



**Ministry of Fisheries and Ocean Resources  
Republic of Maldives**

**Issued on: 08.07.2024**

**Request for Quotation  
for  
Hosting G16 Meeting and Management  
Strategy Evaluation Training (MSE)  
Workshop in Maldives  
26<sup>th</sup> to 30<sup>th</sup> August 2024**

**Announcement no: (IUL)30-TFSM/30/2024/88**

Issued by:

Project Management Unit

Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives

Project/World Bank

Ministry of Fisheries and Ocean Resources

**A: General**

<p><b>1. Scope of Request for Quotation</b></p>	<p>1.1</p>	<p>The Government of Maldives has received financing from the World Bank toward the cost of hosting G16 Meeting and MSE Workshop in the Maldives.</p> <p>The Government of the republic of Maldives through the Ministry of Fisheries and Ocean Resources invites you submit Quotation for hosting the G16 meeting and MSE Workshop specified in Section III, Schedule of Requirements.</p>	
	<p>1.2</p>	<p>The name and identification number of this Request for Quotation (RFQ) are specified in the Data Sheet.</p>	
<p><b>2. Fraud and Corruption</b></p>	<p>2.1</p>	<p>It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), as well as bidders, suppliers, and contractors and their subcontractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank:</p>	
		<p>(a)</p>	<p>defines, for the purposes of this provision, the terms set forth below as follows:</p>
			<p>(i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p>
			<p>(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p>
			<p>(iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p>
			<p>(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p>
			<p>(v) “obstructive practice” is</p>
			<p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p>
			<p>(bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights</p>

			provided for under sub-clause 2.1 (e) below.
		(b)	will reject a proposal for award if it determines that the supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
		(c)	will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur;
		(d)	will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Bank-financed contract; and
		(e)	will have the right to require that a provision be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers, and contractors and their sub-contractors to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.
<b>B: Contents of Documents</b>			
<b>3. Contents of Documents</b>	3.1	The documents consist of the Sections indicated below and should be read in conjunction with any modifications issued in accordance with Data Sheet. <ul style="list-style-type: none"> <li>• Section I. Instructions to Suppliers (ITS)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Employers Requirements</li> <li>• Section V. Quotation submission Form(s)</li> <li>• Section VI. Price Schedule</li> </ul>	
	3.2	The Supplier is expected to examine all instructions, forms, terms, and specifications in this Invitation. Failure to furnish all information or documentation required by this Invitation may result in the rejection of the Quotation.	
	3.3	A prospective Supplier requiring any clarification of this Invitation Documents shall contact the Purchaser in writing at the Purchaser's address specified in the Data Sheet. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than Two (02) days prior to the deadline for submission of Quotation. The Purchaser shall forward copies of its response to all those who have received the Invitation, including a description of the inquiry but without identifying its source.	

<b>C: Preparation of Quotation</b>		
<b>4. Documents Comprising your Quotation</b>	4.1	The Quotation shall comprise the following:  (a) Quotation Submission Form (b) Price Schedule (c) Mandatory Documents and Requirements
<b>5. Quotation Submission Form and Price Schedules</b>	5.1	The Supplier shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format. All blank spaces shall be filled in with the information requested.
	5.2	Alternative offers shall not be considered. The Suppliers are advised not to quote different options for the same item but furnish the most competitive among the options available to the Supplier.
<b>6. Prices and Discounts</b>	6.1	Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.
	6.2	The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.
	6.3	Prices quoted by the Supplier shall be fixed during the Supplier's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.
<b>7. Currency</b>	7.1	The supplier shall quote only in Maldivian Rufiyaa.
<b>8. Documents to Establish the Conformity of the service</b>	8.1	The Supplier shall furnish as part of its quotation the documentary evidence that the service conforms to the technical specifications and standards specified in <i>Section IV, "Technical Specifications &amp; Compliance with Specifications"</i> .
	8.2	The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Service, demonstrating substantial responsiveness of the Goods and service to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.
	8.3	If stated in the Data Sheet the Supplier shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods and service to supply these Goods and service in Maldives.
<b>9. Performance Security</b>	9.1	The Performance Security not applicable
<b>10. Warranty</b>	10.1	Not Required
<b>11. Format and Signing of Quotation</b>	11.1	The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Supplier.
<b>D: Submission, registration and Opening of Quotation</b>		
<b>12. Submission of Quotation</b>	12.1	Supplier may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bearing the specific identification of the RFQ number.
	12.2	If the quotation is not submitted in a sealed and marked envelope as required, the Purchaser will assume no responsibility for the

		misplacement or premature opening of the quotation.
<b>13. Deadline for Submission of Quotation</b>	13.1	Quotations must be received by the Purchaser at the address set out in Section II, “ <b>Data Sheet</b> ”, and no later than the date and time as specified in the Data Sheet.
<b>14. Late Quotation</b>	14.1	The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITS Clause 12.1 above.
<b>15. Registration</b>	15.1	Bidders must register to submit/email their quotation as set out in Section II, “ <b>Data Sheet</b> ”, and no later than the date and time as specified in the Data Sheet.
<b>E: Evaluation and Comparison of Quotation</b>		
<b>16. Clarifications and Site visit</b>	16.1	To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Supplier for a clarification of its quotation. Any clarification submitted by a Supplier in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.
	16.2	The Purchaser’s request for clarification and the response shall be in writing.
<b>17. Responsiveness of Quotations</b>	17.1	The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.
	17.2	If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
<b>18. Evaluation of quotation</b>	18.1	The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.
	18.2	If more than one item is given in the Schedule of Requirements, the evaluation will be done either each separately or considering the total quoted price for all the items or any other manner is stated in the Data Sheet. To evaluate a quotation, the Purchaser may consider the following:  (a) The Price as quoted;  (b) Price adjustment for correction of arithmetical errors;
	18.3	The Purchaser’s evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, location, quality of goods and service provided and terms and conditions of purchase of the Goods and Service.
<b>19. Purchaser’s Right to Accept any Quotation, and to Reject any or all Quotations</b>	19.1	The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to Suppliers.
<b>F: Award of Contract</b>		
<b>20. Acceptance of the Quotation</b>	20.1	The Purchaser will accept the quotation of the Supplier whose offer has been determined to be the most advantageous quotation and is substantially responsive to the documents issued.
<b>21. Notification of acceptance</b>	21.1	Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful Supplier, in writing, that its quotation has been accepted.

## Section II: Data Sheet

1.2	The name and identification of this Invitation for Quotation is: Hosting G16 Meeting and MSE Workshop									
3.3	<p>Purchaser's address is:  <b>Project Management Unit</b>            Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project  <b>Ministry of Fisheries and Ocean Resources</b>  <b>H.Palmayrah, 3<sup>rd</sup> floor</b>  <b>Male', Republic of Maldives</b>  <b>Tel: +960 3033483</b>  <b>Email: <a href="mailto:transform@fishagri.gov.mv">transform@fishagri.gov.mv</a></b>  <b><a href="mailto:nasrulla.shiyam@fishagri.gov.mv">nasrulla.shiyam@fishagri.gov.mv</a></b></p> <p><b><u>Clarification</u></b></p> <p>Requests for clarifications may be submitted to the Ministry (at the following e-mail ID)            E-mail ID: <a href="mailto:Nasrulla.shiyam@fishagri.gov.mv">Nasrulla.shiyam@fishagri.gov.mv</a></p> <p>A request for clarification of the Proposal Document shall be received no later than <b><u>July 11<sup>th</sup> 2024.</u></b></p>									
13.1	<p>Address for submission of Quotations is:</p> <p><b>Project Manager</b>  <b>Project Management Unit</b>  <b>Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project</b>  <b>Ministry of Fisheries and Ocean Resources</b>  <b>H.Palmayrah</b>  <b>Male', Republic of Maldives</b>  <b>Tel: +960 3033483</b>  <b>Email: <a href="mailto:transform@fishagri.gov.mv">transform@fishagri.gov.mv</a></b>  <b>Cc: <a href="mailto:nasrulla.shiyam@fishagri.gov.mv">nasrulla.shiyam@fishagri.gov.mv</a></b></p> <p>Deadline for submission of quotations is:</p> <p><b>Date: 16 July 2024</b>  <b>Time: 1100 Hours local time</b></p>									
18.2	<p>Point system set for the final evaluation is</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 70%;">Description</th> <th style="width: 25%;">Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Price</td> <td style="text-align: center;">80</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Location: close to the capital, Male'</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	#	Description	Points	1	Price	80	2	Location: close to the capital, Male'	20
#	Description	Points								
1	Price	80								
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### Section III: Schedule of Requirements/Technical Specifications

#	Description	Pax
1	Accommodation, Single rooms -Full board (Date: 25th August to 31st August 2024)	44
2	Coffee and Tea with water and snacks during the event (all snacks should be made from Maldives tuna) (26 <sup>th</sup> to 30th August)	51
3	Conference Hall - Package including training materials, Stationeries, Projector, Codeless Mics, Conference Mics	51

**Note:**

- \* Number of pax is subject to change
- \* Opening Ceremony Will be held on 26<sup>th</sup> August 2024 & Extra 10 Pax will attend the morning tea.

## Section V: Quotation Submission Form

*[The Supplier shall fill this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions will be accepted].*

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued.
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Service *[insert a brief description of the service]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITS Sub-Clause 9.1, from the date fixed for the quotation submission deadline in accordance with ITS Sub-Clause 12.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Quotation Submission Form]*



## **Declaration and Confirmation of Absence of Any Conflict of Interest**

I/We, the undersigned as the bidder, submitting the tender in respect for captioned tender, confirm:

- That I/We do not have any conflict of interest in connection to the contract. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.
- That I/We will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest.
- That I/We have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract.
- That I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

That I/We understand that the Anti-Corruption Commission of the Maldives reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.

Name:

Stamp:

Date:

Signature: