



Instructions to Bidders

Date: 02/07/2023

Tender Ref: 2023/29

1. General

Fuel Supplies Maldives Pvt Ltd invites eligible and qualified bidders to submit their proposals for the supply of tote bags as per the design.

2. Scope of Work

Supply of 12,000 tote bags.

Quantity and Specifications:

A. 10,000 Big tote bags: The bags should meet the following specifications:

Dimensions: Width: 17.5", Height: 19"

The bag is made of recycled polyester material and is designed to have a tiny bag that can be conveniently stored inside, allowing for easy folding and portability.

Material: Recycled polyester

B. 2,000 Small tote bags: The bags should meet the following specifications:

Dimensions: Width: 13", Height: 14"

Material: Recycled polyester

Interested Bidders who wish to check the sample may visit 6th Floor, FSM Building during the official working hours (Sunday to Thursday, 8am to 4pm)

Contact number: 3331458

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of their bid, and FSM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. Bidder Eligibility

All locally registered companies, local investments, limited liability partnerships (LLPs) are eligible to submit bids.

5. Alternative Offers

Each bidder shall submit only one bid. A bidder who submits more than one offer or failure to provide any of the supporting documents will not be qualified.

6. Bid Currencies

All the prices shall be in Maldivian Rufiyaa (MVR).

7. Payment Terms

No advance payment

8. Completion of Project

20 days from the date of signing the agreement.

9. Minor Errors and Omissions

FSM will determine whether each bid is generally complete and is substantially compliant to the tender document. For this determination, a substantially compliant bid is one that conforms to all the terms, conditions, and specifications of the tender document without any material deviations, objections, or reservation.

Provided that the bid is substantially compliant, FSM will waive such errors and omissions on the following basis.

Arithmetical errors, if any, will be rectified on the following basis:

- 1) If there is a discrepancy between words and figures, the former shall prevail.
- 2) If there is a discrepancy between unit price and line-item total, the unit price shall prevail, and the line-item total shall be corrected.
- 3) If there is an error in the total corresponding to addition or subtraction of the subtotals, the subtotals shall prevail, and the total shall be corrected.
- 4) If the amount expressed in words is related to an arithmetic error in 2 and 3, the corrected amount in figures shall prevail.

10. Documents Comprising the Bid

All bidders are required to submit the below mentioned supporting documents.

- 1) All the documents Checklist Annex 1
- 2) Bid submission form in Annex 2
- 3) Tax Clearance Report
- 4) For companies:
 - Company profile sheet issued by Ministry of Economic Development,
 - Company registration copy,
 - Copies of Articles of Association and Memorandum of Association of the company,
 - GST registration copy
- 5) For Limited Liability Partnerships (LLPs):
 - Business profile of the partnership,
 - Partnership registration copy,
 - Copy of Partnership Agreement

- GST registration copy

6) For Sole proprietorships

- Registration Certificate,
- Tax Registration Copy

As and when necessary, FSM has the right to request the winning bidder to produce the originals of for verification purpose.

11. Evaluation of The Bids

FSM intends to evaluate the proposals generally in accordance with the criteria itemized below.

Criteria	Marks
Quality and Compliance with Design Specifications The bags should be made of recycled soft polyester material. The submitted tote bags must meet all the design specifications provided in the ITB.	50
Price	50
Total	100

12. Bid Validity Period

You are requested to hold your proposal valid for (45) forty-five days from the date of submission, during which time you will maintain the proposals, without changing any proposed fees for the project. FSM will do its best to select the successful bidder within this period.

13. Bid Security

The Bidder shall furnish as part of its bid, a Bid Security, of MVR 10,000.00 as a bid security valid for 45 days from the date of opening of the bids. (Annex 3)

14. Registration

All interested parties to participate in this tender shall register via email (tenders@fsm.mv) before 12:00 PM, Sunday, 9th July 2023.

Your registration email shall consist of the information below.

Tender Name & Ref Number:

Company Name:

Contact Name and Number:

15. Submission queries

Bidders may request any further clarification via email (tenders@fsm.mv) before 12:00 PM, 10th July 2023.

16. Bid Submission

All proposals are expected to be delivered to below address on 12th July 2023, 11:00 AM in a sealed envelope marked the below subject matter.

Bidders are required to submit a final sample of the tote bags as per the provided design for evaluation.

Bid Proposal

ITB for Fuel Supplies Maldives Tote Bags

Date: 20th June 2023, 11:00 AM

Fuel Supplies Maldives Pvt. Ltd

6th Floor | FSM Building
Boduthakurufaanu Magu | Male' 20-05 | Republic of Maldives
Tel: 3336655, Fax: 3313881

17. Bid Opening

Bids will be opened in the presence of bidders or their representative who choose to attend bid opening on 12th July 2023, 11:00 AM at the address above. Any change to this date shall be informed via e-mail to representatives who had registered to participate in this tender.

18. Clarification of the Bids

FSM may request, in writing, bidders for any explanation at any time during the bid evaluation process. Such requests and subsequent responses shall not include any changes to bid except for confirmation of arithmetic errors.

FSM may use Bidders responses for further evaluations, but it is not obligated to take that information into account.

19. Other Instructions

FSM is not bound to take any proposals and do reserve the right to dismiss all applications if found necessary.

Annex 1

Checklist - Mandatory Documents

No	Document	✓
1	Bid submission form	
2	Profile of the Company/ partnership issued by Ministry of Economic Development	
3	Business / Sole proprietorship Registration Copy	
4	Partnership Agreement copy	
5	GST Registration / BPT Registration copy & Tax Clearance Report	
6	Bid security	
7	Final Sample of 2 sizes	

Annex 4

Artwork will be provided to registered parties.



