



# **INFORMATION SHEET FOR PROCUREMENT OF RO MEMBRANE**

**Reference No: FNK-I/IUL/2026/085**

Issued on 02<sup>nd</sup> July 2026

Issued by:

Fenaka Corporation Limited

Male', Republic of Maldives

## Section I: Instruction to Bidders

A. General	
<b>1. Scope of Bid</b>	<p>1.1 Fenaka Corporation Limited requests quotations for RO MEMBRANE in accordance with Section III: Technical Specifications of this Bid Document, and all bidders are required to submit quotations in full conformity with these specifications.</p> <p>1.2 Fenaka Corporation Limited reserves the right to cancel this bid invitation, at any stage prior to award, if deemed to be in the best interest of the Company. In such an event, bidders will be formally notified in writing.</p>
<b>2. Eligible Participants</b>	<p>2.1 Participation in this tender is strictly limited to Original Equipment Manufacturers (OEMs) of the membrane. No other parties will be considered. Local and foreign bidders must submit a certificate of manufacturer (for OEMS).</p> <p>2.2 Local bidders must be legally registered in the Maldives and shall provide a valid company registration certificate, GST registration certificate, and a current tax clearance certificate.</p> <p>2.3 Foreign bidders must be legally registered in their country of origin and shall provide official company registration documents issued by the relevant government authority. All company registration documents submitted by foreign bidders must be notarized by a licensed Public Notary in the country of origin.</p>
B. Preparation of Bid	
<b>3. Bid Prices</b>	<p>3.1 Bidders shall clearly state both the unit price of each item and the overall total price in their quotation.</p> <p>3.2 Bidders must submit quotations for all items listed in Section III (Technical Specifications); partial or incomplete bids will not be accepted.</p> <p>3.3 All bids shall be quoted on a CIF Male' Port basis, inclusive of all applicable duties, taxes, and charges up to delivery at Male' Port.</p>
<b>4. Currency</b>	<p>4.1 Local bidders shall quote prices entirely in Maldivian Rufiyaa (MVR).</p>

	4.2	Foreign bidders shall quote their prices entirely in United States Dollars (USD). For evaluation purposes, all foreign currency quotations shall be converted into Maldivian Rufiyaa (MVR) at the official exchange rate published by the Maldives Monetary Authority (MMA) on the date of bid submission.
<b>5. Alternative Bids</b>	5.1	Each bidder shall submit only one (1) bid in response to this tender. Submission of multiple or alternative bids by the same bidder will not be accepted.
<b>6. Validity of Bids</b>	6.1	Each bid shall remain valid for a minimum of sixty (60) days from the date of bid opening.
<b>7. Technical Compliance</b>	7.1	Bidders shall provide all written technical information, documents, and certifications specified in Section III (Technical Specifications) to enable technical evaluation. Technical evaluation will be conducted solely based on written documents submitted by the bidder, and incomplete or missing submissions will result in disqualification.
	7.2	The following documents must be submitted for technical evaluation: <ul style="list-style-type: none"> <li>- Manufacturer's Technical data sheets of the Membrane</li> <li>- Certificate of Authenticity specifying manufacturer/assembler is an OEM or a genuine international Membrane brand.</li> <li>- ISO certification for ISO 9001 and ISO 14001 of Membrane manufacturer/assembler</li> </ul>
	7.3	Technical compliance letters will be required to enable technical evaluation
	7.4	Any bid failing to demonstrate compliance with Section III (Technical Specifications) shall be rejected as non-responsive.
<b>8. Documents Comprising the Bid</b>	8.1	The bid shall include the proposed delivery period and payment terms.
	8.2	Detailed technical specifications of the offered product in accordance with Section III (Technical Specifications).
	8.3	Certificate of Authenticity confirming that the manufacturer/assembler is an OEM of a genuine international Membrane brand, or, for authorized

distributors, a valid Certificate of Sole Distributorship issued directly by the manufacturer.

8.4 Company details, which shall include,

- Company profile and background information
- Company registration certificate
- Memorandum of Association / Articles of Association
- GST registration certificate (for local bidders only)
- Valid Tax Clearance Report (issued within the last six months)
- Contact details (name, designation, mobile number and e-mail address)
- Proof of authority of the signatory:
  - For local bidders: Board Resolution or Power of Attorney signed and stamped by the company.
  - For foreign bidders: Authorization document notarized by a licensed Public Notary in the country of origin

8.5 Experience letters:

- Bidders may submit certificates or reference letters from clients covering the past five (5) years, specifying project name, contract value, scope of work/supply, and completion status.
- Bidders that have previously supplied goods/services to Fenaka Corporation Limited within the past five (5) years shall provide contract title, reference number, contract value, year of supply, and description of goods/services supplied
- Only relevant experience in the supply/installation or servicing of the membrane will be considered for evaluation scoring. Absence of such documents will not result in disqualification but may reduce the bidder's technical evaluation score.

8.6 One (1) USB drive or other electronic storage device containing a scanned, read-only copy (PDF) of the complete bid document shall be submitted by



	<p>sealed and clearly marked with the tender reference number (FNK-I/IUL/2025/085) and the name of the bidder. In the event of any discrepancy, the signed and stamped “ORIGINAL” version shall prevail.</p>
<p><b>11. Bid Submission and Opening</b></p>	<p>11.1 All bids will be opened on <b>12<sup>th</sup> July 2026 (Sunday) at 1300hrs</b> (Maldivian Time) at: <b>Fenaka Corporation Limited, 7th Floor Meeting Room, Port Complex Building, Hilaalee Magu, Malé 20207.</b></p> <p>11.2 Only foreign bidders shall have the option of submitting their Bids electronically. Bids submitted electronically by a company registered in the Maldives will be rejected as non-responsive.</p> <p>11.3 <b>Physical Bid Submission - Local Bidders</b> Submission Address:</p> <ul style="list-style-type: none"> <li>• Fenaka Corporation Limited,</li> <li>• 7th Floor Meeting Room, Port Complex Building,</li> <li>• Hilaalee Magu, Male' 20207</li> </ul> <p>Submission Deadline: <b>12<sup>th</sup> July 2026 (Sunday) at 1300hrs</b> (Maldivian Time)</p> <p>- A representative for each local bidder shall attend the bid opening session. Failure to attend the bid opening session will render disqualification. The local bidder's representatives who are present shall sign a register evidencing their attendance.</p> <p><b>Electronic Bid Submission –Foreign Bidders</b></p> <p>11.4 Submission Email: <a href="mailto:tender.registration@fenaka.mv">tender.registration@fenaka.mv</a> Subject Line: Tender Reference Number Bid Submission Deadline: <b>Encrypted bid documents must be emailed on the same day as the bid opening 3 minutes before 13:00hrs (Maldivian time).</b> Password Submission Deadline: <b>Passwords must be emailed between 13:00hrs to 13:15hrs.</b> The electronic bids and the passwords received after <b>13:15hrs</b> will be rejected.</p>

	<ul style="list-style-type: none"> <li>- Foreign bidders are required to be present via online video call during the bid opening (<b>Camera is a must</b>).</li> <li>- The link for the bid opening session will be provided to foreign bidders 15 minutes before the bid opening.</li> <li>- Foreign Bidders shall be online in the bid opening meeting at <b>13:00hrs (Maldivian time)</b>.</li> <li>- Failure to attend the bid opening session virtually at the Mentioned time will result in the rejection of the bid.</li> <li>- <b>Each Bid shall have different passwords.</b></li> <li>- Foreign bidders submitting electronically shall dispatch the original physical bid documents to Fenaka Corporation Limited Head Office within seven (7) calendar days from the date of opening.</li> <li>- Bidders shall provide verifiable tracking details (e.g., courier or postal service tracking number) by email at the time of dispatch, as proof of timely submission of the original documents.</li> </ul>
<p><b>12. Bid Rejection</b></p>	<p>12.1 Bids received after the submission deadline shall not be accepted or opened.</p> <p>12.2 Bidders that fail to complete the mandatory registration process for this tender shall not be eligible to participate.</p> <p>12.3 Bids lacking any of the mandatory documents listed under Section 8 (Documents Comprising the Bid) or not prepared in accordance with Section 9 (Format of Bid), shall be rejected as non-responsive.</p>
<p><b>D. Awarding of Contract</b></p>	
<p><b>13. Payment Terms</b></p>	<p>13.1 Each proposal shall clearly specify the total cost of the goods and the credit period offered. These elements will form an integral part of the financial evaluation and must be explicitly stated in the bid. Payments shall be made in line with the agreed credit period, subject to satisfactory delivery, inspection, and acceptance of the goods by Fenaka Corporation Limited.</p>
<p><b>14. Performance Guarantee</b></p>	<p>14.1 The successful bidder shall, within fourteen (14) days of receiving the Notification of Award and prior to signing the contract, furnish a Performance</p>

- 14.2 Guarantee equivalent to fifteen percent (15%) of the contract value, in Maldivian Rufiyaa (MVR).
- The Performance Guarantee shall be provided in one of the following forms:
- An original unconditional bank guarantee; or
  - A cash deposit; or
  - an insurance bond
- 14.3
- 14.4 The Performance Guarantee shall cover the supplier's obligations for the supply and installation of the goods and must remain valid until successful completion of these obligations and final acceptance by Fenaka Corporation Limited.
- 14.5 Failure of the successful bidder to submit the Performance Guarantee within the stipulated period shall constitute sufficient grounds for cancellation of the award.
- The Performance Guarantee will be released by Fenaka Corporation Limited only upon satisfactory completion of the contract and issuance of the final acceptance certificate.

## Section II: Evaluation Criteria

**Proposal Cost:** 90 points for the lowest price

- $(\text{Lowest price} / \text{proposed price}) \times 90$

**Delivery:** 05 points for the lowest delivery period

- $(\text{Lowest delivery period} / \text{proposed delivery period}) \times 05$
- Full marks for up to 75days delivery

**Credit Period:** 05 points for the maximum credit period

- $(\text{Proposed credit period} / \text{longest credit period}) \times 05$

**Note:** Any discrepancy in technical details specified in quotation with technical specification document, the specification shall prevail.

