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**Ministry of Economic Development
Republic of Maldives**

Request for Quotations

for

Procurement of Furniture for Job Center

Ref no: MV-MOED-382038-GO-RFQ

13th November 2023

Maldives Enhancing Employability and Resilience of Youth (MEERY) Project
Project Management Unit, Ministry of Economic Development
Male', Republic of Maldives

Request for Quotations

Ref No.: MV-MOED-382038-GO-RFQ

RFQ Date: 13th November 2023

1. Request for Quotation (RFQ)

- 1.1. The Government of Maldives has received financing from the World Bank toward the cost of the Maldives: Enhancing Employability and Resilience of Youth project and intends to apply part of the proceeds toward payments under the contract for the Procurement of Furniture for Job Center in Kulhudhuffushi City & Addu City.
- 1.2. The Ministry of Economic Development now invites quotations from eligible bidders for the Goods listed in Annex 1: Schedule of Requirements.

2. Fraud and Corruption

- 2.1. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Appendix A to the Contract Conditions.
- 2.2. In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and Contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

3. Eligible Materials, Equipment and Services

- 3.1. The materials, equipment and services to be supplied under the Contract and financed by the Bank may have their origin in any country subject to Para. 9. At the Purchaser's request, Bidders may be required to provide evidence of the origin of materials, equipment and services.

4. Eligible Bidders

- 4.1. In case the Bidder is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.

- 4.2. A Bidder may have the nationality of any country, subject to the restrictions pursuant to paras. 8 and 9 hereinafter. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including Related Services.
- 4.3. Firms and individuals may be ineligible if so indicated in para.9 below and:
- 4.3.1. as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
 - 4.3.2. by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.4. In reference to paras. 5 and 7, for the information of Bidders, at the present time firms, goods and services from the following countries are excluded from this procurement process:
- 4.4.1. Under para. 5 and 8 (a) none
 - 4.4.2. Under para. 5 and 8 (b): none
- 4.5. A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the appendix to the Contract Conditions (Appendix A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
- 4.6. Bidders that are state-owned enterprises or institutions in the Purchaser's country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
- 4.6.1. are legally and financially autonomous.
 - 4.6.2. operate under commercial law; and
 - 4.6.3. are not under supervision of the Purchaser.

- 4.7. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Bidder:
- 4.7.1. directly or indirectly controls, is controlled by or is under common control with another Bidder that submitted a Quotation.
 - 4.7.2. receives or has received any direct or indirect subsidy from another Bidder that submitted a Quotation.
 - 4.7.3. has the same legal representative as another Bidder that submitted a Quotation.
 - 4.7.4. has a relationship with another Bidder that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Bidder, or influence the decisions of the Purchaser regarding this Request for Quotations process; or
 - 4.7.5. or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Request for Quotations process; or
 - 4.7.6. or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for implementing the Contract; or
 - 4.7.7. would be providing goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - 4.7.8. has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

5. Validity of Quotations

- 5.1. The quotations shall be valid for a period of 90 calendar days from the date of your quotation.

6. Warranty

- 6.1. Items offered should be covered by at least 12 months' warranty from the date of delivery to the purchaser. The goods offered shall be new, unused and based on the manufacturer's current and most recent model.

7. Delivery Schedule

- 7.1. Bidders must state an exact delivery time in the quotation.

8. Price

- 8.1. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.
- 8.2. The quoted price shall include all duties, taxes, and other levies payable by the Bidder under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations.
- 8.3. The currency of the Quotation and the currency of payments shall be Maldivian Rufiyaa (MVR).

9. Clarifications

- 9.1. For Clarification of RFQ purposes only, the Purchaser's address is:

Mohamed Nabeel Ahmed
Project Director
Project Management Unit
Ministry of Economic Development
Velaanaage
Ameeru Ahmed Magu
Tel: +960 3323668
Email Address: tender.pmu@trade.gov.mv
Cc: meery.pmu@trade.gov.mv

- 9.2. Request for clarification should be received by the purchaser no later than: 19th November 2023, 10:00hrs.

10. Submission of Quotations

- 10.1. The deadline for submission of Quotations is 23rd November 2023 at 10:00hrs.

10.2. The address for submission of Quotations is:

Ministry of Economic Development
Velaanaage 11th Floor
Ameer Ahmed Magu
Male' Maldives.
Attn: Mr. Mohamed Nabeel Ahmed
Project Director
Tel: +960 3323668

10.3. Quotations should be submitted in physical form, by the deadline and to the address stated above.

10.4. Your quotation should be accompanied by;

- 10.4.1. a copy of your business registration
- 10.4.2. a copy of GST Registration Certificate (If Applicable)
- 10.4.3. Tax Clearance Report (issued within last 3 months)
- 10.4.4. complete prices and delivery period
- 10.4.5. adequate technical documentation and catalogue(s) and any other pertinent information.

11. Opening of Quotations

11.1. Quotations will be opened by the Purchaser's representatives in the presence of the Bidders' designated representatives who chose to attend at the address below on 23rd November 2023 at 10:00hrs.

Ministry of Economic Development
Velaanaage 11th Floor
Ameer Ahmed Magu
Male' Maldives.
Attn: Mr. Mohamed Nabeel Ahmed
Project Director
Tel: +960 3323668

12. Evaluation of Quotations

12.1. The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest priced quotation and is substantially responsive to the request for quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

12.2. The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors.

12.2.1. Satisfactory completion of a minimum of 2 (two) projects of similar nature in the past 5 years. Similar nature of projects will include at minimum;

12.2.1.1. Supply of similar goods, supply, and installation of similar goods, furnishing and installation of similar goods and any similar kind of work which includes furnishing or making of custom furniture (Documentary evidence must be provided such as Reference Letters, Work Completion Letters, Contracts, etc.)

13. Contract Award

13.1. The Contract will be awarded to the Bidder who meets the eligibility requirements in accordance with the RFQ, offers the lowest evaluated price and the highest Technical Specifications and guarantees supply of goods by the specified date.

13.2. The Purchaser shall invite by email the successful Bidder for any discussion that may be needed to conclude the contract or otherwise for contract signature.

13.3. The Purchaser shall communicate by email with the other Bidders on its contract award decision. An unsuccessful Bidder may request clarifications as to why its quotation was not determined to be successful. The Purchaser will address this request within a reasonable time.

13.4. The Purchaser shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation, within 15 (fifteen) days after award of contract. The information shall include the name of the successful Bidder, the Contract Price, the Contract duration, summary of its scope and the names of the Bidders and their quoted and evaluated prices.

13.5. The Goods's shall be delivered to Job Center, Addu City Council Building, Addu City and Job Center in Hdh. Kulhudhuffushi City as stated in Annex 1 – Schedule of Requirements.

On behalf of the Purchaser:

Name: Mohamed Nabeel Ahmed

Title/position: Project Director

Annex 1 : Schedule of Requirements

All specifications are stated in minimum terms, except where ranges, approximations, maximum levels, or exactitudes are stated.

No	Description	Quantity
1	Meeting Room Table	1
2	High Chair	8
3	High Table	4
4	Double-sided Sofa	1
5	Reception Counter	2
6	Self Service Counter	8

Delivery Should be completed as below.

Job Center in Addu City

Addu City Council, Addu City, Republic of Maldives.





- a) Meeting Room Table – 1 Nos
- b) High Chair – 8 Nos
- c) High Table – 4 Nos
- d) Double-sided Sofa – 1 Nos
- e) Reception Counter – 1 Nos
- f) Self Service Counter – 4 Nos


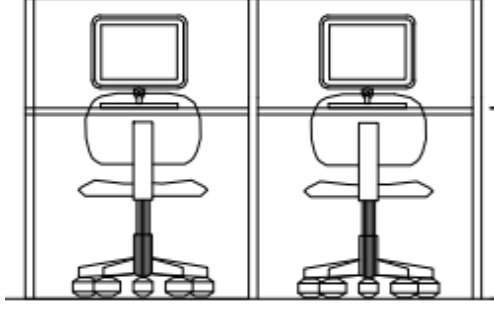
Job Center in Hdh. Kulhudhuffushi City

North side of NOC Office 2nd floor, Hdh. Kulhudhuffushi, Republic of Maldives

- a) Reception Counter – 1 Nos
- b) Self Service Counter – 4 Nos

Specifications

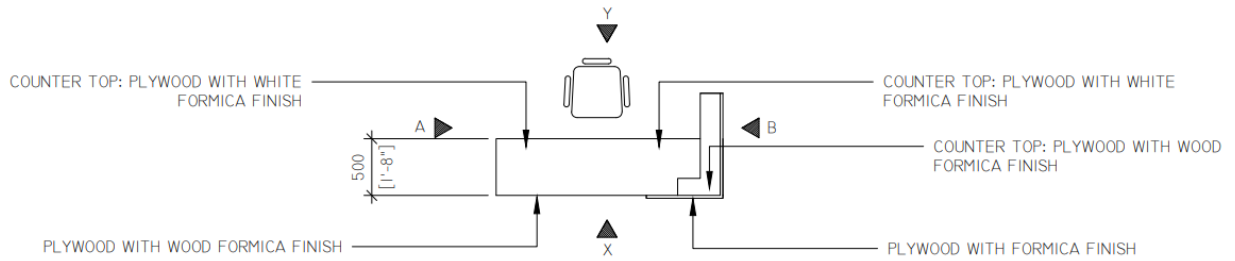
No	Name	Picture	Specifications
1	Meeting Room Table		<p>Office meeting room table Seating capacity for 10 Color: White</p>
2	Highchair		<p>Bar Stool Color: Black Material: PP Plastic Features: Built in 360° swivel, base, and footrest, easily adjusts from counter to bar height (23.8-in to 30.5-in)</p>
3	High Table		<p>Bar Table Color: Black Material: Metal or PP Plastic Features: Adjustable Height W 24 x D 24 x H 30 inch</p>
4	Double-sided Sofa		<p>Double-Sided Sofa Width x Depth x Height Centimeter (cm): W 280 x D 130 x H 75cm 8-seater</p>

5	Reception Counter		<p>Reception Counter Material: Plywood with Formica Finish Color: White and Wood</p> <p>Details attached below</p>
6	Self Service Counter		<p>Plywood Desk and Partition with Formica Finish</p> <p>Details attached below</p>

Drawings

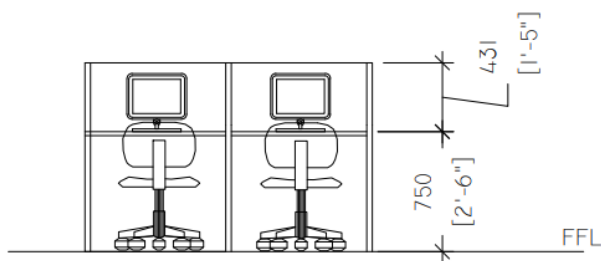
RECEPTION COUNTER DETAILS

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SELF SERVICE COUNTER DETAILS

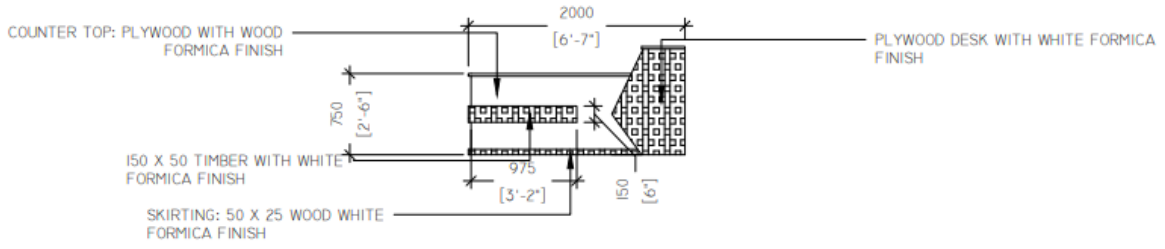
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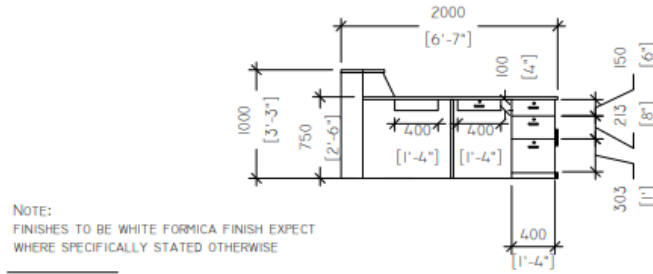
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SELF SERVICE COUNTER DETAILS

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ELEVATION - X

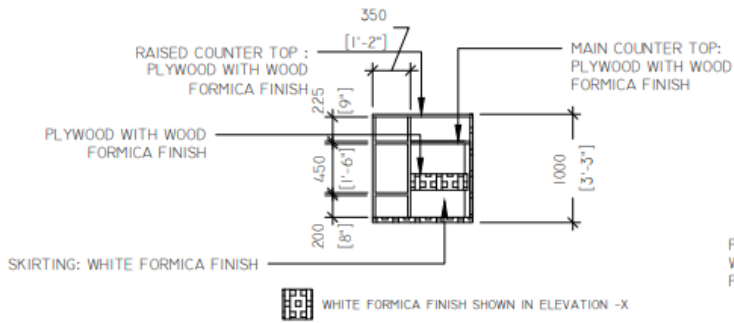



NOTE:
FINISHES TO BE WHITE FORMICA FINISH EXPECT
WHERE SPECIFICALLY STATED OTHERWISE

ELEVATION - Y

RECEPTION COUNTER DETAILS

1:50

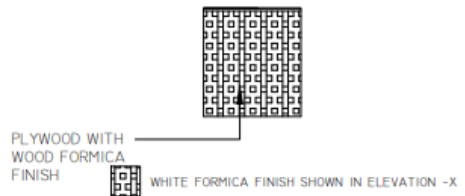


 WHITE FORMICA FINISH SHOWN IN ELEVATION -X

ELEVATION - A

RECEPTION COUNTER DETAILS

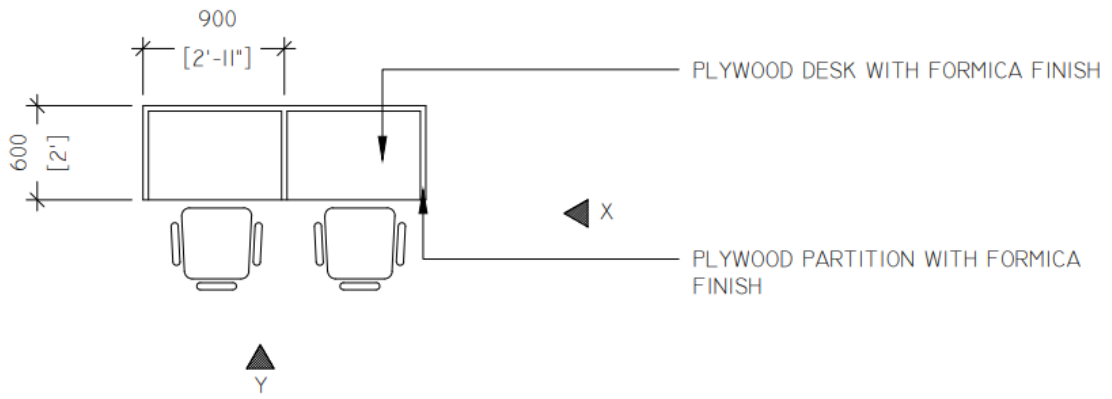
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ELEVATION - B

RECEPTION COUNTER DETAILS

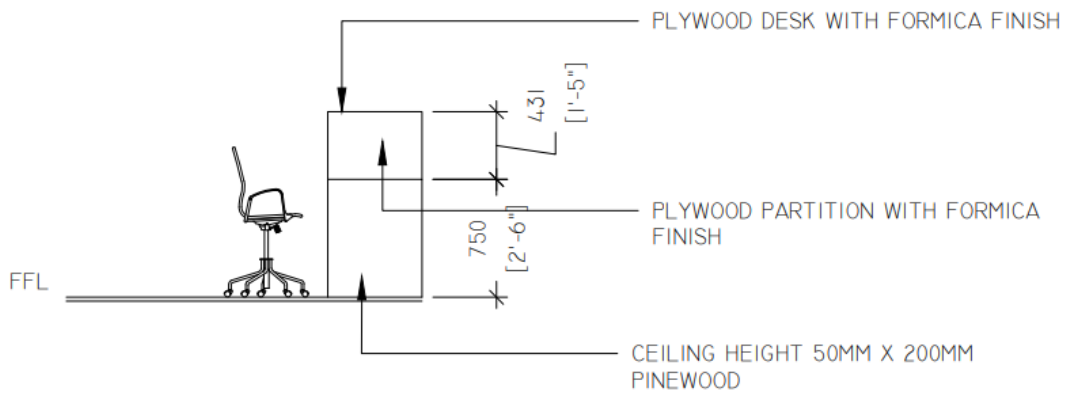
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PLAN

SELF SERVICE COUNTER DETAILS

1:50



ELEVATION - X

Annex 2 – Forms

Quotation Form

From: *[Insert Vendor's name; in case of a joint venture, specify the name of the joint venture]*

Contractor's Representative: *[Insert name of Vendor's Representative]*

Title/Position: *[Insert Representatives title or position]*

Address: *[Insert Vendor's address]*

Email: *[Insert Vendor's email address]*

To: *Ministry of Economic Development*

Employer's Representative: *Mr. Mohamed Nabeel Ahmed*

Title/Position: *Project Director*
Velaanaage 11th Floor
Ameer Ahmed Magu
Male' Maldives.

Address: *Tel: +960 3323668*
E-mail: tender.pmu@trade.gov.mv

RFQ Ref No.: *MV-MOED-382038-GO-RFQ*

Date of Quotation: *[Insert the date of the quotation]*

Dear Sir,

SUBMISSION OF QUOTATION FOR PROCUREMENT OF FURNITURE FOR JOB CENTER

1. Conformity and No Reservations

In response to the above named RFQ, we offer to execute the supply of goods as per this Quotation and in conformity with the RFQ and Delivery. We confirm that we have examined and have no reservations to the RFQ, including the Contract.

2. Eligibility

We meet the eligibility requirements and have no conflict of interest, in accordance with the Request for Quotations.

3. Suspension and Debarment

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in

accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer’s Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

4. Quotation Price

Total Contract Price is: *[insert the total quoted price in words and figures, indicating the various amounts and the respective currencies];*

5. Quotation Validity

Our Quotation shall be valid for a period of 90 days from the date of the quotation, and it shall remain binding upon us and may be accepted at any time before it expires.

6. Commissions, gratuities, fees

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation [If none has been paid or is to be paid, indicate “none.”]

Name of Recipient	Address	Reason	Amount

7. Not Bound to Accept

We understand that you reserve the right to:

- a) accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b) annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Contractors.

8. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Contractor:

Name of the person duly authorized to sign the Quotation on behalf of the Vendor: *[insert complete name of person duly authorized to sign the Quotation]* *

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

**The board resolution / power of attorney shall be attached to the Quotation.*

9. Note:

The written confirmation of authorization to sign on behalf of the Entity shall indicate:

- 9.1. Board Resolution, if the Letter of Bid / Quotation Form was signed by the Managing Director or Director of the bidding entity demonstrating the authority of the signatory, if applicable
- 9.2. Power of Attorney and Board Resolution, if the Letter of Bid / Quotation Form was signed by anyone other than the Owner or any of the Board Directors of the bidding entity, if applicable.