



Business Center Corporation
Male'
Republic of Maldives

Bidding Documents

**Design and Construction BCC Creator's Hub
(Proposed 11 Storey Building in Male')**

ANNOUNCEMENT NUMBER: (IUL)BCC-PS/1/2024/1

ANNOUNCEMENT DATE: 1st January 2024

PRE-BID MEETING DATE & TIME: 07th January 2024, Sunday, 1400hrs.

BID OPENING DATE & TIME: 14th January 2024, Sunday, 1400hrs.

ADDRESS: Business Center Corporation, M. Kaneeru Villa, First Floor (A), Orchid Magu

Malé,
Republic of Maldives
January 2024

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Section 1. Bid Data

Clause	Details
1	<p>Company Information:</p> <p>A state-owned enterprise incorporated and registered in the Maldives with company number C-0511/2017. Name: Business Center Corporation Address: M.Kaneeru Villa, Orchid Magu, 20212, Male', Republic of Maldives</p>
2	<p>The name of the project is:</p> <p>Design and Construction of the proposed 11 Storey Building – BCC Creator Hub in Male'</p>
3	<p>The Site:</p> <p>Located at: 1509.96 Sqft / 140.28 Sqm Plot in Chaandhanee Magu, No. 23, Male', Maldives</p>
4	<p>Duration of works:</p> <p>The intended completion date for the whole of the works shall be 400 (Four Hundred) calendar days of which,</p> <p>45 (Forty-Five) Calendar Days shall be for the Design Phase and the remaining 355 (Three Hundred and Fifty-Five) Calendar Days shall be for the Construction Phase.</p>
5	<p>Defects liability period:</p> <p>The Defects Liability Period is <u>365 (Three Hundred and Sixty-Five) calendar days</u></p>
6	<p>Liquidated Damages:</p> <p>Liquidated damages of 0.05% per day, of the value of incomplete works, subject to a maximum of 10% of the contract value, are specified for delays in the completion of works.</p>

7	<p>Retention Fee:</p> <p>The proportion of payments retained is 5% of each bill up to a limit of 5% of total contract value. The retention fee may be released upon submission of an equivalent guarantee by a financial institution after 3 months from provisional acceptance.</p>
8	<p>Grade of Contractors:</p> <p>The following grades of contractors registered under National Contractors Registry will be eligible to participate in this tender.</p> <p>GC01- 01 to 05</p>
9	<p>Pre-bid Meeting:</p> <p>The pre-bid meeting will be held at BCC’s headquarters address as follows:</p> <p style="padding-left: 40px;">Business Center Corporation Kaneeru Villa, 1st Floor (A) Orchid Magu, Male’, 20212 Republic of Maldives Tel: (960) 333 0587 / 9843749 E-Mail: procurement@bcc.mv 1400 Hours, Sunday, 7th January 2024</p> <p>Attending the Pre-bid Meeting is not Mandatory for Bid Submission.</p>
10	<p>Requests for clarifications:</p> <p>Requests for clarification should be received by BCC <u>no later than</u>: 1600 Hours, Wednesday, 13th January 2024</p>
11	<p>Price of the bid:</p> <p>The prices shall be quoted by the bidder in: Maldivian Rufiyaa (MVR) The prices quoted by the Bidder shall not be subject to adjustment during the performance of the Contract. Bid price should indicate amount of GST (Goods and Services Tax). Where GST amount is not indicated, quoted bid price shall be deemed to be inclusive of GST.</p>
12	<p>Validity period:</p> <p>The bid validity period shall be: 90 Days</p>

<p>13</p>	<p>Bid Security:</p> <p>A Bid Security is required. The amount and currency of the bid security shall be: Currency: Maldivian Rufiyaa Amount: 125,000.00 (One Hundred and Twenty Five Thousand) The validity of the bid security shall be: 90 days from the date of bid opening</p> <p>Bid security will be accepted in the form of guarantee issued by a financial institution registered in the Republic of Maldives. Dated cheque and cash will not be accepted as bid security</p>
<p>14</p>	<p>For <u>bid submission purposes</u> only, the BCC’s address is:</p> <p>Zabeehullah Ahmed Senior Manager, Procurement Business Center Corporation Kaneeru Villa, 1st Floor (A) Orchid Magu, Male’, 20212 Republic of Maldives Tel: (960) 333 0587 / 9843749 E-Mail: procurement@bcc.mv</p> <p>The deadline for bid submission is: 1400 Hours, Sunday, 14th January 2024</p>
<p>15</p>	<p>Evaluation Criteria:</p> <ol style="list-style-type: none"> 1. Proposed Price (50 marks) 2. Technical Capabilities (10 marks) <ol style="list-style-type: none"> a) Resources available (As per Appendix 8) – 5 marks b) Key Technical Personal (As per Appendix 4 & 5) – 5 marks 3. Proposed Concept (10 marks) <ol style="list-style-type: none"> a) Clarity of the concept – 5 marks <ul style="list-style-type: none"> - Clarity of proposed idea - clarity of the bidder's written and visual presentation of their concept. - Alignment with Project Objectives - A clear understanding of the project's objectives should be evident. - Quality of the Concept – completeness of the submission including realistically achievable, feasible and sustainable model

	<p>b) Aesthetics & Functionality – 5 Marks</p> <ul style="list-style-type: none"> - Architectural Design - Architectural style, building materials, and overall aesthetics. - Functionality - functional requirements of the building, including interior space layout, accessibility, and usability for the intended purpose, maximum utilization of space. - Innovation - innovative design elements that enhance both aesthetics and functionality and sustainability. <p>4. Experience (30 mark)</p> <p>a) Project undertaken of similar size.</p> <p>b) Projects undertaken of similar nature.</p> <p>c) Years of active experience in the industry</p> <p>If the letters being submitted are issued by Private Parties, Copies of the contract for the works stated in the letters must be submitted as supporting documents.</p> <p>Marks for this category will be awarded based on reference letters provided in accordance with Appendix 3.</p> <p>Each letter will be awarded 5 marks and a maximum of 6 letters will be considered. Full marks will be given only for contract values above MVR 5,000,000 and the work should have been completed within the contract delivery period.</p> <p>BCC Reserves the right to determine whether the works stated in the experience letter are related to the works being solicited, and decisions taken regarding this matter shall not be contested.</p>
<p>16</p>	<p>Payment and advance payments:</p> <p>1. Upon request by the successful bidding party, an Advance Payment in the amount of 15% (fifteen percent) of the total contract value can be released subject to submission of an advance payment guarantee. Advance payment guarantee will be accepted in the form of guarantee issued by a financial institution registered in the Republic of Maldives.</p> <p>2. Remaining payments will be made on a progressive payment basis as agreed in the project contract.</p>
<p>17</p>	<p>Performance Security:</p> <p>Performance Security shall be required from the winning party within 10 calendar days of issuance of letter of intent to award the contract.</p> <p>The amount and currency of the performance security shall be:</p> <p>Currency: Maldivian Rufiyaa</p> <p>Amount: 15% of the Total Contract Price</p> <p>The validity of the performance security shall be:</p> <p>100 days not including the project delivery period.</p>

<p>18</p>	<p>Technical Capabilities: - Key Personnel Required for the Project</p> <table border="1" data-bbox="395 248 1390 866"> <thead> <tr> <th>Position</th> <th>Qualification</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td>General Manager</td> <td>Degree in Management, Business Administration or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Administrator</td> <td>Degree in Management, Business Administration or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Technical Manager</td> <td>Degree in Civil Engineering, Project Management or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Project Manager</td> <td>Degree in Civil Engineering, Construction Management, Project Management or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Project Engineer</td> <td>Degree in Civil Engineering or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Architect</td> <td>Degree in Architecture or Related Field</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Site Engineer</td> <td>Degree in Civil Engineering or Related Field.</td> <td>2 Years – post qualification.</td> </tr> <tr> <td>Site Supervisor</td> <td>Diploma in Civil Engineering or Related Field.</td> <td>2 Years – post qualification.</td> </tr> </tbody> </table> <p>Related Fields to be determined by the BCC and shall not be contested. Details to be submitted by filling Appendix 4 and Appendix 5. No same person is to be proposed for more than two positions stated above. All education certificates, CV and work experience documents must be submitted.</p> <p>- Construction Equipment Required for the Project.</p> <table border="1" data-bbox="383 1149 1300 1458"> <thead> <tr> <th>Required Equipment</th> <th>Quantity</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Concrete Machine</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Concrete pump</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Concrete Vibrator Machine</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Truck/ Dump Truck</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Lorry</td> <td>02</td> <td>Owned or leased.</td> </tr> <tr> <td>Excavator</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Crane</td> <td>01</td> <td>Owned or leased.</td> </tr> <tr> <td>Compactor</td> <td>01</td> <td>Owned or leased.</td> </tr> </tbody> </table> <p>Details to be submitted by filling Appendix 8. Proof of ownership or letter by owner granting right of use for the project is to be submitted.</p>	Position	Qualification	Experience	General Manager	Degree in Management, Business Administration or Related Field	2 Years – post qualification.	Administrator	Degree in Management, Business Administration or Related Field	2 Years – post qualification.	Technical Manager	Degree in Civil Engineering, Project Management or Related Field	2 Years – post qualification.	Project Manager	Degree in Civil Engineering, Construction Management, Project Management or Related Field	2 Years – post qualification.	Project Engineer	Degree in Civil Engineering or Related Field	2 Years – post qualification.	Architect	Degree in Architecture or Related Field	2 Years – post qualification.	Site Engineer	Degree in Civil Engineering or Related Field.	2 Years – post qualification.	Site Supervisor	Diploma in Civil Engineering or Related Field.	2 Years – post qualification.	Required Equipment	Quantity	Status	Concrete Machine	01	Owned or leased.	Concrete pump	01	Owned or leased.	Concrete Vibrator Machine	01	Owned or leased.	Truck/ Dump Truck	01	Owned or leased.	Lorry	02	Owned or leased.	Excavator	01	Owned or leased.	Crane	01	Owned or leased.	Compactor	01	Owned or leased.
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<p>19</p>	<p>Sub-Contracting. The maximum percentage of works allowed to be sub-contracted is 30% Details of sub-contracted works must be submitted by filling Appendix 6</p>																																																						
<p>20</p>	<p>Proposed Concept, Work Schedule, and Timeline. A sound, reasonable and logical timeline and implementation method must be proposed for the Project which fits the fixed completion duration stated in the Bid Data. The proposed concept must be aesthetically pleasing and must make the most effective utilization of the plot.</p>																																																						

<p>21</p>	<p>Tax Clearance</p> <p>The bidder must submit a Tax Clearance Report issued by the Maldives Inland Revenue Authority not more than 3 (three) months prior to the bid opening date.</p>
<p>22</p>	<p>Experience Documents.</p> <p>If the letters being submitted are issued by Private Parties, Copies of the contract for the works stated in the letters must be submitted as supporting documents.</p> <p>Marks for this category will be awarded based on reference letters provided in accordance with Appendix 3.</p> <p>Each letter will be awarded 5 marks and a maximum of 6 letters will be considered. Full marks will be given only for contract values above MVR 5,000,000 and the work should have been completed within the contract delivery period.</p> <p>BCC Reserves the right to determine whether the works stated in the experience letter are related to the works being solicited, and decisions taken regarding this matter shall not be contested</p>
<p>23</p>	<p>General Conditions of Contract</p> <p>FIDIC 1999 Conditions of Contract for EPC/Turnkey Projects (Silver Book), Second Edition, shall be the General Conditions that form the basis of the Contract that will be signed for this bid.</p>
<p>23</p>	<p>Documents to be submitted along with the bid:</p> <ul style="list-style-type: none"> a) Bid Submission Form (Appendix 1) b) Completed Elementary Bills of Quantities (Appendix 2) c) Details of similar work experiences with supporting documents as per Appendix 3 (include reference letters) d) Project Proposal including all the details below. <ul style="list-style-type: none"> i. Proposed Concept and Preliminary Design. ii. Work Schedule, and Timeline. iii. Company profile – Details of past projects and company personnel. e) Personnel / Staff Proposed for the Project with supporting documents as per Appendix 4 f) Experience Summary of Key Personnel with supporting documents as per Appendix 5 g) List of equipment proposed for the project as per Appendix 8 (Proof of ownership, or letter by owner to grant right-of-use for this project if the equipment is to be leased) h) List of sub-contractors as per Appendix 6 (No part of the works to be sub-contracted unless explicitly stated in the submission and approved by BCC) i) Filled and signed Declaration of Ethical Conduct Form (Appendix 7)

	<ul style="list-style-type: none"> j) Bid Security (Sample bid security template in Appendix 9) k) Tax Clearance Report issued by Maldives Inland Revenue Authority obtained not more than 3 months prior to bid submission date. l) Certificate of incorporation issued by relevant government body. m) Document designating the signatory as an authorized representative of the bidding entity (only if the signatory is NOT the Managing Director/Partner or Sole Proprietor) n) In the case of a Bid submitted by a joint venture (JV), the JV agreement, or letter of intent to enter a JV including a draft agreement, indicating at least the parts of the Works to be executed by the respective partners.
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Section 2. Instruction to Bidders

1. Introduction & Scope of Bid

- 1.1 Business Center Corporation (BCC) is a State-owned Enterprise incorporated in 2017 by Presidential Decree, as the implementing body of MSME development projects initiated by the Ministry of Economic Development. Our main objective is to create an enabling and inclusive business environment for Micro, Small and Medium Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow.
- 1.2 BCC Having Received Funding from the SME Fund for the construction of a Creator Hub for the development and betterment of MSME's in the Maldives aims to develop said Creator Hub as an eleven storey building in Chaandhanee Magu plot No.23, Male'
- 1.3 BCC invites bids for the Construction of the 11 Storey BCC Creator Hub, in Chaandhanee Magu plot No.23, Male'.
- 1.4 Detailed requirement of the building will be issued to bidding parties in the form of
 - 1.4.1 Elementary Bills of Quantities (Appendix 2)
 - 1.4.2 Plot Details (Annex 1)
 - 1.4.3 Employers Requirement (Annex 2)
 - 1.4.4 Detailed Technical specification (Annex 3)

2. Eligible bidders

- 2.1 A Bidder may be a natural person, private entity, or government-owned entity, subject to meeting the eligibility criteria stated in the Bid Data, or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. Unless otherwise stated in the Bid Data all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- 2.2 Bids being submitted by an existing Joint Venture must be accompanied by the Joint Venture Agreement and bids being submitted by two parties intending to enter into a Joint Venture upon securing the bid must submit a draft of the Joint Venture agreement. No changes shall be made to the submitted agreement or the proposed draft after award of bid.

3. Qualification of the Bidders

- 3.1 All Bidders shall include the information and the documents required in clause 18 of the bid data. Bids with incomplete/inaccurate documents will be deemed non-responsive and subject to rejection in the evaluation stage.
- 3.2 Copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the

Bidder.

- 4. Evaluation Criteria**
- 4.1 All Bidders shall include the documents required in the bid data. Bids with incomplete/inaccurate documents will be deemed non-responsive and subject to rejection in the evaluation stage.
- 4.2 Bids will be evaluated as per the evaluation criteria set forth in the Bid Data.
- 4.3 Marks for Price submitted will be awarded by benchmarking the lowest price submitted.
- 4.4 Marks for experience will be awarded based on proven experience and expertise in the field which will be gauged based on documentary evidence submitted by the bidder.
- 4.5 Marks for Technical Capabilities of the bidder will be awarded as below.
- Resources available (major construction equipment (minimum equipment required in stated in Appendix)) if the listed equipment is available with the contractor, full marks will be awarded. Proof of ownership or a letter from owner granting right of use is required.
 - Key Technical Personal (experience and qualification). If all the staff mentioned in the Appendix are available in the company for the project, full marks will be awarded. All staff members should have the qualifications and experience stated in the Bid Data.
- 4.6 Marks for Concept and Implementation Method will be granted as stated in the Evaluation Criteria considering the factors below.
- The aesthetics of the proposed concept.
 - Most effective utilization of the available plot area.
 - Viability of the Proposed implementation schedule and timeline, and conformity to the allowed delivery period.
- 5. One Bid per Bidder**
- 5.1 Each Bidder shall submit only one Bid. A Bidder which submits or participates in more than one Bid (other than as a subcontractor) will cause all the proposals with the Bidder's participation to be disqualified.
- 6. Cost of Bidding**
- 6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the BCC will in no case be responsible or liable for those costs.
- 7. Site Visit**
- 7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.
- 7.2 A pre-bid meeting will be held at the BCC headquarters on the date specified in the bid data.
- 8. Clarification of**
- 8.1 A prospective Bidder requiring any clarification of the bidding documents may

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- Bidding Documents** notify the BCC in writing. BCC will respond to any request for clarification received within the period specified in Bid Data. Copies of the BCC’s response will be forwarded to all the participants of the pre-bid meeting, including a description of the inquiry, but without identifying its source.
- 9. Amendment of Bidding Documents**
- 9.1 Before the deadline for submission of bids, BCC may modify the bidding documents by issuing addenda.
- 9.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all concerned parties.
- 9.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the BCC shall extend, as necessary, the deadline for submission of bids.
- 10. Language of Bid**
- 10.1 All documents relating to the Bid shall be in English.
- 11. Bid Prices**
- 11.1 The Contract shall be lump sum fixed price for the whole works, based on the priced Bill of Quantities submitted by the Bidder.
- 11.2 The Bidder shall fill in rates and prices for all items of the Works described in the bill of quantities. Contractor shall account and adjust for any discrepancy in the Bill of Quantities using “addition” and “omission bill”. Items for which no rate or price is entered, or no adjustment is made by the Bidder will not be paid for by the BCC when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.
- 11.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- 11.4 Unless stated otherwise in the bidding documents, the contract shall be awarded on a LUMP SUM FIXED PRICE basis.
- 12. Currency of Bid**
- 12.1 The unit rates and prices shall be quoted in Maldivian Rufiyaa Only.
- 13. Bid Validity**
- 13.1 The Bids shall remain valid for a period specified in the Bid Data after the deadline for date of bid submission.
- 13.2 In exceptional circumstances, BCC may request that the bidders extend the period of validity for a specified additional period. The request and the bidders’ responses shall be made in writing.
- 14. Bid Security**
- 14.1 The Bidder shall furnish, as part of the Bid, a Bid Security in the amount specified in the Bid Data which shall be valid for the period specified in the Bid Data.
- 14.2 The Bid Security shall, be in the form a guarantee issued by a financial institution. The format of the Bid Security should be in accordance with the sample form of Bid Security included.
- 14.3 Any Bid not accompanied by an acceptable Bid Security shall be rejected by the BCC as non-responsive.

- 14.4 The Bid security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in the Bid Data.
- 14.5 The Bid security of successful Bidders will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.
- 14.6 The Bid Security may be forfeited.
- (i) If the bidders withdraws the Bid after the Bid opening during the period for Bid validity;
- (ii) if the Bidder does not accept the correction of the Bid price, or
- (iii) if the case of a successful Bidder, if the Bidder fails within the specified time limit to:
- (a) sign the Agreement; or
- (b) furnish the required Performance Security.
- (iv) If it is discovered during anytime during the evaluation that any of the documents submitted by the bidder were intentionally falsified or fraudulent.
- 14.7 Bid Security of a joint venture must be in the name of joint venture that submits the bid.

15. Deadline for Submission of Bids

- 15.1 Bids shall be delivered to the BCC at the address and no later than the time and date specified in the Bid Data.
- 15.2 BCC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the BCC and the bidders previously subject to the original deadline will then be subject to the new deadline.

16. Late Bids

- 16.1 Any Bid received by the BCC after the deadline prescribed in the Bid Data will be returned unopened to the Bidder.

17. Bid Opening

- 17.1 BCC will open the bids, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the Bid Data.
- 17.2 The bidders' names, the Bid prices, the total amount of each Bid and the presence or absence of Bid Security, and such other details as BCC may consider appropriate, will be announced by BCC at the opening. No bid shall be rejected at the bid opening except for the Late bids.
- 17.3 The BCC will prepare minutes of the Bid opening, including the information disclosed to those present.

18. Clarification of Bids

- 18.1 To assist in the examination, evaluation, and comparison of bids, BCC may, at the BCC's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by email, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the

correction of arithmetic errors discovered by the BCC in the evaluation of the bids.

19. Correction of Errors

19.1 Bids determined to be substantially responsive will be checked by BCC for any arithmetic errors. Errors will be corrected by the BCC as follows:

(i) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

(ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the BCC there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

19.2 The amount stated in the Bid will be adjusted by the BCC in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

20. Award Criteria

20.1 BCC will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who scored the highest marks in accordance with Clause 15 of the bid data.

21. BCC's Right to Accept any Bid and to Reject any or all Bids

21.1 Notwithstanding ITB Clause 20.1, the BCC reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for BCC's action.

22. Notification of Award and Signing of Agreement

22.1 The Bidder whose Bid has been accepted will be notified of the award by the BCC prior to expiration of the Bid validity period by in writing.

22.2 An agreement will be made between the BCC and the successful Bidder upon submitting a performance security.

22.3 Upon the furnishing by the successful Bidder of the Performance Security, the BCC will promptly notify the other bidders that their bids have been unsuccessful.

23. Performance Security

23.1 Within 10 days after receipt of letter of intent to award, the successful Bidder shall deliver to the BCC a Performance Security in the form of a Bank Guarantee or any other format acceptable to the BCC.

23.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued by a financial

institution registered in the Republic of Maldives

23.3 Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

**24. Advance
Payment and
Security**

24.1 Advance Payment may be released upon request by the successful bidder, subject to submission of an advance payment guarantee. Advance payment guarantee will be accepted in the form of guarantee issued by a financial institution registered in the Republic of Maldives. the percentage of Advance Payment will be stated in the Bid Data.

Section 3. Appendices

Appendix 1 – Bid Submission Form**BID SUBMISSION FORM**

Announcement No.: (IUL)BCC-PS/1/2024/1

Procurement: Design and Construction of BCC Creators Hub – Proposed 11 Storey Building.

1. Business Type

Company <input checked="" type="checkbox"/>	Partnership <input checked="" type="checkbox"/>	Sole Proprietor <input checked="" type="checkbox"/>
---------------------------------------------	-------------------------------------------------	-----------------------------------------------------

2. General Information

Name:	Email:
Reg No. / NID:	Phone:

3. Proposed price

#	Item / Description	Total (MVR)
1	Construction of 11 Storey BCC Creator's Hub in Male'	
Subtotal		
GST 8%		
Total		

4. Proposed Duration (in days)

400 (Four Hundred) Days

Fixed as per Bidding Document.

5. Declaration

I certify that the information I have provided above is true and complete to the best of my knowledge. I am aware that this self-declaration is subject to review and verification and if such information has been falsified, I may be disqualified from the bid.

Name:

Designation:

Date:

Signature:

Appendix 2 – Elementary Bills of Quantities

No.	Item	Amount
1	Preliminaries	
2	Site Surveying and Soil investigations including EIA report	
3	Detailed Architectural, Structural, Service drawings with comprehensive Bill of quantities, Technical Specification and Methodology and 3D renders (minimum 5 views)	
4	Ground works including excavation and earthworks	
5	Foundation Works	
6	Basement Works	
	Ground Floor	
	7.1 Concrete works	
	7.2 Masonry and Plastering	
	7.3 Roofing	
	7.4 Metal/Wood Works	
	7.5 Ceiling	
7	7.6 Wall Finishes	
	7.7 Putty & Painting	
	7.8 Doors and Windows	
	7.9 Cabling, Networking, and electrical works (including wiring & fixtures)	
	7.10 Plumbing Works, Hydraulics and Drainage (including sanitary fixtures)	
	7.11 Flooring & Tiling	
	7.12 Glass works	
8	First Floor to Tenth Floor (Similar to Ground Floor)	
9	Firefighting system	
10	Cooling system	
	Common Works	
	11.1 Elevator installation	
11	11.2 Booster pumps installation	
	11.3 Panel board installation	
	11.4 CCTV system	
	11.5 Access control system	
12	Cleaning and disposal of waste from the site	
	Sub Total	
	GST 8%	
	Grand Total	

Appendix 3 – Experience in Contracts of Similar nature

A letter by clients should be submitted for each entry in this table. Each letter will be given 5 marks. Full marks will be given only for contract values above MVR 5,000,000 and the work should have been completed within the contract delivery period.

Value of Contract								
Type of Work Performed and Year of Completion								
Name of Client and Contact Person								
Name of Project								

Appendix 4 – Personnel / Staff Proposed for the Project

For specific positions essential to contract implementation, bidders should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied in separate sheets using one Appendix 5 for each candidate. Please attach copy of Qualification certificates and CV's for verification. No same person should be nominated for more than two positions.

1.	Title of position: General Manager
	Name of candidate:
2	Title of position: Administrator
	Name of candidate:
3	Title of position: Technical Manager
	Name of candidate:
4	Title of position: Project Manager
	Name of candidate:
5	Title of position: Project Engineer
	Name of candidate:
6	Title of position: Site Engineer
	Name of candidate:
7	Title of position: Site Supervisor
	Name of candidate:
8	Title of position: Architect
	Name of candidate:

Appendix 5 – Experience Summary of Key Personnel

Please include the following staff proposed to carry out the project. Please use a separate sheet for each staff. Attach copy of Qualification certificates and CV's for verification.

Position:		
Candidate Information	Name of Candidate:	Date of birth:
	Professional Qualification:	
Present employment	Name of Employer:	
	Address of Employer:	
	Mobile:	Email:
	Years with present Employer:	

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	to	Company:	Project:
		Position:	
		Relevant Experience:	
From	to	Company:	Project:
		Position:	
		Relevant Experience:	

- Please use additional sheets if necessary

Appendix 6 – Sub Contractors Information

All bidders and partners of a joint venture Bidder should provide information of proposed sub-contractors to be used in the project.

Section of Works	Approximate Value in MVR	Name(s) and Address(es) of Sub-contractor(s)	Description & Location of Similar Works Previously Executed
1			
2			
3			
4			
5			
6			
7			

Appendix 7 – Declaration of Ethical Conduct

Declaration of Ethical Conduct

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.

2. Should we become aware of the potential for such a conflict, will report it immediately to the Procuring Entity.

3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.

4. We understand our obligation to allow the Procuring Entity to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.

5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.

Authorized Signature: _____
Name and Title of Signatory: _____
Name of Bidder: _____
Address: _____
Phone Number: _____

Appendix 8 – Equipment Proposed for the Project

Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

No.	Equipment Type and Characteristics	Minimum Number required	Number Available	Owned / Leased
1	Concrete Machine	01		
2	Concrete pump	01		
3	Concrete Vibrator Machine	01		
4	Truck/ Dump Truck	01		
5	Lorry	02		
6	Excavator	01		
7	Crane	01		
8	Compactor	01		

Appendix 9 – Bid Security – Sample

Form of Bid Security (Bank Guarantee)

WHEREAS,[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Project no.....issued by Business Center Corporation 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 Business Center Corporation (hereinafter called “the BCC”) in the sum of *..... for which payment well and truly to be made to the said BCC, 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 BCC 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 Instructions to Bidders.
- (3) If it is discovered during anytime during the evaluation that any of the documents submitted by the bidder were intentionally falsified or fraudulent

* 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 the Instructions to Bidders.

we undertake to pay to BCC up to the above amount upon receipt of their first written demand, without BCC having to substantiate their demand, provided that in their demand BCC will note that the amount claimed by them is due to them 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 BCC, 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]