

**REQUEST FOR PROPOSAL**

**LEASING OF HARBOR FOOD COURT UNITS**



evolving with you

**STATE TRADING ORGANIZATION PLC.**

20<sup>th</sup> August 2019



## 1. INTRODUCTION

State Trading Organization PLC (STO) is pleased to offer the opportunity to submit proposals to operate kitchen units at Male' West Harbor Food Court.

Food Court has been developed with modern facilities such as common toilet & hand wash areas for each wing and convenience stores.

Interested parties should prepare information in compliance with the specifications described in this RFP. The proposing party shall demonstrate the ability to perform in this type of business, clearly articulate achievable plans for operation, and document compliance with appropriate laws and regulations.

## 2. SCHEDULE OF BIDDING PROCESS

State Trading Organization shall endeavor to adhere to the following schedule:

<b>Issuance Tender Notice &amp; RFP</b>	20 <sup>th</sup> August 2019	Tender Notice Published on Government Gazette , PSM News and STO Website( <a href="http://www.sto.mv">www.sto.mv</a> )  RFP will be published in STO Website( <a href="http://www.sto.mv">www.sto.mv</a> )
<b>Submission &amp; Opening of Proposals</b>	28 <sup>th</sup> August 2019, 14:00	Proposals are to be submitted to STO Head Office reception counter before the deadline. Proposals shall be opened in front of the proponents that choose to be present.



### 3. SCOPE OF WORK AND TERMS

- 3.1. The lessee would be required to develop and operate the provided kitchen unit & dining area according to the terms & conditions below.
- 3.1.1. Kitchen area can be customized by the lessee according to their requirements. All provisions will be available for utility and waste water connections.
- 3.1.2. Kitchen area to be used for food preparation, displaying, serving, storage and payment purposes only.
- 3.1.3. The allocated area should only be used as Café/Restaurant.
- 3.1.4. Lessee must not make any changes to the premises that have not been approved by STO. Any changes should be negotiated in writing & agreed in writing.
- 3.1.5. STO will provide furniture for the common dining area to maintain uniformity. The lessee is not allowed to bring in additional furniture. Damaged furniture will be replaced after deducting from security deposit. Furniture & items provided:
- Tables
  - Chairs
  - Benches
  - Planter boxes
  - Common are dustbins
- 3.1.6. A predefined seating arrangement will be made by STO. Stall will be separated by benches & potted plant holders.
- 3.1.7. Each individual kitchen unit will have its separate MWSC fresh water meter connection & electricity connection.
- 3.2. Maintenance fee would be charged at the rate of MVR 5.30 per sq. feet for the following services:
- Cleaning, repair & maintenance of common dining area
  - Cleaning & maintenance of toilets and wash area's
  - Security services for after business hours
  - Servicing fire safety equipment
  - Garbage disposal service
- 3.2.1: Cleaning of common area will be done on a daily & weekly schedule basis. Details will be shared with tenants.
- 3.3. All blocks are non-smoking zones.
- 3.4. The party shall be responsible for any damages caused by its negligence, loss, or wear beyond normal usage.
- 3.5. A joint inspection will be made by STO and the selected party prior to implementation of operations. The inspection shall be documented and signed by the party and STO. A similar inspection shall be made before 3 months from contract completion or at any time during contract performance.
- 3.6. The party must meet all required sanitation and safety standards including compliance with applicable health codes, fire safety codes and shall obtain all required certifications and licenses. Certifications and Licenses must be displayed in the exclusive use area and copies must be furnished to STO.



## SUBMISSION

- 7.1. Deadline for proposal submission is 28<sup>th</sup> August 2019, 14:00 to STO Head Office. Bids will be opened in the presence of the Proponents who choose to attend.
- 7.2. Proponents shall submit 1 original of their Proposal according to the instructions given in this RFP.

## 7. EVALUATION CRITERIA

Criteria for evaluation will include:

### 8.1. Primary selection criteria:

Marks %	Criteria	Details
70	Rent proposed	The highest rate offered will receive the highest marks.
10	Business Plan	Refer to clause 6.2.1
10	Financial Capability	Refer to clause 6.2
10	Amount of advance payment	The amount of advance payment paid in addition to the security deposit will be given additional marks. The highest rate offered for each stall will receive the highest marks.

### 8.2. Additional criteria:

- a) References
  - b) Innovate ideas or plans to promote use of the Cafe facility
- 8.3. Selection will be made on basis the Primary Selection Criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength.
- 8.4. As part of the evaluation process, STO may interview some, but not necessarily all, of the parties submitting proposals.
- 8.5. In selecting the Proponent, STO will consider all of the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation that STO may perform.



## 8. AWARD OF CONTRACT

After selection, Award Notification shall be issued, in duplicate, by STO to the Selected Proponent and the Selected Proponent shall, within 7 (seven) days of the receipt of the Award Notification, sign and return the duplicate copy of the Award Notification in acknowledgement thereof. In the event the duplicate copy of the Award Notification duly signed by the Selected Proponent is not received by the stipulated date, STO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Proponent as Damages on account of failure of the Selected Proponent to acknowledge the Award Notification, and the next eligible Proponent may be considered.

## 9. COMMUNICATIONS

During the RFP process, questions or clarifications about this RFP must be directed by email to:

Administration Department.  
State Trading Organization Plc.  
Boduthakurufaanu Magu, Male'  
Tel: +960 3344211  
Email: Admin.properties@stomaldives.net

Except as provided in the preceding section relating to questions about this RFP, Proponents shall not contact any officers, employees, or team members of STO with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents.



## ANNEX



**Annex 1: Bid Submission Summary Form**

<b>Proponents Details</b>	
Name of the individual or company:	
Address:	
<u>Contact Details</u> Contact no: Fax no: Email Address:	
<u>Primary focal point details</u> Name: Contact no: Email Address:	

<b>Unit</b>	
Unit number(s) of the kitchen: <i>(refer to clause 5.7)</i>	Unit number proposed:

<b>Rent Rate Proposed</b>	
Amount of rent proposed per sq. feet for each unit: <i>(refer to clause 5.2)</i>	Proposed rate:

<b>Advanced Lease Rent Proposed</b>	
Number of months advanced rent proposed for each unit: <i>(refer to clause 5.4)</i>	Proposed Month:

Stamp & Signature of Proponent:





**Annex 2: Document Submission Checklist**

If proponent is a company:

Document	Checkmark (✓) by Proponent	Field to be used by STO during bid opening
ID Card Copies/PP Copies of Shareholders		
Memorandum and Article of Association		
Board Resolution		
Company registration copy		
Bid Security		
Past 3 months' bank statement		
Business Plan		
Signature / Stamp on all pages of the proposal		

If proponent is an individual:

Document	Checkmark (✓) by Proponent	Field to be used by STO during bid opening
ID Card Copies/PP Copies of proponent		
Guarantor letter		
Guarantor ID copy / PP copy		
Bid Security		
Past 3 months' bank statement		
Business Plan		
Signature / Stamp on all pages of the proposal		





**Annex 3: Floor Plan of Units**



State Trading Organization Plc.

**Annex 4: Furniture Plan of Units**

