



**BAR  
COUNCIL**  
MALDIVES

**BID DOCUMENT**

1.	Announcement number and date	480/IUL/2023/22 <b>20 July 2023</b>
2.	Work/Assignment	<p><b>Paper marking Services for Bar Examination 2023</b></p> <p><b>Main duties under the contract will include:</b></p> <ol style="list-style-type: none"><li><b>OMR Cover Sheet Designing:</b><ul style="list-style-type: none"><li>- Develop the layout of the OMR sheets based on the design provided by the BCM;</li><li>- Ensure that the OMR sheets comply with the required specifications and formatting guidelines;</li><li>- Incorporate relevant details such as candidate information, identification markers, and answer sheet instructions.</li></ul></li><li><b>OMR Cover Sheet Printing:</b><ul style="list-style-type: none"><li>- Printing of the approved OMR cover sheets in the required quantity (estimate quantity: 600 OMR cover sheets);</li><li>- Use high-quality printing techniques to ensure clarity and legibility of the cover sheets;</li><li>- Adhere to any specific paper size or printing specifications provided by the BCM;</li><li>- Provide sample prints or proofs for approval before proceeding with the full printing.</li></ul></li><li><b>OMR Cover Sheet Delivery:</b><ul style="list-style-type: none"><li>- Safely package and deliver the printed OMR cover sheets to the Bar Council of Maldives;</li><li>- Ensure secure transportation and handling to prevent any damage or mishandling during delivery;</li><li>- Provide tracking information or delivery confirmation.</li></ul></li><li><b>OMR Cover Sheet Marking Services:</b><ul style="list-style-type: none"><li>- Scan the OMR cover sheets using appropriate scanning equipment and software;</li><li>- Capture the examination marks accurately and precisely for further processing and analysis;</li><li>- Implement quality control measures to minimize errors and ensure data integrity;</li><li>- Maintain confidentiality and security of the marked OMR cover sheets and examination data.</li></ul></li><li><b>Deadlines:</b><ul style="list-style-type: none"><li>- First sample should be received at the BCM by 15 Sept 2023</li><li>- The final <b>OMR coversheets</b> should be received at the BCM <b>by the 1st of October 2023.</b></li><li>- Marking to be completed by early November 2023 (date: to be mutually agreed by both parties)</li></ul></li></ol>

		<p><b>6. Additional Services:</b></p> <ul style="list-style-type: none"> <li>- Offer consultation and guidance on grading and marking processes.</li> <li>- Provide technical support and troubleshooting assistance related to OMR cover sheet processing.</li> <li>- Implement appropriate security measures to protect the integrity and confidentiality of the examination data.</li> <li>- Offer value-added services such as result compilation, or customized reporting.</li> </ul>
3.	Minimum Requirement for Bidders	<p>Bidders must possess the following qualifications/ experience:</p> <ul style="list-style-type: none"> <li>• Experience in providing assessment marking services for bar exams or similar qualifying exams</li> </ul>
4.	Conflict of Interest	<p>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.</p>
5.	Currency	<p>The currency used for this bid’s purpose shall be USD or MVR</p>
6.	No. of Bids that can be submitted	<ul style="list-style-type: none"> <li>• Each bid can have multiple options.</li> <li>• The quotation/proposal for each option shall be submitted with a separate bid application form.</li> </ul>
7.	Bid Validity	<p>Each bid shall have a validity of minimum 30 (thirty) days.</p>
8.	Tax and Duty	<p>The awarded bidder shall bear tax or customs duty or any other charge to be paid in relation to this bid.</p>
9.	Bid Submission venue and deadline	<p>Deadline for bid submission is <b>3 August 2023 (Thursday), 12:00 Hours (Maldives Time)</b>. All bids must be submitted via email to Anitha Moosa, Director Programs, <a href="mailto:anitha.moosa@secretariat.maldivesbarcouncil.org">anitha.moosa@secretariat.maldivesbarcouncil.org</a></p>
10.	Bid Submission	<ul style="list-style-type: none"> <li>• Incomplete bids and bids submitted after the deadline shall not be accepted.</li> <li>• Bids must be submitted via the “Bid Submission Form”. Proposals submitted without the completed Bid Submission Form shall not be accepted.</li> <li>• All the documents submitted must be in English or Dhivehi Language.</li> </ul>
11.	Disqualifying Bids	<p>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.</p>
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"> <li>• Qualifications of Bidder and if Bidder is an organization, qualifications chief staff members who will be working on the creation of the bar exam;</li> </ul>

		<ul style="list-style-type: none"> <li>• Level of prior experience in creating or supporting bar exams or similar qualifying exams for lawyers and/or on competency assessment exams;</li> <li>• Overall costs to the Bar Council of the Maldives; and</li> <li>• Competitiveness in pricing, including any timelines and guarantees.</li> </ul> <p>Below is the point sheet for this bid evaluation:</p> <table border="1"> <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"> <li>• <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.</li> <li>• <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. <b>Bidders should provide references from previous clients or organizations they have worked with in providing similar assessment marking services.</b></li> <li>• 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.</li> <li>• Incomplete bids and bids that do not fulfil the minimum requirement will be disqualified at the evaluation stage.</li> </ul>	Criteria	Points Allocated	Price	60 Points	Experience	40 Points
Criteria	Points Allocated							
Price	60 Points							
Experience	40 Points							
13.	Bid awarding and contract	<ul style="list-style-type: none"> <li>• After bid evaluation, work awarding agreement will be emailed to the bidder who has submitted the bid with the highest point.</li> <li>• 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.</li> </ul>						
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"> <li>• Bid Submission Form;</li> <li>• Detailed proposal that fulfils the work and minimum requirements;</li> <li>• CV / Catalog / Marketing material or other such documents to show the eligibility of the bidder;</li> <li>• G.S.T Registration Certificate (if applicable)</li> <li>• Tax Clearance Form (if applicable)</li> <li>• Registration certificate (applicable for Companies / Shops / Sole Proprietorships)</li> </ul>						
17.	For Inquiries	If you have any queries regarding this bid, kindly email to <a href="mailto:anitha.moosa@secretariat.maldivesbarcouncil.org">anitha.moosa@secretariat.maldivesbarcouncil.org</a>						