consultancy Services for the upgrade of HPSN in K. Guraidhoo. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
<b>Procurement Reference and Name</b>	BML/PD/OPN-BID/2023/016  Designing and Consultancy Services for the upgrade of HPSN in K. Guraidhoo.
<b>Eligible Bidders</b>	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 who have a licensed architect are eligible to submit proposal for this bid  <ul style="list-style-type: none"> <li>- Companies/Partnership</li> <li>- Sole Proprietors</li> </ul>
<b>B. Preparation of Bids</b>	
<b>Language</b>	The language of the Bid is: English or Dhivehi
<b>Documents Comprising the Bid</b>	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
<b>Bid Prices and Currency</b>	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
<b>Bid Validity</b>	The bid shall remain valid for 30 days from the date of opening the bids.
<b>D. Submission and Opening of Bids</b>	
<b>Bid Submission</b>	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
<b>Acceptance of Bids</b>	BML shall not accept bids before or after the specified closing time.
<b>Location, date and Time</b>	<b>For bid submission purposes</b> only, the BML's address is: As per the announcement no. BML/PD/OPN-BID/2023/016 <b>The deadline for bid submission:</b>



	Date: 02 <sup>nd</sup> April 2023 @ 11: 00 AM
<b>Contact details for further information</b>	<b>Please contact;</b> Procurement Department, Telephone: 3017488, 3015359 Email address: <a href="mailto:tenders@bml.com.mv">tenders@bml.com.mv</a>
<b>Bid Opening</b>	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.
<b>E. Evaluation, and Comparison of Bids</b>	
<b>Confidentiality</b>	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.
<b>Documents Establishing the Qualifications of the Bidder</b>	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.
<b>F. Award of Contract</b>	
<b>Award Criteria</b>	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.
<b>G. Appeals and complaints</b>	
<b>Regarding conduct of a bid</b>	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
<b>Regarding outcome of a bid (an award or decision to award)</b>	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

Criteria	Marks
Proposed price for BOQ preparation and fee for consultation	50
Experience	50

**Delivery duration** – 30 calendar days.

### 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

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

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

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



## Form 1 B

### Delivery and Completion Schedule

The date or period for delivery to be specified below;

<b>Item No.</b>	<b>Description of Goods or Related Services</b>	<b>Date or Period for Delivery</b>	<b>Location</b>	<b>Required Arrival Date of Goods or Completion Date for Related Services</b>
1.	Designing and Consultancy Services for the upgrade of HPSN in K. Guraidhoo.			



# Form 1 C Specifications

Information sheet and price schedule attached in the website





# **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/2023/016*

<b>Legal Name of Bidder</b>	
<b>Bidder's Authorised Representative Information</b>	<b>Name:</b> <b>Address:</b> <b>Telephone/Fax Numbers:</b> <b>Email Address:</b>
<b>List of bid documents to be submitted: as per vendor registration application form.</b>  <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/2023/016*

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	Total price (MVR) (including 8% GST if applicable)	Duration
1.	Designing and Consultancy Services for the upgrade of HPSN in K. Guraidhoo.		
<b>Grand Total Price</b>			

#### 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 if 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 if applicable, 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).
- No advance payment.



## REQUEST FOR PROPOSAL (RFP)

### **Designing and Consultancy Services for the upgrade of Home for People with Special Needs (HPSN) in K. Guraidhoo.**

#### **Introduction**

Bank of Maldives invites eligible parties to submit their proposals for the design and consultancy services to upgrade and refurbish the Home for People with Special Needs (HPSN) in K. Guraidhoo. Interested parties must provide information indicating that they are qualified to perform the services.

#### **Scope of Service**

The successful bidder shall be responsible for the following works/services.

1. Initial site inspection
2. Architectural concept design, detail design and service drawings including interior design details
3. Prepare a detailed BOQ and specifications
4. Act as consultant for BML until the completion of the project.

#### **Stage 1 – Inception and preparation of Brief**

This shall be done in consultation with the Bank, as per the Bank's requirements and shall be completed according to international standards. General requirements for the designs of HPSN shall include but not limited to, the items mentioned in the [Annex 1](#). Site inspection and site studies can be done in an agreed timeline with the Bank.

#### **Stage 2 – Architectural concept design and drawings**

Develop and provide a suitable concept based on agreed brief  
HPSN shall be designed, detailed and documentation prepared to the current code of practice in the Maldives for construction tenders.

#### **Stage 3 – Prepare a detailed BOQ and Specifications**

Prepare Bills of Quantities using the information from the specification and measurements from the drawings.

#### **Stage 4 – Act as consultant for BML until construction and finishing of HPSN project.**

- Site inspection at required frequency and assist at site meetings etc.
- Coordinate with the contractor, the Bank and HPSN to facilitate on approvals.

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982

SWIFT: MALBMVMV Email: [info@bml.com.mv](mailto:info@bml.com.mv)





**Documents required for bid**

**Financial Proposal:** Price

**Technical Proposal:**

- Details of the company, including profile, expertise and resource capacity.
- Company Registration Certificate copy.
- Brief background of licensed architect who will be involved in this project.
- Name, title, address and telephone number of the project lead who will serve as the authorized representative on behalf of the company.
- Evidence of prior relevant experience.

**Evaluation criteria**

Criteria	Marks
Proposed price for BOQ preparation and fee for consultation	50
Experience	50

**Delivery duration** – 30 calendar days.

Experience of the bidder will be validated by reference letters issued to the bidder:

a) Reference letter/Materials received in the name of the companies or institutions (any legal or government entity) will be considered. Reference letters in the name of individuals will not be considered as a bidder’s experience.

b) Experience of the bidder will be measured by projects completed of similar nature as required in this RFP.

Basis	Criteria	Marks
Projects of similar nature: Consultancy for projects regarding Renovation / construction above MVR 500,000/-	No. of projects	2-3 projects 10 marks 4-5 projects 20 marks 6+ projects 25 marks
Projects of similar nature: Preparation of BOQ for refurbishment projects	No. of projects	2-3 projects 10 marks 4-5 projects 20 marks 6+ projects 25 marks

**Note: Bidders are required to attend a mandatory information session and site inspection.**

Head Office, 11 Boduthakurufaanu Magu, Male’, Republic of Maldives, REG No: C-22/1982

SWIFT: MALBMVMV Email: info@bml.com.mv





**Annex 1**

**Details of renovation required:**

Tiling of rooms
Changing windows
Women staff room - replace main door
Women staff room's tea room – change ceiling
Women staff room's tea room - tiling
Women staff room's tea room, fix cupboards
Women staff room's tea room, fix fans
Women staff room's tea room, fix lights
Women staff room – full renovation of both bathrooms
Men's room's tea room– ceiling
Men's room tea room – tiling
Men's room tea room – fix a sink
Men's room tea room – fix cupboard and counter top
Men's room tea room – fix fans
Men's room tea room – fix lights
Fix lockers in staff rooms (women's room 50, men's room 80)
Painting in both rooms and walkway
Install AC in both rooms
Industrial kitchen full set up
Industrial hood with installation
Cupboard set (below and above the existing counter top)
Changing backsplash
Closing of windows and ventilation and fix ACs
Tiling of wash area
Tiling and constructing a wall panel for the area in front of the store room
Making an area for staple food (ceiling, walling, fix racks and doors)
Changing racks of store room
Closing windows of the store room
Fix exhaust and walling behind the veranda
Fixing the leaks caused due to bad weather in veranda
Changing tiles in the veranda
Fix a ceiling in veranda
Making a garbage area
Fix up cupboards or lockers in veranda
Full renovation of toilets
Changing electrical wires in the kitchen
Painting kitchen

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982

SWIFT: MALBMVMV Email: info@bml.com.mv



## **BANK OF MALDIVES**

### Details of equipment required:

2	Dining table (6 chairs)
4	Kettles
2	Microwave
2	Mixers
2	Washing machines
2	Mini refrigerators
2	Computer
2	Table (computer table)
2	Desk chair
1	Cushion chair
2	Bean bag
1	Carpet
8	Cushion with covers
	Books
	Floating shelves – to be decided in BOQ
12	Single Bed
12	Single Mattress
24	Bedsheet (white)
48	Pillows
48	Pillow cover
2	LCD TV 65"
3	Lockers (12 drawer)
8	Cupboard
2	Dining Table (5x3 feet) with 4 chairs
20	Plastic chair
4	Water filter
2	Wall clock
3	Refrigerator (4 feet)
2	Aluminum ladder (6 step)
2	Shelf rack
2	Table phone
2	Fire extinguisher (CO2)
2	Fire extinguisher (Water)
2	Fire blankets
2	Sofa set
2	4 seat Joalifathi
8	Laundry Basket
12	Plastic plates
12	Plastic cups
1	dishwasher - big
5	trolleys
12	Small spoons
12	Table spoons
2	12 inch plastic bowls

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982

SWIFT: MALBMVMV Email: info@bml.com.mv





## BANK OF MALDIVES

4	10 inch plastic bowls
2	8 inch plastic bowls
4	6 inch plastic bowls
2	Plastic jug
6	Floor mat
2	Dustbin (big)
2	Dustbin (small)
1	Turf (294" x 580")
3	SS tables - big
2	industrial mixers
12	plates - big
14	bucket – plastic budget with lid medium size

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982

SWIFT: MALBMVMV Email: info@bml.com.mv

