



**The Maldives National University
CENTRAL ADMINISTRATION**

Rah'dhebai Hingun, Machchangoalhi
Male' (20371), Republic of Maldives
Tel: (960) 3345101
admin@mnu.edu.mv
mnu.edu.mv

Reference no: MNU-CA-PAMD/2024/033

INVITATION FOR BIDS

1. The Maldives National University (MNU) invites interested and eligible bidders to submit proposals for consultancy to develop Bachelor of Arts in Sociology course.
2. International competitive bidding (ICB) will be conducted in accordance with the procedures specified in the Maldivian Public Finance Regulation.
3. Technical requirements and qualifications requirements are stated in the bidding document.
4. To obtain further information, bidders should contact:

Faculty of Arts
The Maldives National University
Rah'dhebai Hingun, Male', Maldives
Phone: +960 3345277
Email: fa@mnu.edu.mv

5. Deliver your bid to the address: MNU Central Administration, (Rahdhebai hingun, Male-City) on 09:30hrs, Maldivian time on 14th May 2024. Late bids will be rejected. Bids will be opened immediately after the deadline for bid submission in the presence of the bidder's representatives.



02nd May 2024



Information to Bidders

Section-1: Bid Data Sheet (BDS)

Subject: Consultancy to develop Bachelor of Arts in Sociology course

Bid reference number: MNU-CA-PAMD/2024/033

Date: 02nd May 2024

Project completion duration: Refer to TOR

Bid awarding: All work specified in section 3

Eligible parties to submit bid:

- Both local and international parties / individuals
- Only local business entities/individuals
- Only local MSMEs

Pre-bid/site visit meeting:

Date:
Time:
Venue:

Clarification deadline:

Date: **08th May 2024**
Time: **14:00hrs**

Bid submission and bids opening:

Date: **14th May 2024**
Time: **09:30hrs (Maldivian Time)**
Venue: **Central Administration, The Maldives National University, Rah'dhebai Hingun, Male'**

Bid security amount: N/A

Performance guarantee amount: N/A

Clarification contacts regarding technical specifications:

Faculty of Arts
The Maldives National University
Rah'dhebai Hingun, Male', Maldives
Phone: +960 3345277
Email: fa@mnu.edu.mv

Clarification contacts regarding administration:

Procurement Department
The Maldives National University
Rah'dhebai Hingun, Male', Maldives
Phone: +960 3345109, 3345110, 3345111
Email: procurement@mnu.edu.mv



Section-2: Instructions to Bidders (ITB)

1. Scope of Bid

- 1.1. MNU acknowledged in Section 1, Bid Data Sheet (BDS) that the Bidding Document was issued for the procurement of Goods and related services as outlined in Section 3, University's requirements. The BDS contains information on the name and identification.

2. Cost of Bidding

- 2.1. Bidders must pay for all expenses associated with preparing and submitting their bids, and MNU will not be held responsible or liable for those costs, regardless of how the bidding process proceeds. The bid, on submission to MNU, becomes the sole property of MNU, and the bidder has no right to reclaim any of the documentation.

3. Fraud and Corruption

- 3.1. MNU's policy is that Bidders, Suppliers, contractors, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof must follow the highest ethical standards throughout the procurement and execution process. In pursuance of this policy:

- 3.1.1. For the purposes of this provision, the following terms have the meanings ascribed to them below:

- 3.1.1.1. "Corrupt Practice" is, offering, receiving, or soliciting anything of value to interfere with another party's conduct.

- 3.1.1.2. "Fraudulent Practice" refers to any act or omission, including a misrepresentation that is intentionally or negligently made with the intent of obtaining financial or other gain or avoiding an obligation, whether successful or not.

- 3.1.1.3 "Collusive Practice" is the act of two or more parties coming together to achieve an illegal aim, such as to persuade another party to do something; and

- 3.1.1.4. "Coercive practice" is affecting or threatening to affect directly or indirectly, any party or the property of a party



in order to influence improperly the actions of a party;

- 3.1.2. will reject the offer, If MNU determines that a Bidder who has been recommended for award, or any of its personnel, agents, sub-consultants, subcontractors, service providers, suppliers or/and employees has engaged in corrupt, fraudulent, collusive or coercive activities in order to win the Contract in question.

4. Eligible Bidders

- 4.1. A bidder may be an individual, a private company, a government-owned business, or any other combination of such businesses if the bid is opened for local parties only. Otherwise, the bid is open to all including international parties.
- 4.2. All Bidders found to have a conflict of interest will be disqualified. A conflict of interest may exist between a bidder and one or more parties in this bidding process, if:
 - 4.2.1. they have controlling shareholders in common; or
 - 4.2.2. for the purposes of this bid, they are represented by the same legal representative; or
 - 4.2.3. they have a relationship with one other, directly or indirectly through common third parties, that gives them the ability to access information about or impact another Bidders bid, or influence MNU's decisions regarding this bidding process; or
- 4.3. a bidder was a consultant involved in preparing Section 3, which is the subject of the bid; or
- 4.4. Any bidder that is declared ineligible by MNU under ITB 3 on or before the bid deadline, or thereafter, will be disqualified.
- 4.5. This bidding is only available to prequalified Bidders if a prequalification procedure has previously been done.



B. Contents of Bidding Document

5. Bidding Documents

- 5.1. The Bidding Document includes all the documents listed below and should be read in conjunction with any Addenda issued in accordance with ITB 7
 - 5.1.1. Bid Form
 - 5.1.2. Information to Bidders
 - 5.1.2.1. Section 1: Bid Data Sheet (BDS)
 - 5.1.2.2. Section 2: Information to Bidders (ITB)
 - 5.1.2.3. Section 3: MNU's technical requirement with evaluation criteria
 - 5.1.2.4. Section 4: Appendices (forms)
- 5.2. MNU's announcement or invitation for Bids is part of the Bidding Document.
- 5.3. The bidding document shall be obtained from the source stated in the invitation for bids. MNU is not responsible for the incompleteness of the bid document if it was obtained from a source other than those identified in the invitation for bids.
- 5.4. The Bidding Document is a legal document that contains rules, procedures, conditions, and requirements governing the purchase of goods or services. The Bidder must read all instructions, forms, terms, and requirements in the Bidding Document. If the bid does not include all required information or documentation, it will be rejected.

6. Clarification of Bidding Document

- 6.1. The Bidder's designated representative is invited to a pre-bid meeting if provided for in the BDS. This session will be used to address any concerns and answer any queries that may arise at this time.
- 6.2. MNU will respond to any questions in writing or by email as soon as possible before the clarification deadline set forth in BDS.
- 6.3. Minutes of the pre-bid meeting, including the questions submitted without indicating who presented them, and the answers provided, as well as any responses prepared after the meeting, will be sent to all Bidders who are eligible in accordance with ITB 4. Modifications to the



Bidding Document that become necessary as a result of the pre-bid meeting/site visit should be made by MNU exclusively through the issue of an Addendum/Amendment in accordance with ITB7 and not through the minutes of the pre-bid meeting.

7. Amendment of Bidding Document

- 7.1. MNU may modify the Bidding Document at any time before the bid submission by issuing an addendum/amendment.
- 7.2. Each addendum issued will be part of the Bidding Document and notified in writing or email to all those who have obtained it from MNU as per ITB5 or will be published in Gazette.
- 7.3. To give potential Bidders sufficient time to consider an addendum while preparing their bids, MNU may, at its discretion, extend the bid submission deadline under ITB16

C. Preparation of Bids

8. Cost of Bidding

- 8.1 MNU shall not be responsible or liable for any expenses associated with the bid's preparation and submission, and the Bidder will be responsible for all costs.

9. Documents Comprising the Bid

- 9.1. The bid submitted by the bidder must include all of the documentation listed in ITB 5, appendix-1, the bidder's checklist as well as any additional information requested in MNU's Requirements.

10. Bid Prices

- 10.1. The Bidder must submit the Bid Form. This form may not be modified in any way and no substitutes are permitted. Any blank spaces on the form must be filled in with the information requested.

11. Currencies of Bid and Payments

- 11.1. The currency of the bid and the payment currency must be as stated in the BDS.



12. Documents Establishing the Qualification of the Bidder

- 12.1. If required in the BDS, a Bidder must provide a Manufacturer's Authorization. A Bidder that does not manufacture or produce the Products it offers to sell should submit the document.

13. Period of Validity of Bids

- 13.1. Bids shall be valid a minimum of 60 days after the bid submission deadline date set by MNU. A bid that is only valid for a shorter amount of time will be rejected by MNU as non-responsive.
- 13.2. In exceptional circumstances, MNU may request that Bidders extend the duration of their bids before it expires.

14. Format and Signing of Bid

- 14.1. The Bidder shall submit one original of the documents comprising the bid as described in ITB 5
- 14.2. The bid must be signed by a person or persons with authority to sign on behalf of the Bidder.
- 14.3. Amendments, interlineations, erasures, or overwriting must be signed by the person signing the bid.

D. Submission and Opening of Bids

15. Submission, Sealing and Marking of Bids

- 15.1. Bidders may always submit bids by hand. Bidders may have the option of submitting their bids electronically if this is specified in the BDS. The following are the procedures for sealing, and marking bids:
- Bidders submitting bids by hand shall include the original of the bid in a sealed envelope.
 - The bid document should be according to the order specified in the checklist (appendix-1).
 - Bidders who do not provide any of the required documents will be disqualified at the bid evaluation stage.
- 15.2. The envelope shall:
- bid subject, bid submission date and announcement number;



- provide the name and address of the Bidder;
 - be addressed to MNU in accordance with ITB 15;
- 15.3. If envelopes and packages are not properly sealed and labelled as required, MNU will not be responsible for any mistakes or premature opening of the bid.

16. Deadline for submission of Bids

- 16.1. Bids must be submitted to MNU at the specified address no later than the stated deadline and time, which are stated in the BDS.
- 16.2. MNU, at its discretion, may extend the deadline for bids by amending the Bidding Document in accordance with ITB 7, which would extend all rights and responsibilities of MNU, and Bidders who were previously subject to the deadline.

17. Late Bids

- 17.1. Any bid received by MNU after the deadline for submitting bids, as set forth in ITB 16, will be declared late, rejected, and returned unopened to the Bidder.

18. Bid Opening

- 18.1. MNU must open the bid in front of Bidders' designated representatives and others who choose to attend, at the address, date and time stipulated in the BDS. If electronic bidding is allowed according to BDS, any specific electronic bid opening procedures listed in the BDS shall be followed.
- 18.2. MNU will open the envelopes during the bid submission meeting, reading out the name of the Bidder, the Price(s), alternative bids, and any other information as deemed appropriate. Except for late bids, no bid shall be rejected during the bid opening.
- 18.3. MNU will create a record of the bid opening that must include at a



minimum: the Bidder's name, the Bid Price, and any alternative proposals. The representatives of all Bidders who submitted bids on time should sign the record. The absence of a signature on the record does not render it invalid or impact its contents.

E. Examination of Bids

19. Confidentiality

- 19.1. The evaluation of bids is confidential and shall not be revealed to Bidders or any other persons not directly connected with the process. Information on the Contract award will not be shared with Bidders or any other individuals until after all submitters have been notified.
- 19.2. Any attempt by a Bidder to improperly influence MNU's evaluation of bids or Contract award decisions may result in its bid being rejected. From the time of bid opening until Contract award, if any Bidder wishes to communicate with MNU on any topic relating to the bidding process, it should send a written communication.

20. Clarification of Bids

- 20.1. MNU may request clarification from any Bidder at any time, and the response should be in writing. MNU has the option of asking a bidder for a further explanation of its bid at any time during the bidding process to assist with evaluation and comparison. Any clarifications supplied by a bidder that is not in reaction to a request from MNU shall not be considered.
- 20.2. If a Bidder fails to respond to MNU's request for clarification by the specified date and time, its offer may be rejected.

21. Determination of Responsiveness

- 21.1. MNU will evaluate bids to determine if they meet the required conditions. Each bid must be signed correctly; contain the necessary documents; be adequately responsive to the bidding documents'



requirements; and offer any clarification or support that MNU may need to assess their responsiveness.

- 21.2. The Evaluation Committee has the right to modify the eligibility criteria or a particular term in the Bid Document and apply it to all bids in an instance where no eligible or responsive bid is found through the terms of the Bid document.

22. Correction of Errors

- 22.1. MNU will compare the submitted bids to ensure that they are correct. Any arithmetic mistakes will be verified by MNU. Where there is a contradiction between the amounts in words and figures, the amount in figures shall prevail. In either of these cases, unless MNU's opinion is otherwise, the unit rate as quoted will govern, with any obvious gross misplacement of the decimal point in the unit rate corrected.
- 22.2. The amount stated in the bid will be adjusted by MNU in accordance with ITB 22.1 for the correction of errors, and with the bidder's agreement, it will be regarded as binding on the bidder. If a bidder does not accept the revised amount of the bid, its offer may be ruled invalid.

23. Qualification of Bidder

- 23.1. MNU shall assess the qualifying requirements, if set forth in Section 3, Evaluation Criteria, to determine whether the bid that was chosen as having offered the best proposal and substantially responsive bid.
- 23.2. The evaluation shall be based on an examination of the Bidder's documentation of qualifications submitted by the bid, as required by ITB 12.
- 23.3. The Contract shall be awarded to the Bidder who has received an affirmative determination. A negative determination will result in disqualification of the bid, at which point MNU will proceed to the next highest-rated bidder to assess that bidder's capacity to perform adequately.



24. MNU's Right to Accept Any Bid, and to Reject Any or All Bids

- 24.1. MNU has the right to accept or reject any offer and cancel the bidding process and reject all bids at any time before contract award, with no liability to bidders.

F. Award of Contract

25. Award Criteria

- 25.1. MNU shall select the best-rated and responsive to the Bidding Document, subject to ITB 24, and award the Contract to the Bidder who is determined to be qualified to execute the contract successfully.
- 25.2. At the time a Contract is awarded, MNU reserves the right to increase or decrease the quantity of Goods and Related Services specified in Section 3, Requirements, and without affecting bid unit prices or other conditions.

26. Notification of Award

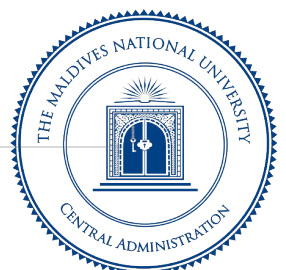
- 26.1. MNU shall notify the successful Bidder in writing that its bid has been accepted before the end of the bidding period. The notification letter must state the amount of money that MNU will pay the Supplier in exchange for the supply of Goods and Related Services.
- 26.2. The notification of award, as it exists now, is a legally enforceable Contract until a formal contract and signature are obtained.
- 26.3. MNU shall simultaneously inform all other Bidders of the outcome of the bidding process via email or post on Gazette, the results, which include the bid as well as the following details:
- 26.3.1. Name of each bidder who submitted a bid;
 - 26.3.2. bid prices as read out at the start of the bidding process;
 - 26.3.3. name and evaluated pricing of each Bid that was considered;
 - 26.3.4. names of bidders whose bids were rejected for non-



compliance or any other reason, as well as the duration and summary scope of the contract awarded. Bidders who lose may request a debriefing from MNU in writing to obtain answers regarding the reasons for their bids not being chosen. MNU must respond promptly in writing to any unsuccessful bidder who requests a debriefing after the contract award.

27. Signing of Contract

- 27.1. MNU is required to send the successful Bidder the Contract Agreement immediately upon notification.
- 27.2. The successful Bidder shall sign, date, and return the Contract Agreement to MNU within seven (3) days of receiving it.



Section-3: Technical requirements with evaluation criteria

TOR for consultancy to develop Bachelor of Arts in Sociology course.

This TOR is in reference to announcement number MNU-CA-PAMD/2024/033

A. SCOPE OF WORK

Under the guidance of the Faculty of Arts (FA), The Maldives National University (MNU), the consultant will develop Bachelor of Arts in Sociology to be instituted and conducted in MNU, Maldives, in consultation with key stakeholders and taking into consideration the best practice and Maldivian context.

The tasks undertaken by the consultant under the Terms of Reference include, but are not necessarily limited to, the following.

1. Identify the major course component requirements for Bachelor of Arts in Sociology.
2. Consult and collaborate with the key stakeholders to conduct a needs analysis to better understand the current challenges and feasibility of the proposed course and to ensure that the course meets the needs of the country and is relevant to professionals, public, and private service sector in the Maldives.
3. Develop the course structure including, introduction, aims, intended learning outcomes, contents, methods of delivery, assessment procedures and accreditation documents needed for MNU Internal Accreditation (MNU Committee on Courses (CoC) and for Maldives Qualifications Authority (MQA). Consultant also should participate in accreditation and validation meetings by MNU CoC and MQA and bring necessary changes and recommendations to the course documents. Accreditation templated templates for MNU Internal Accreditation (MNU Committee on Courses-Coc) and for Maldives Qualifications Authority (MQA) will be provided for the successful bidder.
4. Develop a comprehensive outline of the core and optional subject strands and provide detailed introductions, aims, objectives and topics of the subjects to be included in the course.
5. Develop an indicative list of books/ resources/ materials/ equipment for the key/core subject areas which include teaching materials and resources.
6. Identify the capacity of the subject experts/professionals to develop the detailed subject outlines/curriculums for the course.
7. Organize and conduct a validation meeting to finalize objectives/ outcomes and content/topics for each subject and the course outline.
8. Develop detailed subject outlines for all the subjects outlined in the course structure. The outlines should be developed as per the guidelines of MNU and MQA. The consultant may have

to liaise with other faculties if subject/s from other faculties are included in the course (*Please note that all changes recommended by MNU CoC and MQA must be accommodated*).

9. Identify opportunities for linkages with overseas educational institutions to facilitate continuous program / curriculum improvement and analysis and accreditation.
10. Ensure that the developed course (structure and subject outlines) is benchmarked against undergraduate courses in reputed universities.
11. In collaboration with MNU, identify implication of the faculty and staff once the course is introduced and recommend ways forward by proposing a roadmap for implementing the new course.
12. Submit end mission report

B. EXPECTED OUTPUTS AND DELIVERABLES

All documents shall be submitted as stipulated below and all documents will be submitted as drafts and upon review by MNU the consultant shall revise the draft documents. Once the revised documents are accepted by MNU, they will be termed as final documents by the consultancy.

The consultant shall then be responsible for the following deliverables.

1. **Inception Report:** The inception report shall include a summary of documents reviewed, findings from stakeholder consultations, proposed recommendations, possible constraints regarding the proposed recommendations and propose actions to be implemented to overcome the constraints identified.
2. **Consultations:** Conduct consultation meetings with relevant stakeholders (main service providers in Maldives and relevant NGOs) to learn the needs and practices in the Maldivian context including the challenges in implementation and monitoring and discuss possible actions to overcome these challenges.
3. **Course Documents:** The Draft Course Documents should include the structure of Bachelor of Arts in Sociology course including rationale, aims, intended learning outcomes, contents/ subjects, methods of delivery, assessment procedures, and identify resources/materials needed for the course. The final course documents as stated A 3 and A8 of this TOR is to be submitted based on the review by MNU and consultation meetings with relevant stakeholders.
4. **Rollout Plan:** A plan recommending the rollout of the course developed should be submitted to MNU. The rollout plan should outline preparatory activities necessary for MNU for implementation, relevant training to familiarize and enhance staff capacity, and general awareness raising activities for students on the new course. Relevant impact on staff and faculty and recommendations to manage these impacts should also be included in the plan.
5. **End Mission Report:** A detailed report identifying key challenges and limitations in developing the courses with recommendations for way-forwards.



The timeline stated below is the maximum duration that can be granted for consultancy.

Deliverables/ Outputs	Estimated Duration to Complete
Inception Report	10 days
Draft Course documents (structure of Bachelor of Arts in Sociology, including rationale, aims, intended learning outcomes, course structure, contents/subjects, and methods of delivery, assessment procedures, resources, and materials.)	75 days
Validation Meetings Final Course Documents (Course Structure, Subject Outlines, CoC form/documents, and MQA form/documents) <i>Please note that MNU Internal and MQA Accreditation may take more time.</i>	20 days
Mission Report Rollout Plan End Mission Report	15 days

C. INSTITUTIONAL ARRANGEMENT

The consultant is expected to work closely with MNU. The consultant will be accountable to the MNU for each delivery as stipulated in the proposal. The consultant will have at least fortnightly meetings with the Dean of the Faculty of Arts (FA) of MNU and the Focal Point of the faculty.

D. Duration

This assignment will take approximately 4 months and is expected to start in June/July 2024. The consultant should come up with a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

E. DUTY STATION

Maldives/Negotiable

F. Qualifications of the Successful Individual Consultant:

The consultant is expected to fulfill the following criteria in terms of expertise and qualifications.

- A minimum of a master's degree in Bachelor of Arts in Sociology or related field.
- A minimum of 5 years of experience working in the area of Sociology.



- A minimum of 2 years of professional experience in reviewing, designing, and facilitating degree programs, course development, curriculum development and course accreditation
- Experience working as a lecturer/ curriculum developer is an added advantage.
- Experience in the region or similar context is an added advantage.
- Fluency in written and spoken English is required.

G. Recommended documents.

Interested candidates should submit.

- Cover letter.
- Detailed CVs of main consultant and the team members
- Copy of National IDs/ passports of the main consultant and the team members
- Educational qualifications/ certificates of the main consultant and the team members
- Testimonials of relevant educational and professional experience
- Portfolio (not more than 8 pages) of previous similar work/consultation undertaken.
- Work plan and methodology.
- Timeline (Within the parameters of the timeline stated in the 3rd page of this document)
- Financial proposal
- If the proposal is submitted by a company/firm, registration certificate.

H. Evaluation Criteria.

The criteria for the evaluation of technical proposals include the following items:

- a) Experience of the consultant/team; Consultant team's general experience and record in the field covered by the TOR;
- b) Adequacy of methodology and work plan Adequacy of the proposed approach, methodology and work plan;
- c) Qualification and competence of staff

The criteria (c) shall be further divided into the following sub criteria:

- (c)-(i) General qualifications (education, length of experience, type of position held, length of service with similar organizations, etc.);
 - (c)-(ii) Suitability for the project (experience of performing the duties which will be assigned to them in the project);
 - (c)-(iii) Familiarity with the assigned work and the context of work done. Familiarity with the conditions of the country in which the work is to be performed or experience in similar environments.
- d) Interview (Shortlisted parties will be notified for the interview).



Evaluation criteria details

Criteria	Total	Marks allocated	
		Main consultant	Team
Experience of the consultant/s <i>(An Average of the team experience will be taken to the aggregate point)</i>	10	5	5
Qualifications and educational competence of staff <i>(An Average of the team qualification will be taken to the aggregate point).</i> <i>* Please note that the qualification should be in a relevant field)</i>	15	PhD – 10 Master’s degree – 8	PhD – 5 Master’s degree – 4
Adequacy of methodology and work plan. Adequacy of the proposed approached, methodology and work plan.	15	15	-
Interview	10	10	-
Estimated cost	50	50	-

I. Payment schedule

#	Details	Payment Percentage
Installment-1	Upon completion and approval of Course Structure detailed Subject Outlines, CoC documents and MQA documents from the faculty. <i>(Please note that all changes recommended by MNU CoC and MQA must be accommodated)</i>	60%
Installment-2	Internal approval from MNU CoC. <i>(Please note that all changes recommended by MNU CoC must be accommodated)</i>	30%
Installment-3	Approval from MQA <i>(Please note that all changes recommended by MQA must be accommodated)</i>	10%



Section-4: Appendices [forms]

BIDDER'S CHECKLIST

#	Document name	Please <input checked="" type="checkbox"/> if you've attached the document	To be completed by MNU
1	Bidder's checklist [Appendix-1 , this document]		
2	Copy of Business Registration Certificate. National ID card copy [if the bidder is an individual]		
3	Bid form [Appendix-2]		
4	Bidder's profile form [Appendix-4]		
5	Summary of recent works [Appendix-5]		
6	Tax Clearance report from Maldives Inland Revenue Authority (minimum 3 months from the date of Bid Submission) – <i>only local parties are required to submit this form</i>		
7	Evaluation Form for Bidder's Experience, Competency and Financial Competency [Appendix-3] – <i>this form is only required to submit for bids evaluating the bidder's experience</i>		
8	Experience reference documents		
9	Bid Security document [Appendix-6] – <i>this document is only required to submit if mentioned on BDS</i>		
10	B.O.Q form – <i>this document is only required to submit if mentioned on BDS</i>		
11	Financial capability documents (bank statements / audited financial statements) – <i>mandatory document if the bidding value is above MVR 500,000.</i>		
12	A document specifying technical specification, model, pictures or warranty details – <i>this document is only required to submit if mentioned on section-3</i>		
13	Micro, Small, and Medium Enterprises (MSME) registration certificate – <i>if local MSMEs are only eligible to submit the bid</i>		
14	Documents are attached according to this checklist's order		
15	Page numbers were written correctly and orderly on all pages		
16	Signed and stamped on all pages		
17	The whole bid document is bound/stapled		

Note: All documents specified 1-5 are mandatory for all MNU tenders. Failing to submit any of these documents will result in "disqualification" during technical evaluation. Tax clearance is mandatory for all tenders open to local parties only. Experience and financial capability forms are mandatory to submit for bids evaluating bidders' experience. Marks for experience will only be given if experience documents are submitted along with the Experience and financial capability form. The document mentioned on 9,10 and 12 are required to submit if mentioned on BDS. The document mentioned on 11 is mandatory to submit if the bidding value is above MVR 500,000. Failing to Submit this document will result in "disqualification" during technical evaluation. If the tender is opened for local MSMEs, a copy of the MSME registration certificate is mandatory to submit. All bidders must follow the requirements mentioned on 14-17.

BID FORM

Bid Title:

Bid number:

Bidder details:

Company/business name:	
Business registration number:	
Contact person:	
Email address:	
Contact number:	

Prices:

#	Description	Unit	QTY	Rate	Amount
Gross total [before tax]					
GST					
Grand total					

Delivery period (in calendar days): ____

Authorized signatory and business stamp

**EVALUATION FORM FOR BIDDER'S EXPERIENCE,
COMPETENCY AND FINANCIAL COMPETENCY**

To be filled by the bidder:

Bidder name:	Corporate address:	
Phone:	E-mail:	
EXPERIENCE	The highest points	Points earned
(From the date of submission of this application) the total number of projects completed in the last 10 years <i>(Points will be awarded for 10 completed projects related to this bid, 02 points for each completed project)</i>	20	
Total points	20	
I hereby declare that the information provided is accurate and correct.		
Signature: _____		
Name: _____	<i>Company stamp:</i>	
Designation: _____		
Date: _____		

To be completed by MNU:

BIDDER'S COMPETENCY	The highest points	Points earned
Submitted document(s) with evidence of required skills. <i>Points will be awarded only for bids that require specific skills.</i>	10	
Proof of adequate financial capacity to carryout the requirement of the submitted bid. <i>(Points will be awarded only for projects starting from MVR 500,000 and above. Points will be awarded according to the "Form assessing financial capability".)</i>	20	
Total points	30	

To be completed by MNU:

Calculation of total score			
Experience category;	Points obtained from the form	Percentage	Percentage received
Experience:			
Competency (Skills):			
Competency (Financial):			
TOTAL			

To be completed by MNU:

Filled by	Checked by
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

FINANCIAL COMPETENCY FORM

[To be filled by the bidder]

INCOME OF THE LAST 3 YEAR:

(Income specified in the financial statement is to be included in this section). [5 points]

Year	20---	20---	20---
Income			
Average income of past 3 years:			

BANK BALANCE AND CREDIT FACILITY [15 points]

A maximum of 50 percent of the project cost can be considered acceptable.

Bank balance information				
#	Account number	Account type	Currency (USD/MVR)	Balance of last month
Total				

Credit facility information					
#	Credit issuer	Issued date	Period	Currency (USD/MVR)	Amount
1					
2					
3					
4					
5					
6					
Total					

To be filled by the University:

Filled by:	Checked by
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

BIDDER'S PROFILE FORM

Company/business name:	
Business registration number:	
Registered date:	
Corporate address:	
Email address:	
Contact number:	
Managing director/owner:	

Main business activities:

Additional information:

SUMMARY OF RECENT WORKS

#	Project	Value (in MVR)	Completed date	Client
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note: Bidders are required to include only recent 10 projects completed in the past 10 years. Please list and submit works/projects related to this tender scope. Points will only be given if Project completion certificates (in the client's letterhead) are submitted along with bid documents.

Authorized signatory and business stamp

BID SECURITY FORMAT

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.

_____ [Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Procuring Entity]

Date: _____

BID GUARANTEE No.: _____

We have been informed that [name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of [name of contract] under Invitation for Bids No. [Procurement Reference number] (“the IFB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder’s Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

PERFORMANCE GUARANTEE FORMAT

[The issuing bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Procuring Entity]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Procuring Entity's written request for such extension, such request is to be presented to us before the expiry of the Guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....
[signatures of authorized representatives of the bank]

¹ *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.*
² *Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee.*

BANK GUARANTEE FOR ADVANCE PAYMENT

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Title of the procurement: *[Insert general title of the procurement]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)³ in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier uses the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁴]*. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months][one year]*, in response to the Procuring Entity's written request for such extension, such request is to be presented to us before the expiry of the Guarantee.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s) of authorized representative(s) of the bank]

³ *The issuing bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.*

⁴ *Insert the Delivery date stipulated in the Contract Delivery Schedule.*