

BID DOCUMENT

1.	Announcement number and date	480/IUL/2023/15 6 March 2023
2.	Work/ Assignment	EXAM DEVELOPMENT CONSULTANT Main duties under the contract will include: <ul style="list-style-type: none"> • Conduct three exam writing training workshops • Edit exam items • Conduct performance evaluation on exam items • Exam analysis and setting a passmark
3.	Minimum Requirement for Bidders	Bidders must possess the following qualifications/ experience: <ul style="list-style-type: none"> • Successfully developed and implemented bar exams or similar qualifying exams for lawyers.
4.	Conflict of Interest	If the bidder has a close relative or business partner as a member of the Executive Committee or as an employee of the Secretariat of the BCM, then the applicant shall submit a signed letter declaring the relationship.
5.	Currency	The currency used for this bid's purpose shall be USD or MVR
6.	No. of Bids that can be submitted	<ul style="list-style-type: none"> • Each bid can have multiple options. • The quotation/proposal for each option shall be submitted with a separate bid application form.
7.	Bid Validity	Each bid shall have a validity of minimum 60 (sixty) days.
8.	Tax and Duty	The awarded bidder shall bear tax or customs duty or any other charge to be paid in relation to this bid.
9.	Bid Submission venue and deadline	Deadline for bid submission is 22 March 2023 (Wednesday), 12:00 Hours (Maldives Time). All bids must be submitted via email to Anitha Moosa, Director Programs, anitha.moosa@secretariat.maldivesbarcouncil.org
10.	Bid Submission	<ul style="list-style-type: none"> • Incomplete bids and bids submitted after the deadline shall not be accepted. • Bids must be submitted via the "Bid Submission Form". Proposals submitted without the completed Bid Submission Form shall not be accepted. • All the documents submitted must be in English or Dhivehi Language.

11.	Disqualifying Bids	Bids that do not have all the documents mentioned in this document, or if a significant information is omitted, or includes incorrect information, then that bid may be disqualified at the evaluation stage.						
12.	Bid Evaluation Criteria	<p>The following criteria will be used, in no particular order, in evaluating each proposal:</p> <ul style="list-style-type: none"> • Qualifications of Bidder and if Bidder is an organization, qualifications chief staff members who will be working on the creation of the bar exam; • Level of prior experience in creating or supporting bar exams or similar qualifying exams for lawyers and/or on competency assessment exams; • Overall costs to the Bar Council of the Maldives; and • Competitiveness in pricing, including any timelines and guarantees. <p>Below is the point sheet for this bid evaluation:</p> <table border="1" data-bbox="544 770 1417 927"> <thead> <tr> <th>Criteria</th> <th>Points Allocated</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>60 Points</td> </tr> <tr> <td>Experience</td> <td>40 Points</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • <u>Price</u>: The bid with the lowest price will be given 60 points, and points will be given to the rest of the bids accordingly. • <u>Experience</u>: the bidder who demonstrates the most experience will be given 40 points, and points will be given to the rest of the bids accordingly. • Work will be awarded to the bidder whose bid gets most points from the above-mentioned criteria, and fulfils the minimum requirement mentioned in this document. • Incomplete bids and bids that do not fulfil the minimum requirement will be disqualified at the evaluation stage. 	Criteria	Points Allocated	Price	60 Points	Experience	40 Points
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Price	60 Points							
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13.	Bid awarding and contract	<ul style="list-style-type: none"> • After bid evaluation, work awarding agreement will be emailed to the bidder who has submitted the bid with the highest point. • If the party awarded with the work does not accept the work, or if the work has not commenced on the date, BCM may deem the agreement void, and award the work to another party. 						
14.	Advance Payment	There will be no advance payment made to the awardee of this bid.						
15.	Liquidated Damages:	If the work is not completed as per the agreement, payment will be deducted for each extra day as liquidated damages, as per BCM financial policies.						
16.	Documents to be submitted with the bid	<ul style="list-style-type: none"> • Bid Submission Form; • Detailed proposal that fulfils the work and minimum requirements; • CV / Catalog / Marketing material or other such documents to show the eligibility of the bidder; 						

		<ul style="list-style-type: none">• G.S.T Registration Certificate (if applicable)• Tax Clearance Form (if applicable)• Registration certificate (applicable for Companies / Shops / Sole Proprietorships)
17.	For Inquiries	If you have any queries regarding this bid, kindly email to anitha.moosa@secretariat.maldivesbarcouncil.org