



The Maldives National University CENTRAL ADMINISTRATION

Rah'dhebai Hingun, Machchangoalhi
Male' (20371), Republic of Maldives

Tel: (960) 3345101
admin@mnu.edu.mv
www.mnu.edu.mv

Reference no: MNU-CA-PAMD/2023/78

INVITATION FOR BIDS

1. The Maldives National University (MNU) invites interested and eligible bidders to submit proposals for "Lease of space to develop/install and maintenance of vending machines at 03 (three) locations of The Maldives National University, Male'. (Central Administration, Faculty of Health Sciences and MNU Business School)".
2. National competitive bidding (NCB) will be conducted in accordance with the procedures specified in the Public Finance Regulation.
3. Technical requirements and qualifications requirements are stated in the bidding document.
4. The Bidder shall furnish a **bid security for the amount of MVR 1,000.00**
5. To obtain further information, bidders should contact:
Business Development
The Maldives National University
Rah'dhebai Hingun, Male', Maldives
Phone: +960 3345188, 3345205
Email: businessdevelopment@mnu.edu.mv
6. Interested parties are invited for a **pre-bid/site visit meeting to be held on 10:00hrs, Maldivian time on 1st June 2023** to the address mentioned above.
7. **Deliver your bid to address mentioned above on 10:00hrs, Maldivian time on 7th June 2023.** Late bids will be rejected. Bids will be opened immediately after the deadline for bid submission in the presence of bidder's representatives.

25th May 2023

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Information to Bidders

Section-1: Bid Data Sheet (BDS)

Subject: Procurement of “Lease of space to develop/install and maintenance of vending machines at The Maldives National University, Male’. (Central Administration, Faculty of Health Sciences and MNU Business School)

Bid reference number: MNU-CA-PAMD/2023/78 **Date:** 25th May 2023

Project completion duration: To be specified by the bidder

Bid awarding: All work specified in section-3

Eligible parties to submit bid:

- ☐ Both local and international parties
- ☒ Only local business entities
- ☐ Only local MSMEs

Pre-bid/site visit meeting:

Date: **01st June 2023**
Time: **10:00hrs**
Venue: **Central Administration, The Maldives National University, Rah’dhebai Hingun, Male’**

Clarification deadline:

Date: **4th June 2023**
Time: **13:00hrs**

Bid submission and bids opening:

Date: **7th June 2023**
Time: **10:00hrs**
Venue: **Central Administration, The Maldives National University, Rah’dhebai Hingun, Male’**

Bid security amount: MVR 1,000.00 **Performance guarantee amount:** 5% of the contract value

Clarification contacts regarding technical specifications:

Business Development
The Maldives National University
Rah’dhebai Hingun, Male’, Maldives
Phone: +960 3345188, 3345205
Email: businessdevelopment@mnu.edu.mv

Clarification contacts regarding administration:

Procurement Department
The Maldives National University
Rah’dhebai Hingun, Male’, Maldives
Phone: +960 3345109, 3345110, 3345111, 3345148
Email: procurement@mnu.edu.mv

Section-2: Instructions to Bidders (ITB)

1. Scope of Bid

- 1.1. MNU acknowledged in Section 1, Bid Data Sheet (BDS) that the Bidding Document was issued for the procurement of Goods and related services as outlined in Section 3, University's requirements. The BDS contains information on the name and identification.

2. Cost of Bidding

- 2.1. Bidders must pay for all expenses associated with preparing and submitting their bids, and MNU will not be held responsible or liable for those costs, regardless of how the bidding process proceeds. The bid, on submission to MNU, becomes the sole property of MNU, and the bidder has no right to reclaim any of the documentation.

3. Fraud and Corruption

- 3.1. MNU's policy is that Bidders, Suppliers, contractors, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof must follow the highest ethical standards throughout the procurement and execution process. In pursuance of this policy:
 - 3.1.1. For the purposes of this provision, the following terms have the meanings ascribed to them below:
 - 3.1.1.1. "Corrupt Practice" is, offering, receiving, or soliciting anything of value to interfere with another party's conduct.
 - 3.1.1.2. "Fraudulent Practice" refers to any act or omission, including a misrepresentation that is intentionally or negligently made with the intent of obtaining financial or other gain or



avoiding an obligation, whether successful or not.

3.1.1.3 “Collusive Practice” is the act of two or more parties coming together to achieve an illegal aim, such as to persuade another party to do something; and

3.1.1.4. “Coercive practice” is affecting or threatening to affect directly or indirectly, any party or the property of a party in order to influence improperly the actions of a party;

3.1.2. will reject the offer, If MNU determines that a Bidder who has been recommended for award, or any of its personnel, agents, sub-consultants, subcontractors, service providers, suppliers or/and employees has engaged in corrupt, fraudulent, collusive or coercive activities in order to win the Contract in question.

4. Eligible Bidders

4.1. A bidder may be an individual, a private company, a government-owned business, or any other combination of such businesses if the bid is opened for local parties only. Otherwise, the bid is open to all including international parties.

4.2. All Bidders found to have a conflict of interest will be disqualified. A conflict of interest may exist between a bidder and one or more parties in this bidding process, if:

4.2.1. they have controlling shareholders in common; or

4.2.2. for the purposes of this bid, they are represented by the same legal representative; or

4.2.3. they have a relationship with one other, directly or indirectly through common third parties, that gives them the ability to access information about or impact another Bidders bid, or influence MNU's decisions regarding this bidding process; or



- 4.3. a bidder was a consultant involved in preparing Section 3, which is the subject of the bid; or
- 4.4. Any bidder that is declared ineligible by MNU under ITB 3 on or before the bid deadline, or thereafter, will be disqualified.
- 4.5. This bidding is only available to prequalified Bidders if a prequalification procedure has previously been done.

B. Contents of Bidding Document

5. Bidding Documents

- 5.1. The Bidding Document includes all the documents listed below and should be read in conjunction with any Addenda issued in accordance with ITB 7
 - 5.1.1. Bid Form
 - 5.1.2. Information to Bidders
 - 5.1.2.1. Section 1: Bid Data Sheet (BDS)
 - 5.1.2.2. Section 2: Information to Bidders (ITB)
 - 5.1.2.3. Section 3: MNU's technical requirement with evaluation criteria
 - 5.1.2.4. Section 4: Appendices (forms)
- 5.2. MNU's announcement or invitation for Bids is part of the Bidding Document.
- 5.3. The bidding document shall be obtained from the source stated in the invitation for bids. MNU is not responsible for the incompleteness of the bid document if it was obtained from a source other than those identified in the invitation for bids.
- 5.4. The Bidding Document is a legal document that contains rules, procedures, conditions, and requirements governing the purchase of goods or services. The Bidder must read all instructions, forms, terms, and requirements in the Bidding Document. If the bid does not include all required information or documentation, it will be rejected.



6. Clarification of Bidding Document

- 6.1. The Bidder's designated representative is invited to a pre-bid meeting if provided for in the BDS. This session will be used to address any concerns and answer any queries that may arise at this time.
- 6.2. MNU will respond to any questions in writing or by email as soon as possible before the clarification deadline set forth in BDS.
- 6.3. Minutes of the pre-bid meeting, including the questions submitted without indicating who presented them, and the answers provided, as well as any responses prepared after the meeting, will be sent to all Bidders who are eligible in accordance with ITB 4. Modifications to the Bidding Document that become necessary as a result of the pre-bid meeting/site visit should be made by MNU exclusively through the issue of an Addendum/Amendment in accordance with ITB 7 and not through the minutes of the pre-bid meeting.

7. Amendment of Bidding Document

- 7.1. MNU may modify the Bidding Document at any time before the bid submission by issuing an addendum/amendment.
- 7.2. Each addendum issued will be part of the Bidding Document and notified in writing or email to all those who have obtained it from MNU as per ITB5 or will be published in Gazette.
- 7.3. To give potential Bidders sufficient time to consider an addendum while preparing their bids, MNU may, at its discretion, extend the bid submission deadline under ITB16



C.Preparation of Bids

8. Cost of Bidding

8.1 MNU shall not be responsible or liable for any expenses associated with the bid's preparation and submission, and the Bidder will be responsible for all costs.

9. Documents Comprising the Bid

9.1. The bid submitted by the bidder must include all of the documentation listed in ITB 5, appendix-1, the bidder's checklist as well as any additional information requested in MNU's Requirements.

10. Bid Prices

10.1. The Bidder must submit the Bid Form. This form may not be modified in any way and no substitutes are permitted. Any blank spaces on the form must be filled in with the information requested.

11. Currencies of Bid and Payments

11.1. The currency of the bid and the payment currency must be as stated in the BDS.

12. Documents Establishing the Qualification of the Bidder

12.1. If required in the BDS, a Bidder must provide a Manufacturer's Authorization. A Bidder that does not manufacture or produce the Products it offers to sell should submit the document.

13. Period of Validity of Bids

- 13.1. Bids shall be valid a minimum of 60 days after the bid submission deadline date set by MNU. A bid that is only valid for a shorter amount of time will be rejected by MNU as non-responsive.
- 13.2. In exceptional circumstances, MNU may request that Bidders extend the duration of their bids before it expires.



14. Format and Signing of Bid

- 14.1. The Bidder shall submit one original of the documents comprising the bid as described in ITB 5
- 14.2. The bid must be signed by a person or persons with authority to sign on behalf of the Bidder.
- 14.3. Amendments, interlineations, erasures, or overwriting must be signed by the person signing the bid.

D. Submission and Opening of Bids

15. Submission, Sealing and Marking of Bids

- 15.1. Bidders may always submit bids by hand. Bidders may have the option of submitting their bids electronically if this is specified in the BDS. The following are the procedures for sealing, and marking bids:
 - Bidders submitting bids by hand shall include the original of the bid in a sealed envelope.
 - The bid document should be according to the order specified in the checklist (appendix-1).
 - Bidders who do not provide any of the required documents will be disqualified at the bid evaluation stage.
- 15.2. The envelope shall:
 - bid subject, bid submission date and announcement number;
 - provide the name and address of the Bidder;
 - be addressed to MNU in accordance with ITB 15;
- 15.3. If envelopes and packages are not properly sealed and labelled as required, MNU will not be responsible for any mistakes or premature opening of the bid.



16. Deadline for submission of Bids

- 16.1. Bids must be submitted to MNU at the specified address no later than the stated deadline and time, which are stated in the BDS.
- 16.2. MNU, at its discretion, may extend the deadline for bids by amending the Bidding Document in accordance with ITB 7, which would extend all rights and responsibilities of MNU, and Bidders who were previously subject to the deadline.

17. Late Bids

- 17.1. Any bid received by MNU after the deadline for submitting bids, as set forth in ITB 16, will be declared late, rejected, and returned unopened to the Bidder.

18. Bid Opening

- 18.1. MNU must open the bid in front of Bidders' designated representatives and others who choose to attend, at the address, date and time stipulated in the BDS. If electronic bidding is allowed according to BDS, any specific electronic bid opening procedures listed in the BDS shall be followed.
- 18.2. MNU will open the envelopes during the bid submission meeting, reading out the name of the Bidder, the Price(s), alternative bids, and any other information as deemed appropriate. Except for late bids, no bid shall be rejected during the bid opening.
- 18.3. MNU will create a record of the bid opening that must include at a minimum: the Bidder's name, the Bid Price, and any alternative proposals. The representatives of all Bidders who submitted bids on time should sign the record. The absence of a signature on the record does not render it invalid or impact its contents.



E.Examination of Bids

19. Confidentiality

- 19.1. The evaluation of bids is confidential and shall not be revealed to Bidders or any other persons not directly connected with the process. Information on the Contract award will not be shared with Bidders or any other individuals until after all submitters have been notified.
- 19.2. Any attempt by a Bidder to improperly influence MNU's evaluation of bids or Contract award decisions may result in its bid being rejected. From the time of bid opening until Contract award, if any Bidder wishes to communicate with MNU on any topic relating to the bidding process, it should send a written communication.

20. Clarification of Bids

- 20.1. MNU may request clarification from any Bidder at any time, and the response should be in writing. MNU has the option of asking a bidder for a further explanation of its bid at any time during the bidding process to assist with evaluation and comparison. Any clarifications supplied by a bidder that is not in reaction to a request from MNU shall not be considered.
- 20.2. If a Bidder fails to respond to MNU's request for clarification by the specified date and time, its offer may be rejected.

21. Determination of Responsiveness

- 21.1. MNU will evaluate bids to determine if they meet the required conditions. Each bid must be signed correctly; contain the necessary documents; be adequately responsive to the bidding



documents' requirements; and offer any clarification or support that MNU may need to assess their responsiveness.

- 21.2. The Evaluation Committee has the right to modify the eligibility criteria or a particular term in the Bid Document and apply it to all bids in an instance where no eligible or responsive bid is found through the terms of the Bid document.

22. Correction of Errors

- 22.1. MNU will compare the submitted bids to ensure that they are correct. Any arithmetic mistakes will be verified by MNU. Where there is a contradiction between the amounts in words and figures, the amount in figures shall prevail. In either of these cases, unless MNU's opinion is otherwise, the unit rate as quoted will govern, with any obvious gross misplacement of the decimal point in the unit rate corrected.
- 22.2. The amount stated in the bid will be adjusted by MNU in accordance with ITB 22.1 for the correction of errors, and with the bidder's agreement, it will be regarded as binding on the bidder. If a bidder does not accept the revised amount of the bid, its offer may be ruled invalid.

23. Qualification of Bidder

- 23.1. MNU shall assess the qualifying requirements, if set forth in Section 3, Evaluation Criteria, to determine whether the bid that was chosen as having offered the best proposal and substantially responsive bid.
- 23.2. The evaluation shall be based on an examination of the Bidder's documentation of qualifications submitted by the bid, as required by ITB 12.
- 23.3. The Contract shall be awarded to the Bidder who has received an affirmative determination. A negative determination will result in disqualification of the bid, at which point MNU will proceed to the next highest-rated bidder to assess that bidder's capacity to perform adequately.



24. MNU's Right to Accept Any Bid, and to Reject Any or All Bids

- 24.1. MNU has the right to accept or reject any offer and cancel the bidding process and reject all bids at any time before contract award, with no liability to bidders.

F.Award of Contract

25. Award Criteria

- 25.1. MNU shall select the best-rated and responsive to the Bidding Document, subject to ITB 24, and award the Contract to the Bidder who is determined to be qualified to execute the contract successfully.
- 25.2. At the time a Contract is awarded, MNU reserves the right to increase or decrease the quantity of Goods and Related Services specified in Section 3, Requirements, and without affecting bid unit prices or other conditions.

26. Notification of Award

- 26.1. MNU shall notify the successful Bidder in writing that its bid has been accepted before the end of the bidding period. The notification letter must state the amount of money that MNU will pay the Supplier in exchange for the supply of Goods and Related Services.
- 26.2. The notification of award, as it exists now, is a legally enforceable Contract until a formal contract and signature are obtained.
- 26.3. MNU shall simultaneously inform all other Bidders of the outcome of the bidding process via email or post on Gazette,



the results, which include the bid as well as the following details:

- 26.3.1. Name of each bidder who submitted a bid;
- 26.3.2. bid prices as read out at the start of the bidding process;
- 26.3.3. name and evaluated pricing of each Bid that was considered;
- 26.3.4. names of bidders whose bids were rejected for non-compliance or any other reason, as well as the duration and summary scope of the contract awarded. Bidders who lose may request a debriefing from MNU in writing to obtain answers regarding the reasons for their bids not being chosen. MNU must respond promptly in writing to any unsuccessful bidder who requests a debriefing after the contract award.

27. Signing of Contract

- 27.1. MNU is required to send the successful Bidder the Contract Agreement immediately upon notification.
- 27.2. The successful Bidder shall sign, date, and return the Contract Agreement to MNU within seven (3) days of receiving it.



Section-3: Technical requirements with evaluation criteria

2.2. Eligible Participants

Interested parties must submit relevant documents as per below details.

The Participant should be a company registered in the Maldives dated 03 (three) years from this TOR publishing date. The Participant must have its own operational office in Maldives and registered with Maldives Inland Revenue Authority (MIRA):

2.3. Information Session

- Information Session: An information session with a site visit will be held on 1st June 2023 at 10:00hrs
- Venue for Information Session: The Maldives National University, Central Administration, Male', Maldives

2.4. Proposal Submission

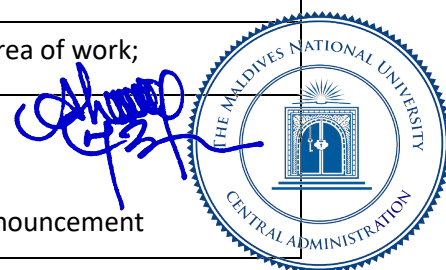
- Venue for Proposal Submission: The Maldives National University, Central Administration, Male', Maldives
- Date and Time: 7th June 2023 at 10:00hrs

2.5 Guideline for PROPOSAL Submission:

- a) For each vending machine which is to be placed on the 3 locations, (Central Administration, Faculty of Health Sciences and MNU Business School) interested parties must submit separate proposal for each vending machine (location wise) with all documents required in this announcement and TOR.
- b) The Proposal must be submitted in English language and the values should be quoted in MVR. All required information must be provided with specific details needed for the proposal. Any proposal which does not fully and comprehensively address this TOR may be rejected.

The Proposal must include the following:

Cover Letter	<ul style="list-style-type: none">● The cover letter for the proposal must be signed by an authorized person who has the authority to bind the Proposal to a Contract;
Company Profile	<ul style="list-style-type: none">● Profile of the Company;
Reference Letters	<ul style="list-style-type: none">● A maximum of 10 (ten) reference letters on the area of work;
Additional Documents	<ul style="list-style-type: none">● Company Registration Certificate;● MIRA Tax Clearance Report● Documents stated on Appendix 01 and on the announcement



b) The Maldives National University reserves the right to reject a Proposal in the following circumstances:

- i. IF less than three total Proposals have been received, MNU reserves the right to continue or reject the evaluation or request for a resubmission.
- ii. IF any of the required documents mentioned in section 2.5. a) is not submitted by a party, MNU has the right to reject the PROPOSAL or request for a resubmission.

c) Parties shall bear all costs associated with the preparation and submission of the Application and MNU will not in any case be responsible and liable for the costs incurred.

d) All information given in writing or verbally shared with the participants in connection with this TOR is to be treated as strictly confidential.

e) All information provided will be subjected to validation by MNU. Submission of incomplete proposals may result in rejection.

f) MNU will only accept one Proposal from each Participant for each Location.

g) MNU will award the contract in writing to the Participant who scores the highest marks in compliance with this criterion.

2.6. Evaluation Criteria

Following is the criteria for the selection of Proposals. points will be given to proposals according to the evaluation criteria below.

Category	Details	Points
Rent / Fee	Each Participant's proposed rent/fee is used to identify their relative position on a 0 – 30 point scale. This is done by allocating the highest priced qualified proposal 30 points and scaling-down the remaining Participant's score in relation to this, based on the price proposed by the Participant. Price percentage = $30 \times (\text{highest price} / \text{quoted price})$	30%
Rates offered for Snack/Beverages	Each Participant's price is used to identify their relative position on a 0 – 15 price scale. This is done by allocating the lowest priced qualified proposal 15 points and scaling-down the remaining Participant's score in relation to this, based on the price proposed by the Participant. Price percentage = $15 \times (\text{lowest price} / \text{quoted price})$	15%

Proposal	<ul style="list-style-type: none"> • <u>Minimum requirements of varieties of beverages and snacks</u> mentioned on this TOR (mention total price of <u>each</u> time) • Based on the <u>additional</u> beverages/snacks' items proposed by the contractor • Based on the concept, <u>machine features and attractiveness</u> of the proposal • Based on the <u>functionality and durability</u> of the machine proposed • <u>Payment options/modes</u> such as different debit card options, contactless payments, mobile payments 	30%
Financial Capacity and Relevant Experience	<ul style="list-style-type: none"> • Financial capacity will be evaluated based on the company brief/profile • Past Experience will be evaluated based on the relevant works reference letters provided by the participants customers and clients 	20%
Delivery	Time expected for starting the service with installation	5%

Note: MNU will be evaluating the vending machine(s) location wise.

3. Scope of work

3.1. Supply, Installation and Daily Operational Service Delivery

The contractor will be responsible for supplying of vending machine at the contractors own cost, installation, maintenance, waste disposal and vending machine daily operation:

- The snack and beverage vending machine shall be supplied and installed at 03 (three) locations of the Maldives National University, Male' which is; Central Administration, Faculty of Health Sciences and MNU Business School.
- The Maldives National University will be renting out the space for installing the Vending Machine to a contractor to place products, refill, shall cover the maintenance, waste disposal and daily operation of the vending machine.
- Vending machines with debit card payment option is required for the 03 (three) locations mentioned above.
- The minimum requirement for varieties of beverages and snacks:
 - Espresso
 - Milk Coffee
 - Cappuccino
 - Iced Canned Tea
 - Yogurt
 - Milk/Milo
 - Juice Packet
 - Drink Bottles
 - Chips Packet
 - Protein Bar
 - Dried Nuts
 - Granola Bars
 - Chocolate
 - *Supplier can add additional items on the proposal*

Note: Above is a list of minimum non-perishable foods to be placed. However, the supplier has the right to place healthy goods (perishable foods such as sandwiches, salads, fruits packs etc...) IF the supplier can maintain the goods and replace before it gets bad.

- Above listed minimum requirement of varieties of snacks and beverages must be available from the vending machine at all times.
- Marks for snacks and beverages will be given based on rates offered for above listed varieties of products and for the additional items listed by the supplier/contractor.
- The contractor shall indicate the brand names for each of the types of beverages and/or snack offered in the proposal. IF brands quoted become unavailable during the contract period, substitution of equal or better quality, without any change in price, may be permitted.
- All products must have the university approval prior to stocking machines.
- There must be a regular and/or assigned customer service representative as a route technician to visit the facility for routine check-up, refilling of products, to adjust route service as necessary during peak business hours and for maintaining and cleaning.
- Vending machine must be functional and operational 24/7 on all calendar days.
- University cannot allow to display energy drinks at the vending machine.
- Minimizing the use of single-use plastic is advisable.
- Arranging skilled work force and all necessary tools related for installation, testing of the vending machine.
- Contractor has to collaborate, coordinate and deploy manpower to ready the entire vending machine service setup without any additional cost.

3.2. Maintenance

- The contractor will be responsible for all the maintenance work of the vending machine.
- Be responsible for maintenance and repair of the system including the repair of defects, without any cost (parts / labour).
- Attend and solve any machine defect within 24 (twenty-four) hours of receipt of call from MNU.
- Must ensure to restock goods within every 24 (twenty-four) hours without any call from MNU.
- Routine checkups/maintenance of the machine need to be conducted during MNU semester breaks.
- Verify operation of all individual components of the machine and variety of snacks/beverages programmed to serve.
- Must ensure the debit card payment is processed in a functional manner without faulty.



3.3 Obligation and Termination

- Provide vending machine(s) in good working condition, suitable for the intended purpose.
- Regularly stock the vending machine(s) with the agreed-upon products, ensuring a variety of choices.
- Ensure that the vending machine(s) are maintained and cleaned regularly to ensure hygiene and optimal functionality.
- Promptly address any reported issues or malfunctions with the vending machine(s).
- Comply with all applicable laws, regulations, and standards related to vending machine operations, health and safety, and product quality.
- MNU will be binding the service with a service agreement between both parties.
- The initial agreement will be for 02 (two) continuous years and an extension of 01 (one) year can be presented after checking on the reliability and performance agreed.
- MNU reserves the right to terminate the agreement and remove the vending machine(s) in case of non-payment of rental/fees or breach of obligations by after providing a reasonable notice period for rectification.

Submission Checklist

Application Checklist									
#	Required Documents	Yes	No						
1	Listed on Appendix 1								
2	All listed documents on the announcement								
3	Separate documents set for each location a) MNU Central Administration, Male' b) Faculty of Health Sciences, Male' c) MNU Business School, Male'	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>			

BIDDER'S CHECKLIST

#	Document name	Please <input checked="" type="checkbox"/> if you've attached the document	To be completed by MNU
1	Bidder's checklist [Appendix-1 , this document]		
2	Copy of Business Registration Certificate. National ID card copy [if the bidder is an individual]		
3	Bid form [Appendix-2]		
4	Bidder's profile form [Appendix-4]		
5	Summary of recent works [Appendix-5]		
6	Tax Clearance report from Maldives Inland Revenue Authority (minimum 3 months from the date of Bid Submission) – <i>only local parties are required to submit this form</i>		
7	Evaluation Form for Bidder's Experience, Competency and Financial Competency [Appendix-3] – <i>this form is only required to submit for bids evaluating the bidder's experience</i>		
8	Experience reference documents		
9	Bid Security document [Appendix-6] – <i>this document is only required to submit if mentioned on BDS</i>		
10	B.O.Q form – <i>this document is only required to submit if mentioned on BDS</i>		
11	Financial capability documents (bank statements / audited financial statements) – <i>mandatory document if the bidding value is above MVR 500,000.</i>		
12	A document specifying technical specification, model, pictures or warranty details – <i>this document is only required to submit if mentioned on section-3</i>		
13	Micro, Small, and Medium Enterprises (MSME) registration certificate – <i>if local MSMEs are only eligible to submit the bid</i>		
14	Documents are attached according to this checklist's order		
15	Page numbers were written correctly and orderly on all pages		
16	Signed and stamped on all pages		
17	The whole bid document is bound/stapled		

Note: All documents specified 1-5 are mandatory for all MNU tenders. Failing to submit any of these documents will result in "disqualification" during technical evaluation. Tax clearance is mandatory for all tenders open to local parties only. Experience and financial capability forms are mandatory to submit for bids evaluating bidders' experience. Marks for experience will only be given if experience documents are submitted along with the Experience and financial capability form. The document mentioned on 9,10 and 12 are required to submit if mentioned on BDS. The document mentioned on 11 is mandatory to submit if the bidding value is above MVR 500,000. Failing to Submit this document will result in "disqualification" during technical evaluation. If the tender is opened for local MSMEs, a copy of the MSME registration certificate is mandatory to submit. All bidders must follow the requirements mentioned on 14-17.

BID FORM

Bid Title: Procurement of “Lease of space to develop/install and maintenance of vending machines at 03 (three) locations of The Maldives National University, Male’. (Central Administration, Faculty of Health Sciences and MNU Business School).

Bid number: **MNU-CA-PAMD/2023/78**

Bidder details:

Company/business name:	
Business registration number:	
Contact person:	
Email address:	
Contact number:	

Prices:

#	Description	Unit	QTY	Rate	Amount
Gross total [before tax]					
GST					
Grand total					

Delivery period (in calendar days): ____

Authorized signatory and business stamp

EVALUATION FORM FOR BIDDER'S EXPERIENCE, COMPETENCY AND FINANCIAL COMPETENCY

To be filled by the bidder:

Bidder name:	Corporate address:	
Phone:	E-mail:	
EXPERIENCE	The highest points	Points earned
(From the date of submission of this application) the total number of projects completed in the last 10 years <i>(Points will be awarded for 10 completed projects related to this bid, 02 points for each completed project)</i>	20	
Total points	20	
<p>I hereby declare that the information provided is accurate and correct.</p> <p>Signature: _____</p> <p>Name: _____ <i>Company stamp:</i></p> <p>Designation: _____</p> <p>Date: _____</p>		

To be completed by MNU:

BIDDER'S COMPETENCY	The highest points	Points earned
Submitted document(s) with evidence of required skills. <i>Points will be awarded only for bids that require specific skills.</i>	10	
Proof of adequate financial capacity to carryout the requirement of the submitted bid. <i>(Points will be awarded only for projects starting from MVR 500,000 and above. Points will be awarded according to the "Form assessing financial capability".)</i>	20	
Total points	30	

To be completed by MNU:

Calculation of total score			
Experience category;	Points obtained from the form	Percentage	Percentage received
Experience:			
Competency (Skills):			
Competency (Financial):			
TOTAL			

To be completed by MNU:

Filled by	Checked by
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

FINANCIAL COMPETENCY FORM

[To be filled by the bidder]

INCOME OF THE LAST 3 YEAR:

(Income specified in the financial statement is to be included in this section). [5 points]

Year	20---	20---	20---
Income			
Average income of past 3 years:			

BANK BALANCE AND CREDIT FACILITY [15 points]

A maximum of 50 percent of the project cost can be considered acceptable.

Bank balance information				
#	Account number	Account type	Currency (USD/MVR)	Balance of last month
Total				

Credit facility information					
#	Credit issuer	Issued date	Period	Currency (USD/MVR)	Amount
1					
2					
3					
4					
5					
6					
Total					

To be filled by the University:

Filled by:	Checked by
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

BIDDER'S PROFILE FORM

Company/business name:	
Business registration number:	
Registered date:	
Corporate address:	
Email address:	
Contact number:	
Managing director/owner:	

Main business activities:**Additional information:**

SUMMARY OF RECENT WORKS

#	Project	Value (in MVR)	Completed date	Client
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note: Bidders are required to include only recent 10 projects completed in the past 10 years. Please list and submit works/projects related to this tender scope. Points will only be given if Project completion certificates (in the client's letterhead) are submitted along with bid documents.

 Authorized signatory and business stamp

BID SECURITY FORMAT

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.

_____ *[Bank's Name, and Address of Issuing Branch or Office]*

Beneficiary: _____ *[Name and Address of Procuring Entity]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[Procurement Reference number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

PERFORMANCE GUARANTEE FORMAT

[The issuing bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Procuring Entity]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request is to be presented to us before the expiry of the Guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....

[signatures of authorized representatives of the bank]

¹ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

² Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee.

BANK GUARANTEE FOR ADVANCE PAYMENT

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)³ in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier uses the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁴]*. We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Procuring Entity's written request for such extension, such request is to be presented to us before the expiry of the Guarantee.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s) of authorized representative(s) of the bank]

³ The issuing bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

⁴ Insert the Delivery date stipulated in the Contract Delivery Schedule.