

SECTION - 1

Documents and checklist to be submitted by the bidder

#	Documents to be submitted		
Bids will be disqualified if the following information and documents are insufficient or absent			
1	Bid Submission Form (Section 2)		
2	Copy of business registration of company/partnership/cooperative society/private individual		
3	Submit Estimate (Quotation / BOQ)		
4	Applicant Profile (Section 3)		
5	Copy of GST Registration Certificate (if registered for GST)		
6	Copy of Tax Clearance Report issued by Maldives Inland Revenue Authority (less than 3 months since issue)		
7	Bank Guarantee (for projects requiring bank guarantee)		
8	Certificate of registration in one of the categories of Small and Medium Enterprises in the Ministry of Economic Development (SME Registration Certificate)		
If the following information and documents are insufficient or absent, no marks will be awarded.			
9	Documents of work experience relevant to the work submitted by the tender and Table 5 completed and submitted		
10	Documents of financial proof (such as bank guarantee and credit facility) and section 4 completed and submitted.		
The Bidder reserves the right to cancel the Bid if the Bid is not submitted in accordance with the following instructions			
11	The documents to be submitted are arranged in the order listed		
12	Page numbered (to indicate the number of pages)		
13	The pages were signed		
14	The tender pieces were bound / secured		
Documents to be submitted before signing the agreement			
15	Copy of regular pension payment certificate (last month and if employees are absent) (less than 3 months since issue)		

SECTION - 2

Bid Submission Form

1. Information of the Bidder

1.1	Name	
1.2	Address	

2. Information of the bidding project

2.1	Project Name	
2.2	Announcement No	

3. Offer price and Duration

3.1	Price	
	GST	
	Total Price include with gst	
3.2	Total Price (Write in English)	
3.3	Duration (including holidays)	

4. Acknowledgement of the Bidder

4.1	4.1 After carefully considering the information given for the provision of the above-mentioned works/services and the provisions of the agreement, I / we hereby submit the tender for the provision of these works or services at the above-mentioned price.
4.2	If you decide to entrust me/us with the provision of the Work/Service, you are offered to commence the Work within a reasonable period of time and to provide the Work/Service within the timeframe specified in 3.3
4.3	I / We agree to accept and comply with this tender for 30 days from the date of submission.

5. The Bidder

Sign		Official Stamp
Name		
Designation		
Date		

SECTION - 4

Information about financial resources

Information on the accounts of the bidder				
#	Account Number	Type of account	Balance for the previous month (MVR / USD)	
Total				
Information on credit issuers				
#	Name of the person to whom the credit was issued	Date of issue	Period of issue	Amount of money (in MVR / USD)
Total				

SECTION - 5

Related work done within the last 3 (three) years

Details of relevant works done by the bidder				
#	Name of the work	The owner of the work	Year of work	Cost of work (in MVR / USD)
1				
2				
3				
Total				

SECTION - 6

Criteria to be used for evaluation of bids

Area where points can be awarded	Details of how points will be awarded	Number of points
Price	Lowest price offered/offered price × 45 (The lower the price, the more points.)	45
Duration of the work	The minimum period for submission of bids will be awarded 20 points. Minimum Period of Offer/Offer × 20	20
Experience of the bidder	<p>Bidder's experience will be awarded 25 points.</p> <p>Points will be awarded based on experience in drawing detailed drawings in accordance with the concept and making BOQs. Previous work and documentation of the work done by the applicant should be submitted.</p> <p>Points will be awarded based on similar work done within the last 05 years.</p> <p>If 05 documents are submitted at the rate of 5 points per document, the full points (25 points) will be awarded for this section.</p>	25
Capacity of the bidder	<p>10 points will be awarded for the ability of the bidder.</p> <p>If a private individual applies for this job, he/she should submit a document stating his/her educational certificates and experience.</p> <p>If a team or company is applying, the educational certificates and CVs of the team members should be submitted .</p>	10
Total		100
Minimum points required		60

*Evaluation will consider only works done within the past 5 years based on documents confirming completion of the work submitted with the bid.

*Work experience document is considered complete if it states date of work, total cost of work and type of work.

SECTION - 7
BID SECURITY

Form of Bid Security (Bank Guarantee)

WHEREAS,[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Project no.....issued by the Ministry of Finance and Treasury onfor construction of [*name of Contract*] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We [*name of Bank*] of [*name of country*] having our registered office at (hereinafter called “the Bank”) are bound unto [*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of *..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.
--

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS SEAL

[*signature, name, and address*]

SECTION - 8

PERFORMANCE GUARANTEE

Form of Performance Bank Guarantee
(Unconditional)

To:
[name & address of Purchaser]
.....
.....

WHEREAS [name and address of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. dated to execute [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *..... [amount of Guarantee] [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

*An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, in Maldivian Rufiyaa.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until the date of issue of the Defects Correction Certificate.

SIGNATURE AND SEAL OF THE GUARANTOR

Name of Bank

Address

.....

.....

Date

SECTION - 9

ދަރަވާތަކުގެ ބޭނުން ޖަހާނެ ފަރާތްތަކުގެ ނަންބަރު

Form of Bank Guarantee for Advance Payment

To:
[name & address of Purchaser]
.....
.....

[name of Contract]

Gentlemen:

In accordance with the provisions of the Conditions of Contract, of the above-mentioned Contract,
.....[name and address of Supplier] (hereinafter called "the Supplier") shall deposit with
..... [name of Purchaser] a Bank Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of[amount of Guarantee]
.....[amount in words].

We, the
[Bank or Financial Institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to
[name of Purchaser] on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding *.....
[amount of Guarantee]..... [amount in words].

We further agree that no change or addition to or other modification of the terms of the Contract or of Works to be performed there under or of any of the Contract documents which may be made between
.....[name of Purchaser] and the Supplier, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

* An amount is to be inserted by the Bank or Financial Institution representing the amount of the Advance Payment, in Maldivian Rufiyaa.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until
.....[name of Purchaser] receives full repayment of the same amount from the Supplier.

Yours truly,
SIGNATURE AND SEAL:
NAME & ADDRESS OF BANK/INSTITUTION