

**Information on the proposal for the provision of accounting services
Univiya Holdings Pvt Ltd**

1. Bid Process Timeline

Bid announcement: 30 June 2024

Registration of interest:

- Interest must be registered through the Google link provided below

<https://forms.gle/v2FsrxWQba3avhvM9>

- Deadline for registration of interest is 11:00am on 4 July 2024.

Information session

- An information session for those who register interest will be held on 9 July 2024.
- The venue and time of the information session will be communicated in due course to the registered parties only.

Bid submission

- The deadline for bid proposal submission is 11:00 am on 16 July 2024
- The venue and time of the bid submission session will be communicated in due course to the registered parties only.

2. Contact information for questions and clarifications.

All questions and queries are required to be submitted in writing.

Univiya Holdings Pvt Ltd
1st Floor, Faculty of Hospitality and Tourism Studies
The Maldives National University
Male', Maldives

Email: univiya.holdings@univiya.com.mv

3. Qualification and Experience of the bidder:

- Sufficient information should be provided regarding the qualifications of the bidder to provide the services described in the Terms of Reference.
- A maximum of 3 references from existing and past clients to whom similar accounting services have been provided should be submitted. At least 1 such reference should be from an existing client.

4. Bid price

The following format should be used in submitting the bid price.

Tasks	Price (MVR)	Fee basis
Initial system review and recommendations for improvement		One-time
Accounting Services:		
i. Backlog Clearance		One-time
ii. Monthly Accounting Services including reporting		Monthly
Tax compiling and filing assistance		Annual
Assist in the external audit processes		Annual

For services which may be required and requested outside of the scope of the agreement daily rates for the bidder's employees should be provided as follows.

Classification	Daily Rate (MVR)
Chartered Accountant	
Accountant 5+ years' experience	
Accountant (0-4) years' experience	

5. Evaluation Criteria:

The following factors will be considered when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of the bidder
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Project cost
- Services beyond the Scope of Work
- References

6. Terms of Reference

Provided as a separate document.