



**INFORMATION SHEET FOR CONSULTANCY SERVICES**

**Reference No.: FNK-I/IUL/2024/134**

Issued on: 12<sup>th</sup> May 2024

Issued by:

Fenaka Corporation Limited

Male', Republic of Maldives

## Section I: Instruction to Bidders

Fenaka Corporation Limited requests proposals for consultancy services of drafting procurement policy and procurement procedure

### 1.1 Preparation of the Bid

- The unit price of each service and the total price shall be clearly indicated in the quotation.
- All services shall be quoted in the bid (please refer to Section 1)
- Quotation shall separately indicate all the charges such as GST for mentioned charges should be omitted in grand total.
- Quotation shall remain valid for a minimum of sixty (60) days from the date of bid opening.

### 1.2 Documents Comprising the Bid

- Quotation (inclusive of the duration and payment terms)
- Documents Required:
  - Details of the company:
    - Company profile/background
    - Company registration certificate
    - GST registration certificate (for local bidders only)
    - TAX clearance report (6 months validity)
    - Contact details (name, designation, mobile number, and e-mail address)
  - Details of Sole Proprietorship:
    - Registration Certificate
    - ID card
- Experience letters, if available
  - Letters within past five (5) years
  - Relevant experience letters
  - Letters with project name and value
- One (1) compact disc with original bid document scanned and written. Bids lacking the documents above are subject to be rejected during the bid opening.
- All pages of the bid document shall be stamped and bound properly (excluding the bid security)

### 1.3 Sealing and Marking Bid Document

The bid document shall be sealed properly in an envelope clearly marked ‘ORIGINAL’ and ‘COPY’, with the name of the company and the tender reference number (FNK-I/IUL/2024/134) on both the original and copy set.

### 1.4 Bid Opening

- The bids will be opened on 27<sup>th</sup> May 2024, 11:00am in the presence of bidders.
- Bids will be opened at:
  - Fenaka Corporation Limited,  
Hilaalee Magu, K. Male’, Republic of Maldives
- Bids received electronically will not be accepted.

### 1.5 Bid Rejection

- Bidders that arrive after the bid submission deadline shall not be able to participate in the bid.
- Bidders that do not register for the tender are unable to participate in the bid opening.
- Bids lacking the documents mentioned in 7. Required Documents (except Experience letters) Bid are subject to be rejected.

## Section II: Terms of Reference

### Terms of Reference (TOR) for Procurement Policy and Procedure Drafting Services

#### 1. Introduction:

- Fenaka Corporation Limited invites proposals from qualified consultants and specialists to develop a comprehensive procurement policy and procedure that aligns with best practices and regulatory requirements, including compliance with PCB Guideline (Procurement Procedures and Guidelines for State Owned Enterprises of Maldives).

#### 2. Background:

- Fenaka Corporation Limited, established on June 18, 2012, by a presidential decree under the Companies Act of 10/96, is a state-owned utility company mandated to provide electricity, water, sewerage services, and, since 2022, support for the region's fishermen through ice plant facilities. Currently serving 157 islands, the company is committed to enhancing its procurement practices to ensure optimal service delivery.

#### 3. Scope of Work:

- The selected party will:
  - Draft a comprehensive procurement policy aligned with best practices and regulatory requirements, including compliance with PCB Guideline (Procurement Procedures and Guidelines for State Owned Enterprises of Maldives).
  - Develop procurement procedures to support policy implementation.
  - Deliver final draft documents in both electronic and hard copy formats.

#### 4. Deliverables:

- Expected deliverables include:
  - A draft procurement policy document.
  - A draft procurement procedure document.
  - Supplementary materials for effective implementation.

#### 5. Timeline:

- All deliverables must be provided within 4 weeks from the commencement agreement date. Additional information required for timely completion will be communicated upon selection.

#### 6. Qualifications and Experience:

- The **consultant** should possess:
  - Expertise in procurement policy development, preferably within similar organizations or industries.
  - Knowledge of relevant legal and regulatory frameworks, **including PCB Guideline (Procurement Procedures and Guidelines for State Owned Enterprises of Maldives)**.

#### 7. Required Documents:

- Quotation (inclusive of the duration and payment terms)
- Documents Required:
- Details of the company:
- Company profile/background
- Company registration certificate
- GST registration certificate (for local bidders only)
- TAX clearance report (6 months validity)
- Contact details (name, designation, mobile number, and e-mail address)
- Details of Sole Proprietorship:
- Registration Certificate
- ID card
- Experience letters, if available
- Letters within past five (5) years
- Relevant experience letters
- Letters with project name and value
- One (1) compact disc with original bid document scanned and written. Bids lacking the documents above are subject to be rejected during the bid opening.
- All pages of the bid document shall be stamped and bound properly (excluding the bid security)

**Note: Bids lacking the documents mentioned in Required documents can *Compromise the Bid.***

The bid document must meet minimum criteria and include all required documents; otherwise, it will be rejected. Bidders should submit supporting documents with their proposals, using reference numbers provided.

Vendors must quote prices for all items as specified; partial offers will be rejected. Failure to provide specified services or products will lead to bid rejection by Fenaka Corporation Ltd.

Bidders must clearly state the total cost during bid opening, failure results in disqualification. Vendors can submit a maximum of two bids, clearly stating the total price for each option, or face disqualification.

In bid evaluation, if there's a discrepancy between unit and total price, unit price prevails; vendor dispute may lead to bid rejection.

### Section III: Evaluation Criteria

- Proposal Cost: 65%
- Experience: 35%