



އިތުރު މަޢުލޫމާތު

BML/PD/OPN-BID/2023/086

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ބޭނުންކުރާ ޕްލާން ޕްރޮޖެކްޓް 02 ގައި ބައިވެރިވާ ޕްރޮޖެކްޓަރުންނަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ

ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް.

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ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް.

| ފަންޓޭޝަން / ޕްރޮޖެކްޓް | ޕްރޮޖެކްޓް | ޕްރޮޖެކްޓް | ޕްރޮޖެކްޓް |
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| ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް openbidding@bml.com.mv - ޕްރޮޖެކްޓް | 28 ސެޕްޓެމްބަރު 2023 (އިންޓަރނެޝަނަލް) | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް | (އިންޓަރނެޝަނަލް ޕްރޮޖެކްޓް) |
| ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް 02:00 ގައި ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް. | 30 ސެޕްޓެމްބަރު 2023 (އިންޓަރނެޝަނަލް) | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް / ޕްރޮޖެކްޓް |
| ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް 02:00 ގައި ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް 5 ވަނަ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް. | 11 ސެޕްޓެމްބަރު 2023 (ލިޔެ) | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް (ލިޔެ) |
| openbidding@bml.com.mv - ޕްރޮޖެކްޓް | | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް | |
| 3015359 / 3015386 - ފަންޓޭޝަން | | ރިސާޔާ ބޭނުންކުރުމަށް ސަފުޔާ ފަންޓޭޝަން ޕްރޮސެޑަރުގެ ދަށުން ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް | |

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އިތުރު މަޢުލޫމާތު www.bankofmaldives.com.mv/news-and-media ގައި ބައްލަވާލެވޭ ފެންނަ ރިސާޔާ ބޭނުންކުރުމަށް ބޭނުންކުރުމަށް.

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23 ސެޕްޓެމްބަރު 2023



Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

| A. Introduction | |
|--|--|
| Scope of Bid | Bank of Maldives PLC invites sealed bids from eligible bidders for Procurement of BML Staff Uniform T-shirts. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders. |
| Procurement Reference and Name | BML/PD/OPN-BID/2023/086 Procurement of BML Staff Uniform T-shirts |
| Eligible Bidders | This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none">- Companies/Partnership- Sole Proprietors |
| B. Preparation of Bids | |
| Language | The language of the Bid is: English or Dhivehi |
| Documents Comprising the Bid | The Bidder shall submit the following completed documents with its Bid: Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C – Price Schedule for Goods & Services |
| Bid Prices and Currency | The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST (if applicable) at the time of current rate |
| Bid Validity | The bid shall remain valid for 30 days from the date of opening the bids. |
| D. Submission and Opening of Bids | |
| Bid Submission | Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section. |
| Acceptance of Bids | BML shall not accept bids before or after the specified closing time. |



| | |
|---|---|
| Location, date and Time | For bid submission Bank of Maldives Plc, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 11 th December 2023 Time: 14:00 hrs (Maldivian Standard Time) |
| Contact details for further information | Please contact; Procurement Department, Telephone: 3015386, 3015359 Email address: openbidding@bml.com.mv |
| Bid Opening | BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents. |
| E. Evaluation, and Comparison of Bids | |
| Confidentiality | Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified. |
| Documents Establishing the Qualifications of the Bidder | BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted. |
| F. Award of Contract | |
| Award Criteria | BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted. |
| G. Appeals and complaints | |
| Regarding conduct of a bid | Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid. |
| Regarding outcome of a bid (an award or decision to award) | Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract. |



Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

| Criteria | Score |
|-------------------|--|
| Price | 60% |
| Quality of Sample | 40% |
| Delivery Duration | Each batch to be delivered within 60 calendar days |

Eligibility Criteria

- Client reference: A minimum of 2 reference letters showing experience in delivering corporate uniforms to offices. Each letter should confirm that the vendor supplied over 1,000 uniform T-shirts within the last 3 years of the contract period.

Note: -

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Companies must submit a board resolution with details of the Representative/s attending to submit proposals on company's behalf.
- In case of new vendors, it is requested to apply for registration as a vendor with all related documents. (Vendor form available in BML website, download page).
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.



Form 1 - Schedule of Requirement

(Not Applicable)



Form 1 A

List of Goods and Related Services

| Lot No. : [if applicable] | | | | |
|-----------------------------------|--|--------------------|----------------------------|-----------------|
| Lot Name : [if applicable] | | | | |
| Item No. | Name of Goods or Related Services | Description | Unit of Measurement | Quantity |
| | | | | |
| | | | | |

| Lot No. : [if applicable] | | | | |
|-----------------------------------|--|--------------------|----------------------------|-----------------|
| Lot Name : [if applicable] | | | | |
| Item No. | Name of Goods or Related Services | Description | Unit of Measurement | Quantity |
| | | | | |
| | | | | |

| Lot No. : [if applicable] | | | | |
|-----------------------------------|--|--------------------|----------------------------|-----------------|
| Lot Name : [if applicable] | | | | |
| Item No. | Name of Goods or Related Services | Description | Unit of Measurement | Quantity |
| | | | | |
| | | | | |



Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below.

| Item No. | Description of Goods or Related Services | Date or Period for Delivery | Location | Required Arrival Date of Goods or Completion Date for Related Services |
|-----------------|---|------------------------------------|-----------------|---|
| 1. | Procurement of BML Staff Uniform T-shirts | | | |



Form 1 C Specifications

RFP attached with the announcement.



Form 2 – Bidding Forms

Table of Forms

A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.



Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2023/086*

| | |
|--|---|
| Legal Name of Bidder | |
| Bidder's Authorised Representative Information | Name: Address: Telephone/Fax Numbers: Email Address: |
| List of bid documents to be submitted: as per vendor registration application form. <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents. | |



Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2023/086*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____
_____;
- (b) The total price of my/our Bid, is: _____
_____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.



Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

| # | Size | Short Sleeve | | Long Sleeve | |
|----|------|--------------------------|-----------------------------|--------------------------|-----------------------------|
| | | Estimated Qty for 1 Year | Rate in MVR incl. all taxes | Estimated Qty for 1 Year | Rate in MVR incl. all taxes |
| 1. | S | 100 | | 100 | |
| 2. | M | 520 | | 320 | |
| 3. | L | 435 | | 340 | |
| 4. | XL | 210 | | 250 | |
| 5. | 2XL | 130 | | 160 | |
| 6. | 3XL | 70 | | 110 | |
| 7. | 4XL | 65 | | 90 | |
| 8. | 5XL | 50 | | 50 | |

- **Sample of short sleeve and long sleeve uniform T-shirt should be submitted with the proposal.**

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms – no advance payments
 - Quotation validity period
- Proposal with multiple options (other than specified above) **WILL NOT** be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).
- No Advance Payment



REQUEST FOR PROPOSAL (RFP)

BML Staff Uniform

Date: 23rd November 2023



Part 1: Scope of Work and Deliverables

The Bank of Maldives is seeking a vendor to procure official uniforms (t-shirts) for all its staff.

Requirement:

1. Vendors to submit the completed proposal and initial sample as per the design and material specifications provided by the Bank.
2. Selected vendor to deliver a total of 3,000 uniforms in 2 batches during 2024.
3. To deliver 1,500 uniforms during January 2024 and June 2024.

Part 2: Proposal Expectations

The completed proposal should include the following information. The Bank will not be liable for any costs associated with the preparation of proposals.

1. Company profile
2. Price
3. A sample of short sleeve & long sleeve uniform.

The prepared samples will be inspected and reviewed by the Bank. Upon approval of the proposal and sample, the vendor must supply uniform of equal quality or better during the production of each batch.

Part 3: Design and Material Specification.

1. Uniform design for both long sleeve and short sleeves are attached in annexure 1.
2. Uniform material must meet the following requirements:
 - a. Color Black (Black C00, M00, Y00, K100)
 - b. Fabric Quality: mix of polyester (70%) and cotton (30%)
 - c. Short sleeve and long sleeve uniform
 - d. Collar ribs, silk embroidered for Bank of Maldives name and logo
 - e. Logo and name placements as per technical drawing
 - f. Thread count: 150

Part 4: Vendor Agreement

Agreement will be signed with the selected vendor for a period of 2 years.



Part 5: Eligibility and Evaluation Criteria

During the evaluation and selection process, the Bank will consider proposals received in response to this RFP. BML reserves the right to use its discretion to eliminate proposals deemed unacceptable. The following areas will be considered while selecting a vendor.

a. Eligibility Criteria

Client reference: A minimum of 2 reference letters showing experience in delivering corporate uniforms to offices. Each letter should confirm that the vendor supplied over 1,000 uniform T-shirts within the last 3 years of the contract period.

b. Evaluation Criteria

| Evaluation Criteria | Weightage % |
|---|-------------|
| Price | 60% |
| Quality of the sample | 40% |
| Total | 100% |
| Delivery duration: each batch to be delivered within 60 calendar days | |

Part 6: Terms and Conditions

a. Confidentiality

The proposal shall be held in strict confidentiality. Any information pertaining to Bank of Maldives PLC because of participation shall not be disclosed without the prior written consent of the Bank.

b. Evaluation

The evaluation of the proposals will be based on the evaluation criteria (part 5). The issuance of RFP document is an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by a service provider.



c. Quotation

All prices must be quoted as per requirements set out in this document. The quoted price must be valid for at least 90 days.

d. Fines for late deliver

Fine for late delivery/completion will be charged 2% per day and if the items are not completed within the agreed period, the Bank has the right to cancel the contract.

e. Acceptance of terms

The recipient will, by responding to the Bank's RFP document, be deemed to have thoroughly read the whole RFP document and unconditionally accepted the terms and conditions as stated.

Part 7: Submission instructions and clarifications

Timelines for this project are as follows:

| Details | Deadline | Means of submission |
|------------------------------|---|---|
| Written Questions | 28 th November 2023, 02:00 PM | Email: openbidding@bml.com.mv |
| Written Answers to Queries | 30 th November 2023, 02:00 PM | Will be published on BML website www.bankofmaldives.com.mv/news-and-media |
| Proposal Submission Deadline | 11 th December 2023, 02:00 PM | By visiting Bank Location: Bank of Maldives Plc, Head Office 5 th Floor, Meeting Room |

For bid submission purposes only, the BML's address is:

| | |
|--------------------------|-----------------------------------|
| Attention | Head of Procurement |
| Street Address | Bank of Maldives PLC, Head Office |
| Floor/Room number | 5 th Floor. |
| City/ Country | Male', Maldives |



Annexure 1 – Technical Drawings

BML T-Shirt Design



BML T-Shirt Design





Annexure 2 – Estimated T-shirt Count (1 Year)

| Sleeve type | S | M | L | XL | 2XL | 3XL | 4XL | 5XL | Total |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Long Sleeve | 100 | 320 | 340 | 250 | 160 | 110 | 90 | 50 | 1420 |
| Short Sleeve | 100 | 520 | 435 | 210 | 130 | 70 | 65 | 50 | 1580 |
| | | | | | | | | | 3000 |

Annexure 3 – Size Chat

| Size | S | M | L | XL | 2XL | 3XL | 4XL | 5XL |
|----------------------------|----|----|-----|-----|-----|-----|-----|-----|
| Chest (Circumference) (cm) | 92 | 98 | 110 | 115 | 126 | 132 | 137 | 180 |
| Central Back Height (cm) | 69 | 71 | 74 | 76 | 78 | 80 | 85 | 90 |
| Short Sleeve Length (cm) | 22 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Long Sleeve Length (cm) | 57 | 58 | 59 | 60 | 61 | 62 | 62 | 62 |