

ANNEX 1 TERMS OF REFERENCE (TOR)

1. Introduction

State Trading Organization PLC (STO) wishes to invite Expression of Interest (EOI) from interested eligible Companies, for development of twenty-five story multipurpose commercial building. The development model for the project can be carried out as contractor financing method or equity finance from client, and will follow the Engineering, Procurement and Construction (EPC) method.

2. General Terms

- 2.1. The EOI must comprise the following documents:
 - a. EOI Cover letter.
 - b. EOI Submission Form (as per Annex 2)
 - c. Applicant details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business.
 - d. Details of individual who will serve as the point of contact for STO.
 - i. Name, designation, mobile number, e-mail address
 - ii. Power of Attorney document
- 2.2. Applicant shall bear all costs associated with the preparation and submission of the EOI.
- 2.3. Audited financial statements for the year 2022

3. Required Documents

- a. Business Registration Certificate
- b. Company Profile from Ministry of Economic Development
- c. Company's Memorandum of Association and Article of Association.
- d. Endorsed Bank details
- e. GST/VAT Registration Certificate (if applicable)
- f. MIRA Tax Clearance Report (if applicable)

4. Evaluation of EOI

- 4.1. To assist in the examination, evaluation and comparison of EOIs, STO may at its discretion ask the applicant

for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered or permitted.

- 4.2. STO will examine the EOI to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI is generally in order.
- 4.3. Prior to the detailed evaluation, STO will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI. STO reserves the right to waive minor deviations if they do not affect the capability of an applicant to perform the work.
- 4.4. An EOI determined as not substantially responsive will be rejected by STO.
- 4.5. This EOI does not entail any commitment on the part of STO, either financial or otherwise. STO reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.
- 4.6. Shortlisted parties will be contacted by STO and requested to submit a detailed proposal.

5. Criteria for Shortlisting EOI

- 5.1. The applicant must have successfully completed at least one concrete structure multipurpose commercial building with a value of USD 18,000,000 (eighteen million) or more as the primary contractor within the past five years. Experience as a subcontractor will not be considered.
- 5.2. Past experience will be validated by reference letter/completion certificates or any documentation in the name of the Companies/Government Entities/Institutions/Commission etc. (any legal or government entity) which proves bidders' engagement in the proposed similar nature of project, as per Annex 2 (EOI Submission Form).
- 5.3. To assist in the assessment and eligibility of the applicant, STO may, at STO's discretion, ask any proponent to submit any documents (including and not limited to some mandatory documents) for clarification and verification.
- 5.4. Strength of financial statement will be assessed.

6. Notices

- 6.1. This Invitation for an EOI does not constitute a solicitation. STO reserves the right to change or cancel the requirement at any time during the EOI Process. Thus, submitting a reply to this Invitation for an EOI does not automatically guarantee that the party will be considered for the Tender Process. STO undertakes to maintain confidentiality and protect information contained in the bidding documents to be used for any other purpose other than for this Bid.

ANNEX 2 - EOI SUBMISSION FORM

DEVELOPMENT OF A TWENTY FIVE STORY MULTI PUPOSE COMMERCIAL BUILDING

1. Background

1.1 Contact Details

Name	
Physical address	
Mailing address	
Telephone	
Fax	
e-mail	
Website	

1.2 Legal Registration (if any)

Place of registration & registration No.	Date of incorporation	Shareholders

2 Experience

2.1 Details of similar development projects above USD 18,000,000 completed in the last 5 years

Country	Project Name	Client	Role	Project Value (US\$)	Project start date	Actual Completion date

2.2 Details of any ongoing works

Country	Project Name	Role	Project Value (MVR / US\$)	Client	Planned Completion date

2.3 Details of affiliated Parties for previous projects

#	Name of Party	Project name and location	Scope of Party	Years of experience in field
1				
2				
3				

3 Certification

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name:

Title / Designate:

Signature:

Date:

Company Seal / Stamp:

ANNEX 3 - PROJECT BRIEF

DEVELOPMENT OF A TWENTY-FIVE STORY MULTI PURPOSE COMMERCIAL BUILDING

INTRODUCTION

State Trading Organization Plc. (STO), based in the Maldives', established in 1964 with the primary aim of serving as a central purchasing organization to uplift living standards and foster national development. Over the years, STO has evolved from being a sole importer to one of the leading enterprises and public listed companies in the Maldives, engaged in both the domestic market and the international platform. For more information, please visit our website www.sto.mv

One of the primary challenges facing STO at present is the shortage of office space required to accommodate the growing needs of the organization. The establishment of extension to the existing STO Head Office aims to resolve the issue as it will be designed to serve as the centralized hub for the organization's administrative operation and will play a crucial role in supporting STO's diverse commercial activities as well.

PROJECT DESCRIPTION

General Scope

The project encompasses the design and construction of a twenty-five-story multipurpose commercial building. The building to be adhere to international and local standards and regulations, ensuring operational efficiency, safety and environmental sustainability.

Objectives

- Additional workspace: The continuous growth of STO has created a need for more workspace to accommodate new hires and evolving job roles and functions. The new building aims to centralize operations sufficient workspaces to accommodate current employees and the anticipated future growth.
- Amenities: The annex building seeks to offer employees a variety of amenities including recreational and lounge areas to enhance the overall wellbeing of its users.
- Availability of backup stock: The inclusion of a storage area is essential as it will ensure resources are readily available when required, supporting uninterrupted operations and minimizing the downtime that may arise due to any logistical issues.
- Environmental sustainability: Integrate eco-friendly and green design elements

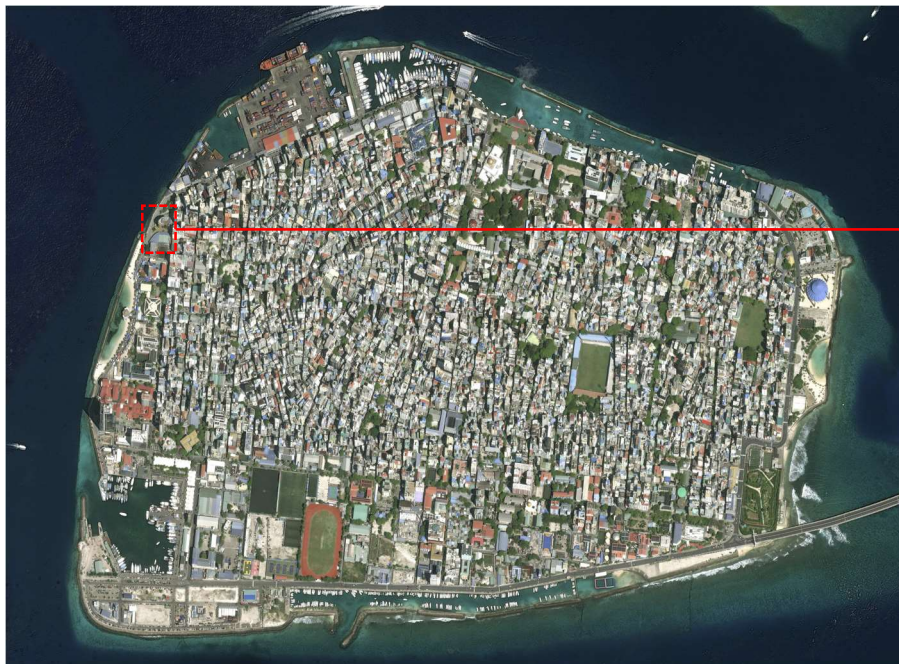
DEVELOPMENT INFORMATION

1. DEVELOPMENT INFORMATION

Plot Area	1,393.54sqm (15,000 SQFT)
Total Building height:	88 meters (an additional 4m for lift machine rooms)
Total number of floors:	25 floors excluding basement
Type of structure:	Concrete

2. PROJECT SITE

The proposed office site is in Male' City, adjacent to the existing STO Head Office located in Boduthakurufaanu Magu.



Annex building

Existing head office building

2.1. Plot dimensions



2.2. Building features

The building should be designed to include the functional spaces mentioned below.

Entrance	Reception
	Lobby
	Drop off point
	Security / Guard room
	Landscape
Office spaces	Open concept office areas
Training Center	Classrooms

	Lecture halls / Auditorium
	Storage areas
Amenities	Common toilets
	Wellness center / gym
	Cafeteria / Food courts
	Pantry
	Recreation / Clubhouse
	Multi-purpose hall (separate floor)
	Parking spaces for cars and bikes (Including EV charging stations)
	Loading and unloading bay (ground floor)
	Vertical circulation
Operational and maintenance spaces	Genset room
	Fire pump room
	Service room
	Waste collection room
	Storage room
	Convenience store

3. Structural and building service

Comprehensive design guidelines, including standards and specific brand details for materials and systems, will be provided during the Request for proposal (RFP) process.

3.1. Structural component

- **Building:** The primary structure of the building must comprise of a concrete structure.
- **Basement:** The basement structure should feature concrete structures with retaining walls, adequately waterproofed and terminated at a height of a minimum of 400-500mm from NGL.
- **Circulation:** Circulation spaces including lifts, staircases and ramps, are to be constructed with concrete to contribute to the structural bracing, ensuring stability.
- **Foundation:** The foundation should consist of a concrete raft foundation, with provisions for drainage.
- **Thermal expansion joint:** Expansion/movement joints must be placed throughout the building, considering factors such as temperature changes, differential settlement, soil properties and loading variations. Consultant should verify and justify joint locations, ensuring compliance with BS6093:1993.

3.2. Building services

- **Drainage System:** Separate soil and waste pipes connecting to the MWSC sewer line.
- **Water Supply System:** MWSC-supplied, with booster pumps and dedicated meters.
- **Rainwater Harvesting:** Integrated system for toilet flush tanks.
- **Fire Alarm and Detection:** NFPA-72 and MNDF guidelines compliant system.
- **Fire Fighting System:** NFPA-72 and MNDF guidelines compliant system.
- **Emergency Power:** Genset with 25% power reserve.
- **Transformer setup:** Based on electrical requirement of the facility.
- **Solar PV System:** Battery-backed solar panels.
- **Lighting System:** Smart, energy-efficient lighting with emergency backup.
- **HVAC System:** VRF/VRV system for optimal indoor conditions.
- **Mechanical Ventilation:** For basement, staircases, and other critical areas.
- **IT and Security Systems:** Card access, CCTV, and fiber-optic/ Wi-Fi networks.
- **Vertical Circulation:** Efficient lift systems for passenger and cargo transport.
- **Building Management System:** Centralized control of mechanical and electrical systems.