

Your quotation is to be returned on this Form by completing and returning Annexure-I and Annexure-II including any other information/certification required within this RFQ.

Annex – 1 – QUOTATION SUBMISSION SHEET

Dated:

To: Mr. Ahmed Shareef
Managing Director / CEO
Maldives State Shipping Company Pvt Ltd.

SUB: Provision of Cleaning Service of MSS Office Area

We are pleased confirm the following in response to your tender for Provision of Cleaning Service of MSS Office Areas (MSS-ANN/2024/006).

- 1) Contract Price
- 2) Currency of Quotation:
- 3) Delivery period offered: days/weeks/months from date of Purchase Order/Contract.
- 4) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 5) Warranty period (where applicable): months.
- 6) You are required to forward certification or copies of documentation that attest or provide evidence that you meet the following eligible criteria to participate in public procurement:
 - I. That you have the legal capacity to enter a contract.
 - II. that you are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances and have not had your business activities suspended.
 - III. that you have fulfilled your obligations to pay taxes.
 - IV. That the company or its directors or officers have not been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within the period of five years preceding the commencement of procurement proceedings or has not been suspended from public procurement in accordance with regulation 61 of the financial regulations.
 - V. That the company does not have a conflict of interest in relation to the procurement requirement.
- 7) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Republic of Maldives General Conditions of Contract.
- 8) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorized By:

Signature:	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company:.....	
Address:	

(Signature, name and designation of the Authorized signatory to be filled in by the tenderer) (Seal of tenderer should be stamped here)

If any additional documentation is attached to your quotation, a signature and authorization at Annex-3 and Annex-4 is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorized Annex-I and Annex-III, the quotation may be rejected.

(Signature, name and designation of the Authorized signatory to be filled in by the tenderer) (Seal of tenderer should be stamped here)

Annexure – 11– PROXY FORM

..... (Bidder Name as per the Company Registry), hereby appoints
..... (Proxy's Full Name, ID Card Number) to attend the Bid Opening with regard to the
announcement number (announcement number and date) held on
(Date and Time) at Maldives State Shipping, 2nd Floor, STO Trade Center, Orchid Magu, Male'.

By signing below, I acknowledge my understanding of and agreement to the terms of this proxy appointment. I further authorize to act as my proxy to attend the bid opening on behalf.

Signature..... Bidder Name:

Date:

(Signature, name and designation of the Authorized signatory to be filled in by the tenderer) (Seal of tenderer should be stamped here)

Proxy's Acknowledgement:

I, (Proxy Full Name), acknowledge my appointment as a proxy for the above mentioned (Bidder). I accept this appointment and confirm my attendance and act as instructed in this Proxy Form.

Signature..... Bidder Name:

Date:

