



MALDIVES METEOROLOGICAL SERVICE (MMS)

Hulhule' Republic of Maldives

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF 20KVA UPS TO MMS

(04 January 2024)

UPS Should be delivey to Maldives Meteorological Service (MMS) Hulhule.

1) Introduction

The Maldives Meteorological Service (MMS) is currently in the process of acquiring one Uninterruptible Power Supply (UPS) system, aligning with the outlined objectives in this document. The technical specifications required for this procurement are detailed in the "Technical Requirements" section of the document. MMS is inviting proposals from vendors possessing the capability to meet these specified criteria.

The primary objective of this assignment is the procurement, delivery, and installation of the a UPS system at the Hulhule Meteorological Observatory of MMS situated in Hulhule'. This initiative is of paramount importance to ensure a seamless and uninterrupted power supply, operational 24/7, supporting all systems and equipment at the Hulhule Meteorological Observatory.

2) Technical Requirements

Power	
Ratings (kVA/Watts)	20KVA at minimum 0.9 power factor
Input	
Nominal Input Voltage(s) Supported	230/400VAC
Nominal Input Voltage Description	3-Phase Wye, 4 wire (L1, L2, L3, N, G)
Input Current Distortion	<5% THD
Input Phase	3-Phase
Frequency	50 Hz - 60 Hz
Power Factor	Minimum 0.9
Output	
Nominal Output Voltage(s) Supported	230/400VAC
Nominal Output Voltage Description	3-Phase Wye, 4 wire (L1, L2, L3, N, G)
Output kVA Capacity (kVA)	20
AC-AC efficiency (nominal)	> 91%
DC-AC efficiency (nominal)	> 91%
Frequency (in free-running mode)	50 Hz +/- 0.05
Unbalanced load	Support for 100% unbalanced load
Battery	
Battery type	Valve-Regulated Lead Acid (VRLA) Battery
Battery Housing	Organized and mountable in a rack enclosure (Provide needed rack enclosure and mounting accessories)
Battery replacement	Field replaceable
Battery compartment connectivity	Connection accessories and cabling for battery compartment and UPS unit to be provided.
Battery Autonomy	Minimum 15 minutes at 100% (20kva) UPS load
General	
UPS bypass	Automatic on overload or UPS failure, manual bypass button/switch
Overload	150 % for 5 sec / 125 % for 1 min (online), 110 % for 10 min
Ambient temperature;	
operation:	20 °C to +40 °C
storage:	20 °C to +60 °C
Relative humidity	95 % max, non-condensing
EMC	IEC 62040-2, under EMC 2004/108EC

Emergency Power Off (EPO)	Local EPO with provision for Remote EPO
Battery Runtime	
with 100 % load	minimum 15 min
with 50 % load	minimum 30 min
Communications	
LCD display	Graphical LCD display for control buttons
Audible alarms	Yes
General and Environmental	
Protection Degree	IP 20
Minimum hardware Warranty Period	1 year
User interface, alerts and controls	
Switches	ON button turns UPS Invert on. OFF button turns UPS invert off. And select items displayed on LCD screen
Audible alarm	Alarms signal a variety of operational conditions: low battery, overload, shutdown, bypass and more
LED Indicators	4-LED Display: Displays normal AC input, on battery power, bypass input and fault conditions
Surge / Noise Suppression	
EMI/RFI AC Noise Suppression	Yes
AC Suppression Response Time	Instantaneous
Communications / Management	
communications Interface	Ethernet Interface (UPS system to be manageable via local area network)
Management Interface	Manageable Interface to be available via software or web browser
communication cable	required
Alarm Messages	Configurable email messaging(SMTP) option via network management interface

- a. Vendor must specify delivery period. If a range is given for the delivery period, the maximum of the given range will be assumed for delivery date.
- b. Vendor must provide a minimum of 1 year hardware warranty for the system.
- c. The vendor must also quote for delivery of the system to Velana International Airport, Hulhule’.

The vendor shall address shipment to the following:
MALDIVES METEOROLOGICAL SERVICES
Velana International
Airport HULHULE 22000
MALDIVES CONTACT:
ABDULLAH WAHID
TEL: +960 3323084

- d. **Vendor must quote for Installation and commissioning** of the UPS system, battery compartments and accessories at Maldives Meteorological Service, Radar site located at Velana International Airport.

3) Mandatory Documents and Technical Requirements

a) Financial Proposal

- Financial Break down
- CIF to Male’, Maldives

- b) Duration of Delivery in days.
- c) Company Registration Certificate
- d) SME Registration Certificate
- e) GST Registration Certificate
- f) Tax Clearance Report
- g) Company profile
- h) Technical Specification of proposed product
- i) Workplan or Scheduled timeline for project activities (including delivery and installation timelines)
- j) Third-party reference letters of similar works conducted. Projects considered under this category are supply / delivery / installation or a combination of any of the items with the project price above MVR 50,000. Bidder shall provide a minimum of 1 reference letter to indicate bidders competency in the execution of this project.
- k) FIN FORM 1 – Financial Proposal Submission Form
- l) FIN FORM 2 – Financial Breakdown Form
- m) FIN FORM 3 – Details of Financial Situation
- n) FIN FORM 4 – Average Annual Turnover
- o) FIN FORM 5 – Financial Resources
- p) FIN FORM 6 – Line of Credit Letter

4) Evaluation Criteria

Pre Evaluation

Pre Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;

- Bidder conforms to all requirements identified under Section 3. Mandatory Documents and Technical requirements.

Substantially non-responsive bids at this pre evaluation stage will be rejected from further stages of evaluation.

Substantially responsive bids at this pre evaluation stage shall be qualified for further evaluation (Technical Evaluation).

Technical Evaluation

Technical evaluation is to confirm if the proposed UPS comply with all the in the technical requirements listed under the requirements. MMS holds the authority to qualify

any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non responsive bids from this stage would not be qualified to the financial evaluation.

Final Evaluation

The proposal would be qualified to this stage after being assessed and passed through both pre evaluation and in Technical Evaluation. In this evaluation, the proposals would be compared to their proposed price, duration of delivery and experience to complete the project. Point system set for the final evaluation is:

Point system for the final evaluation is:

#	Detail	Point
1	Pricing [(least bid price / proposed price)x 85]	85 %
2	Duration of delivery in days [(least duration / proposed duration)x5]	05 %
3	Experience [2 points for each letter, up to maximum 5 letters]	10 %

Experience would be considered to all submitted letters which is addressed to relevant works completed within the past 5 years.

Projects considered under this category are supply / delivery / installation of UPS or Power backup systems or a combination of any of the items with the project price above MVR 50,000.

Each valid letter would carry 2 points. If the submitted letters are 5 or more it is considered as 10%.

5) Bid Submission and bid opening Meeting

Bid shall be submitted and opened on Wednesday, 17 January 2024, 13:00 hrs. at 'SUNSHINE MEETING ROOM', Maldives Meteorological Service, Hulhule' (Velana International Airport) in the presence of those bidders or bidders' representatives who wish to attend the session.

4) Payment

Payment Description and Requirements: Upon delivery of the goods and completion of onsite installation of the UPS systems, our staff will assess and approve the works to be in compliance with requirement, full payment shall be made as per Financial Regulation of the Republic of Maldives.

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Supply and delivery of 20KVA UPS to MMS**”- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total:	
		GST	
		Total with GST	

The quotation is valid for 90 days from the date of bid opening.

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2022:	Year 2021:	Year 2020:
Information from Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods </div>			

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		

Average Annual Turnover

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

General Information

1	Bid Awarding	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable. (Excluding Consultancy Service)
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
3	Securities (Excluding Consultancy Service)	
	3.1	If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security.
4	Advance Payment (Excluding Consultancy Service)	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)

5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the <i>Employer</i> shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.