



## **Terms of Reference**

### **Provision of Legal Services for One Year**

#### **1. INTRODUCTION**

Business Center Corporation (BCC) is a State-owned Enterprise incorporated in 2017 by the Presidential Decree. BCC is the implementing body of MSME development projects initiated by the Ministry of Economic Development. Our main objective is to create an enabling and inclusive business environment for Micro, Small and Medium-sized Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow.

#### **2. DETAILS OF SERVICES BEING SOLICITED**

The BCC is seeking a qualified individual or firm to provide legal services and advice as may be required of him/her for a period of one month. The successful party shall provide BCC the following services.

- Legal Advice and Counsel: Providing expert guidance and advice on various legal matters relevant to the BCCs business affairs.
- Contract Review and Drafting: Reviewing, drafting, and negotiating contracts to ensure protection of the BCC's interests and comply with applicable laws and regulations of the Maldives.
- Legal Research: Conducting in-depth research on specific legal issues to provide accurate and up-to-date information and analysis as required by the BCC.
- Dispute Resolution: Assisting in resolving disputes through negotiation, mediation, or representing the BCC's interests in litigation if necessary.
- Regulatory Compliance: Ensuring the BCC complies with relevant laws, regulations, and industry-specific requirements.



- Intellectual Property Protection: Advising on the protection of intellectual property rights, such as trademarks, copyrights, and patents.
- Employment Law: Assisting with employment-related matters, including drafting employment contracts, ensuring compliance with labor laws, and resolving employment disputes.
- Corporate Governance: Advising on corporate governance matters, such as corporate structure, compliance with corporate regulations, and shareholder rights.
- Risk Assessment and Mitigation: Identifying potential legal risks and developing strategies to minimize or mitigate them.
- General Legal Support: Providing ongoing legal support and guidance on various legal issues that may arise during the course of operations.
- Representing the BCC at all tribunals and courts of the Republic of Maldives on all legal matters.

### 3. MINIMUM REQUIREMENTS

The consultant shall have, in the very least, the qualifications and experience below.

Qualification	Experience
<ul style="list-style-type: none"> <li>- Must hold a master's degree in law with specialization in a Corporate <b>or</b> Financial Services Law</li> <li>- Must be licensed to practice as a lawyer in the Maldives under The Legal Profession Act 2019</li> </ul>	<p>05 (Five) Years' experience in practice of law with at least 03 (Three) years' experience practicing corporate law.</p>

If the bidding party is a firm, the engagement partner being proposed must meet the aforementioned qualifications and experience.





## 9. PERFORMANCE SECURITY

Performance security of this project is MVR 15,000.00 (Fifteen Thousand Rufiyaa) in the form of a Guarantee from a reputable bank or a financial institute selected by the bidder and acceptable to the BCC. Performance security shall remain valid through the entire contract period.

## 10. EVALUATION METHOD

All Bids shall be evaluated on the following basis for a total maximum of 100 points (pts). Points shall be given according to the following.

### 10.1 Price

A Total of 100% will be allocated for this criterion.

- In calculating the score under this criterion, the party quoting the lowest collective Price will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis in descending order.
- The formula thus used for the computation of the score is as follows:

$$\text{Price Score} = \frac{\text{Lowest Proposed Price Among the Bids Received}}{\text{Particular Bidders Proposed Total Price}} \times 100\%$$

## 11. GENERAL INSTRUCTION TO BIDDERS

- 11.1 This Invitation to Bid is open to all local consultants who meet the requirements stated in the Terms of Reference.
- 11.2 All Bidders should include the information and the documents required in clause 15 of the Bid Data. Bids with incomplete/inaccurate documents will be deemed non-responsive and subject to rejection in the evaluation stage.



- 11.3 If it is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate, or modified the submission will be disqualified.
- 11.4 A consistent history of litigation or arbitration awards against the bidder will result in disqualification of the bid.
- 11.5 If the proposed consultant does not meet the Educational and Experience requirements stated in clause 3 the bids shall be disqualified.
- 11.6 Before the deadline for submission of bids, BCC may modify the bidding documents by issuing addenda.
- 11.7 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all concerned parties.
- 11.8 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the BCC shall extend, as necessary, the deadline for submission of bids.
- 11.9 BCC reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for BCC's action.

## 12. DEADLINE

Proposals are to be submitted on the date and time specified in the bid data.

For all further clarifications regarding the consultancy or submission details, please contact Mr. Zabeehullah Ahmed at +960 3330587 from Sunday to Thursday between 0830 hrs and 1500 hrs or email to [procurement@bcc.mv](mailto:procurement@bcc.mv)

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