



**INVITATION FOR EXPRESSION OF INTEREST (EOI)**  
**DESIGN AND CONSULTANCY FOR DEVELOPMENT OF AUTOMATED FUEL STATION AT**  
**MALE' INDUSTRIAL VILLAGE**

**Date:** 30/01/2024

**Reference:** FSM-EOI-2024-02

Fuel Supplies Maldives (FSM) invites interested and eligible parties meeting the requirements set out in attached Instructions to Applicants to submit written Expression of Interest (EOI) for Design & Consultancy for development of automated fuel station at Male' Industrial Village

The eligible Parties will then be invited to submit a more detailed proposal through a restricted Request for Proposal process.

To guide you in the preparation of the EOI, please find enclosed:

- a) Annex I: Instructions to applicants
- b) Annex II: EOI Cover Letter

This letter is not to be construed in any way as an offer to contract with you/your company.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Musthafa Ismail', is written over a light blue rectangular background.

Musthafa Ismail  
Assistant General Manager  
Procurement Department



## ANNEX I - INSTRUCTIONS TO APPLICANTS

### 1. General Condition

- a) FSM invites EOIs for Design & Consultancy services for the development of an Automated Fuel Station at Male' Industrial Village, Maldives.
- b) The applicant shall bear all costs associated with the preparation and submission of the EOI, and FSM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
- c) To assist in the assessment and comparison of EOI proposals, FSM may, at its discretion, ask any proponent to submit further documents for clarification and verification of the applicant's EOI proposal.

### 2. EOI Proposal

#### 2.1 The EOI must comprise the following documents:

- a) EOI Cover letter
- b) Bidder details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.
- c) Details of individual who will serve as the point of contact including Name, Designation, Address, Telephone Number, E-Mail Address.
- d) Company Profile and shareholders details
- e) Reference letter/s of work Experience of the bidder (refer 4a)

#### 2.2 Queries and response

For additional information, clarification or any communication relating to this EOI, bidders may write to [tenders@fsm.mv](mailto:tenders@fsm.mv)

- a) **Deadline for clarifications: 09<sup>th</sup> February 2024, 02:00 hrs Maldives local time.**
- b) **Responses to all clarifications will be emailed before 10<sup>th</sup> February 2024, 23:00 hrs Maldives local time.**

### 3. Submission of EOI

- a) The EOI shall be type-written and signed by the applicant or a person or persons, duly authorized by the applicant to submit the proposal.
- b) The applicant shall submit their EOI via email to [tenders@fsm.mv](mailto:tenders@fsm.mv) clearly subjected "Design & Consultancy services to Develop an Automated Fuel station at MIV"
- c) The maximum email attachment size is 25MB
- d) Deadline for submission is **13<sup>th</sup> February 2024, 1600hrs**, Maldives Time. EOI Proposal should be emailed to [tenders@fsm.mv](mailto:tenders@fsm.mv) along with required documents, on or before the submission deadline.
- e) FSM may, at its discretion, extend this deadline for the submission of the EOI, in which case all rights and obligations of FSM and applicants previously subject to the deadline will thereafter be subject to the deadline as extended.
- f) Any EOI received by FSM after the deadline for submission of EOI will be rejected.



- g) The applicant may withdraw its EOI after submission, provided that written notice of the withdrawal is received by FSM prior to the deadline for submission. No EOI may be modified after passing of the deadline for submission of EOI.

#### 4. Criteria for shortlisting applications

To be considered eligible, applicants must have successfully completed 4 similar natures outlined below:

- a. Design & consultancy services for Fuel Station with a minimum value of USD 200,000.00 or its MVR equivalent amount.

#### Terms and Conditions:

- Completed works should have been executed within the past **7 years** as the main contractor. Subcontracted projects will not be considered.
- In the case of a Joint Venture (JV) involving two or more parties, the criteria for shortlisting applications will apply to each participating party.
- Applicant experience will be validated by reference letters, completion certificates, or any documentation issued by Companies, Government Entities, Institutions, Commissions, etc. (any legal or government entity).
- The provided documents must include the following details:
  - Project value
  - Contract duration
  - Work commencement date
  - Work completion date
  - Work performance details

#### 5. Evaluation of EOI

- a) To assist in the examination, evaluation, and comparison of EOIs, FSM may at its discretion ask the applicant for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered, or permitted.
- b) Prior to the detailed evaluation, FSM will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI.
- c) An EOI proposal determined as not substantially responsive will be rejected by FSM.
- d) This EOI does not entail any commitment on the part of FSM, either financial or otherwise. FSM reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.
- e) For additional information, clarification or any communication relating to this EOI, applicants may write to [tenders@fsm.mv](mailto:tenders@fsm.mv)



## 6. Notices

- a) This Invitation for an EOI does not constitute a solicitation. FSM reserves the right to change or cancel the requirement at any time during the EOI and/or the Tender Process. Thus, submitting a reply to this Invitation for an EOI does not automatically guarantee that the party will be considered for the Tender Process. FSM undertakes to maintain confidentiality and protect information contained in the EOI documents to be used for any other purpose other than for this EOI.



## ANNEX II - COVER LETTER

To: Mr. Musthafa Ismail  
Assistant General Manager  
Procurement Department.  
Fuel Supplies Maldives Pvt Ltd.  
Boduthakurufaanu Magu, Male'  
Email: [tenders@fsm.mv](mailto:tenders@fsm.mv)

Date:

### DESIGN AND CONSULTANCY FOR DEVELOPMENT OF AUTOMATED FUEL STATION AT MALE' INDUSTRIAL VILLAGE

The intent of this Letter is to provide a written expression, in response to EOI Notice (FSM-EOI-2024-02) for design and consultancy for development of automated fuel station at Male' Industrial Village

We/I, the undersigned, declare that:

The EOI proposal comprise the following documents;

- a. EOI Cover Letter
- b. Bidder details: Company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.
- c. Details of individual who will serve as the point of contact including Name, Designation, Address, Telephone Number, E-mail Address
- d. Company Profile and Shareholders details
- e. Reference letter/s of work experience of the bidder.

In witness thereof, we submit this EOI proposal under and in accordance with the terms of the Instructions to Applicants document.

Yours faithfully,

*(Seal, Signature, name and designation of the Authorized signatory to be filled in by the applicant)*