1. BID DATA SHEET

**NOTE:**  The following specific data for the Works to be procured shall complement, amend, or supplement  the pro visions in the Instructions to Bidders.

Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

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| 1.1 | **Bid Title:**  Procurement of Machinery and Equipment |
| 1.2 | **Name and address of the Employer:**  Project Management unit  Ministry of Higher Education  Fen Building, 2nd Floor  Male’, Maldives |
| 1.3 | **Contact Details for Further information:**  Project Management unit  Ministry of Higher Education  Fen Building, 2nd Floor  Male’, Maldives  Email: Mohamed.manaan@mohe.gov.mv |
| 1.4 | **Period of Completion/Supply & Delivery:**  A Delivery Period is to be proposed in the BID FORM (Part 01 of this Document).   The maximum delivery period allowed under this bid is 30 Calendar days.   Points will be awarded for early completion/delivery.  Any bid proposing a delivery period which exceeds the above will be disqualified.  The Contractor shall commence the works upon handover of site by Employer to Contractor. |
| 1.5 | **Penalty for delays:**  A penalty of 0.05% per day of delay, up to 10% of total contract value shall be charged   In the event that the Bidder fails to deliver on time as given. MOHE reserves the right to cancel the   Bids, if the delivery time is delayed by more than 10 working days from the agreed delivery date. |
| 1.6 | **Bid language:**  English |
| 1.7 | **Bid Currency:**  All prices are to be quoted in Maldivian Rufiyaa (MVR). |
| 1.8 | **Period of bid validity:**  60 Calendar days from the date of bid submission |
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| 1.9 | **Pre‐Bid meeting :** |
| 1.10 | **Number of copies of the bid to be completed and returned:**  One Copy |
| 1.11 | **Employer’s address for the purpose of bid submission:**  Project Management unit  Ministry of Higher education  Fen Building, 2nd floor  Male’, Maldives |
| 1.12 | **Deadline for Clarification of Bidding Documents:**    The bidders can send written queries via email to [Mohamed.manaan@mohe.gov.mv](mailto:Mohamed.manaan@mohe.gov.mv)   before 12:00hrs, 24th December 2019 |
| 1.13 | **Deadline for submission of bids.**  The bidder must submit the bid at 11:00hrs, 25th December 2019 at the following location:  Project Management unit  Ministry of higher education  Fen Building, 2nd floor  Male’, Maldives  The bidder’s representatives who are present shall sign a register evidencing their  attendance |
| 1.14 | **Venue, time, and date of bid opening:**  **Venue**: Project Management unit  Ministry of higher education  Fen Building, 2nd floor  Male’, Maldives    **Date**: 31st December 2019  **Time**: 11:00 hrs.  The bidder’s representatives who are present shall sign a register evidencing their  attendance |
| 1.15 | **Bid Evaluation and Awarding Method:**  Items will be evaluated and awarded collectively |
| 1.16 | **Eligibility:**    Any legal entity registered under the Business Registration Act 18/2014 (sole  proprietors, partnerships,  Companies, cooperatives. |
| 1.17 | **Bid Evaluation Criteria:**  Price (60 Points)  Bid Form Submitted (10 Points)  Company profile (30 Points)   * Company Details: (Company Registration, GST Registration, Pension Registration\*, Short Company Profile) – 15 Points Total. * Financial: (Latest Bank Statement dated no later than 30 days before Bid Submission – 5 Points Total**.**   Experience (Maximum 5) – Provided service similar to requirement in  past 2 year – 2 Points each) – 10 Points Total |
| 1.18 | **Contract Type and Payment Terms:**    The contract shall be a Lump Sum Contract.  Payment will be made Upon the delivery and Installation to the final destination,  within 30 days upon receipt of items and tax invoice |
| 1.19 | **Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer:**  No Performance security is required. |
| 1.20 | **Delivery Address:**  Project Management unit  Ministry of higher education  Fen Building, 2nd floor  Male’, Maldives |