



Business Center Corporation
Malé
Republic of Maldives

Bid Data

Provision of Legal Services for One Year

ANNOUNCEMENT NUMBER: (IUL)BCC-PS/1/2023/56

ANNOUNCEMENT DATE: 19th June 2023, Monday

PRE-BID MEETING DATE & TIME: 03rd July 2023, Monday, 1400 Hrs.

BID OPENING DATE & TIME: 06th July 2023, Thursday, 1400 Hrs.

ADDRESS: Business Center Corporation, M. Kaneeru Villa, First Floor (A), Orchid Magu

Malé,
Republic of Maldives
June 2023

Section 1. Bid Data

| Clause | Details |
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| 1 | <p>Company Information:</p> <p>A state-owned enterprise incorporated and registered in the Maldives with company number C-0511/2017. Name: Business Center Corporation Address: M.Kaneeru Villa, Orchid Magu, 20212, Male', Republic of Maldives</p> |
| 2 | <p>The name of the project is:</p> <p>Provision of Legal Services for One Year</p> |
| 3 | <p>Work Location:</p> <p>The consultant shall provide services remotely from a preferred work location, but shall be available at the BCC's headquarters upon request should the need arise.</p> |
| 4 | <p>Duration of Consultancy:</p> <p>The services shall be provided for a period of 365 (three hundred and sixty five) days.</p> |
| 5 | <p>Retention Payment:</p> <p>No amount of the fee shall be retained.</p> |
| 6 | <p>Pre-bid Meeting:</p> <p>The pre-bid meeting will be held at BCC's headquarters address as follows:</p> <p style="padding-left: 40px;">Business Center Corporation Kaneeru Villa, 1st Floor (A) Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 333 0587 / 9843749 E-Mail: procurement@bcc.mv 1400 Hours, Monday, 03rd July, 2022</p> <p>Attending the Bid Information session is not mandatory for bid submission.</p> |

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| 7 | <p>Requests for clarifications:</p> <p>Requests for clarification should be received by BCC no later than: 1600 Hours, Wednesday, 05th July 2023.</p> |
| 8 | <p>Price of the bid:</p> <p>The prices shall be quoted by the bidder in: Maldivian Rufiyaa (MVR) Bid price should indicate amount of GST (Goods and Services Tax). Where GST amount is not indicated, quoted bid price shall be deemed to be inclusive of GST.</p> |
| 9 | <p>Validity period:</p> <p>The bid validity period shall be: 90 Days <i>In exceptional circumstances, BCC may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing.</i></p> |
| 10 | <p>Bid Security:</p> <p>A Bid Security is not required for this engagement.</p> |
| 11 | <p>For <u>bid submission purposes</u> only, the BCC's address is:</p> <p style="text-align: center;">Zabeehullah Ahmed Manager, Procurement Business Center Corporation, Kaneeru Villa, 1st Floor (A) Orchid Magu, Male', 20212, Republic of Maldives Tel: (960) 333 0587 / 9843749 E-Mail: procurement@bcc.mv</p> <p>The deadline for bid submission is: Date: Thursday, July 06, 2023 Time: 1400 Hours Maldives Time</p> |
| 12 | <p>Evaluation Criteria:</p> <p style="text-align: center;">1. Proposed Fee (100 marks)</p> |
| 13 | <p>Payment:</p> <p>The payment for this engagement is to be released as fixed monthly payments.</p> |

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| 14 | <p>Performance Security:</p> <p>A Performance Security shall be required from the winning party within 10 calendar days of issuance of letter of intent to award the contract.</p> <p>The amount and currency of the performance security shall be: Currency: Maldivian Rufiyaa Amount: MVR 15,000.00 (Fifteen Thousand Rufiyaa) The validity of the performance security shall be: 365 Days from date of engagement</p> |
| 15 | <p>Documents to be submitted along with the bid:</p> <ul style="list-style-type: none">a) Bid Submission Form (Appendix 1)b) Filled and signed Declaration of Ethical Conduct Form (Appendix 2)c) Tax Clearance Report issued by Maldives Inland Revenue Authority obtained not more than 3 months prior to bid submission date.d) Certificate of incorporation issued by relevant government body. ID Card copy of Individual consultants.e) Document designating the signatory as an authorized representative of the bidding entity (only if the signatory is NOT the Managing Director/Partner or Sole Proprietor)f) CV, Qualification certificates and Experience letters of the proposed consultant as per Clause 3 of the TOR (with attested education certificate copies)g) Practicing License issued by relevant regulatory body. |

Appendix 1 – Bid Submission Form**BID SUBMISSION FORM**

Announcement No.: (IUL)BCC-PS/1/2023/56

Procurement: Provision of Legal Services for One Year

1. Business Type

| | | |
|---|---|---|
| Company <input checked="" type="checkbox"/> | Partnership <input checked="" type="checkbox"/> | Sole Proprietor <input checked="" type="checkbox"/> |
|---|---|---|

2. General Information

| | |
|----------------|--------|
| Name: | Email: |
| Reg No. / NID: | Phone: |

3. Proposed price

| # | Item / Description | Total (MVR) |
|----------|-----------------------------|-------------|
| 1 | Legal Services for One Year | |
| Subtotal | | |
| GST 8% | | |
| Total | | |

4. Proposed Duration (in days)

N/A

5. Declaration

I certify that the information I have provided above is true and complete to the best of my knowledge. I am aware that this self-declaration is subject to review and verification and if such information has been falsified, I may be disqualified from the bid.

Name:

Designation:

Date:

Signature:

Appendix 2 – Declaration of Ethical Conduct**Declaration of Ethical Conduct**

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to the Procuring Entity.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow the Procuring Entity to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____
