INFORMATION SHEET

Consultancy Services for Preparation of Feasibility Report, Business Plan, and Memorandum & Articles of Association (MAA & AOA) for Establishment of a Local Authority Company

Issued By: Dhuvaafaru Council

1. Procuring Entity

Name: Dhuvaafaru Council
Address: Dhuvaafaru, Raa Atoll, Republic of Maldives

2. Background

Dhuvaafaru Council intends to establish a Local Authority Company in accordance with the Regulation on the Establishment and Management of Local Authority Companies (2022/R-162) and the Companies Act (Law No. 7/2023).

The Council seeks to engage a qualified consultant or consulting firm to undertake a feasibility assessment, prepare a comprehensive business plan, and draft the Memorandum and Articles of Association (MAA & AOA) required for regulatory approval and company registration.

3. Objective of the Consultancy

The selected consultant shall:

- Assess the feasibility and commercial viability of the proposed Local Authority Company.
- Develop a comprehensive and actionable five-year business plan.
- Prepare legally compliant Memorandum of Association (MAA) and Articles of Association (AOA).
- Ensure all outputs meet the requirements of the Local Government Authority (LGA).

4. Scope of Services

4.1 Feasibility Study

The consultant shall:

- Conduct market research on proposed business sectors identified by the Council.
- Analyze demand, competition, and growth opportunities.
- Prepare detailed financial projections, including:
    - Revenue forecasts
    - Cost structures
    - Cash flow analysis
    - Break-even analysis

- Evaluate commercial viability and long-term sustainability.
- Identify key risks, including financial, operational, regulatory, and market-related risks.
- Recommend risk mitigation strategies and contingency measures.

4.2 Business Plan Development

The consultant shall:

- Define strategic objectives for a five-year period.
- Develop marketing strategies, including target markets, pricing, and promotion.
- Develop operational strategies covering service delivery, logistics, and resources.
- Propose an organizational structure, including:
    - Governance framework
    - Management roles and responsibilities
    - Staffing requirements
- Develop a financial plan aligned with the feasibility findings.

4.3 Preparation of Memorandum and Articles of Association (MAA & AOA)

The consultant shall:

- Prepare the Memorandum of Association and Articles of Association.
- Ensure compliance with:
    - Companies Act (Law No. 7/2023)
    - Regulation on the Establishment and Management of Local Authority Companies (2022/R-162)
- Clearly define:
    - Company objectives
    - Shareholding structure, including Council ownership
    - Roles, powers, and responsibilities of the Council and the Board
- Ensure all documents satisfy registration and LGA approval requirements.

5. Deliverables

The consultant shall submit the following:

1. Inception Report
2. Draft Feasibility Report
3. Final Feasibility Report
4. Draft Business Plan

5. Final Business Plan
6. Draft MAA & AOA
7. Final MAA & AOA ready for submission

All deliverables shall be submitted in:

- Editable soft-copy format (Word/Excel)
- PDF format
- Hard copy if requested by the Council

6. Contract Duration

The assignment shall be completed within the period proposed by the successful consultant and accepted by the Council.

Bidders shall submit a detailed timeline indicating:

- Key milestones
- Review stages
- Final submission dates

7. Eligibility Requirements

Interested consultants (individuals or firms) shall submit:

Mandatory Documents

1. Financial Proposal (Quotation)
2. Proposed Work Plan and Timeline
3. Company or Individual Profile
4. Evidence of Similar Work Experience
5. National Identity Card Copy (for individuals) or Business Registration Certificate (for firms)
6. Relevant Academic and Professional Qualifications of Key Personnel
7. Any additional supporting documents demonstrating capacity to undertake the assignment

8. Evaluation Criteria

Proposals shall be evaluated based on the following criteria:

Evaluation Criteria	Marks
Relevant Experience and Qualifications	40
Project Completion Period	20
Financial Proposal	40

Total	100

8.1 Relevant Experience and Qualifications (40 Marks)

Sub-Criteria	Marks
Experience in Feasibility Studies	15
Experience in Business Plan Development	10
Experience in Corporate Documentation and Legal Drafting (MAA & AOA)	5
Experience with Government, Local Authority, State-Owned Enterprise, or Public Sector Projects	5
Qualifications and Professional Expertise of Key Personnel	5
Total	**40**

Experience in Feasibility Studies

Experience	Marks
Five (5) or more similar assignments completed	15
Three (3) to Four (4) similar assignments completed	10
One (1) to Two (2) similar assignments completed	5
No relevant experience	0

Experience in Business Plan Development

Experience	Marks
Five (5) or more business plans completed	10
Three (3) to Four (4) business plans completed	7
One (1) to Two (2) business plans completed	4
No relevant experience	0

Corporate Documentation and Legal Drafting Experience

Experience	Marks
Extensive relevant experience	5
Moderate experience	3
Limited experience	1
No relevant experience	0

Government and Local Authority Experience

Experience	Marks
Three (3) or more assignments	5
One (1) to Two (2) assignments	3
No relevant experience	0

Qualifications and Professional Expertise of Key Personnel

Qualification	Marks
Master's Degree and/or relevant professional qualification	5
Bachelor's Degree in a relevant field	3
Diploma or equivalent qualification	1
No relevant qualification	0

8.2 Project Completion Period (20 Marks)

Project Duration

Scoring for Completion Period

Marks for the proposed duration will be calculated by establishing the shortest delivery period as the benchmark. The marks allocated to this criterion shall be distributed among all proposals relative to this benchmark.

The maximum marks shall be awarded to the party offering the shortest completion period.

Completion Period Score = (Shortest Proposed Completion Period ÷ Bidder's Proposed Completion Period) × 20

8.3 Financial Proposal (40 Marks)

Price Evaluation Criteria

Scoring for Proposed Price

Marks for the financial proposal will be awarded based on a benchmarking process. The lowest price submitted by a bidder meeting the Council's evaluation requirements shall be established as the benchmark. The marks allocated to this criterion shall be distributed among all qualifying bids relative to this benchmark.

The maximum marks shall be awarded to the lowest evaluated price.

Financial Score = (Lowest Evaluated Price ÷ Bidder's Evaluated Price) × 40

Evaluation Note

Bidders shall submit documentary evidence supporting their qualifications and experience, including:

- Reference letters or completion certificates;

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- Award letters, contracts, or purchase orders;
- Company profile and portfolio;
- Curriculum Vitae (CVs) of key personnel;
- Academic and professional qualification certificates.

The bidder obtaining the highest total score shall be recommended for contract award.

9. Payment Terms

9.1 Payments shall be made only upon satisfactory completion and acceptance of the relevant deliverables by Dhuvaafaru Council.

9.2 The contract price shall be a fixed lump-sum amount inclusive of all professional fees, taxes, transport, accommodation, administrative costs, and any other expenses associated with the assignment.

9.3 Payments shall be made according to the following schedule:

Deliverable	Payment
Acceptance of Inception Report	20%
Acceptance of Final Feasibility Report	30%
Acceptance of Final Business Plan	30%
Acceptance of Final MAA & AOA	20%

9.4 The consultant shall submit an invoice together with the approved deliverable for each payment milestone.

9.5 Payments shall be processed within thirty (30) days of receipt of a valid invoice and acceptance of the relevant deliverable.

9.6 No advance payment shall be made unless specifically approved by the Council and permitted under applicable laws and regulations.

9.7 Any taxes or deductions required by law shall be deducted from payments made to the consultant.

9.8 Final payment shall only be made upon submission and acceptance of all final deliverables.

10. Liquidated Damages for Delay

10.1 The consultant shall complete all deliverables within the timeline agreed under the contract.

10.2 Where delays are attributable to the consultant and are not caused by the Council or force majeure events, liquidated damages may be imposed at a rate of **0.05% of the total contract price per calendar day of delay**.

10.3 The total amount of liquidated damages shall not exceed **10% of the total contract value**.

10.4 Liquidated damages may be deducted from payments due to the consultant.

10.5 The imposition of liquidated damages shall not relieve the consultant from completing the assignment.

10.6 Where delays exceed thirty (30) calendar days beyond the agreed completion date, the Council reserves the right to terminate the contract for non-performance after written notice to the consultant.

10.7 Liquidated damages shall not apply where delays are caused by:

- Written instructions issued by the Council affecting the implementation schedule;
- Delays in review or approval by the Council or relevant authorities;
- Force majeure events beyond the consultant's reasonable control.

10.8 Requests for extension of time shall be submitted in writing and shall only be valid upon written

11. Submission of Quotations

Interested parties shall submit their proposals in a **sealed envelope** addressed to:

Dhuvaafaru Council
Raa Atoll, Republic of Maldives

The envelope shall be clearly marked:

"Consultancy Services for Preparation of Feasibility Report, Business Plan, and MAA & AOA for Establishment of a Local Authority Company"

Submission Deadline: 16th August 2026 at 10:00 hours.

Late submissions shall not be accepted or considered.

12. Clarifications

Requests for clarification shall be submitted in writing no later than three (3) working days before the submission deadline.

Any clarification issued by the Council shall form part of the procurement documents.

13. Validity of Quotations (Bid Validity Period)

13.1 All quotations submitted in response to this Request for Quotations (RFQ) shall remain valid for a period of **ninety (90) days** from the submission deadline.

13.2 During the validity period, bidders shall not withdraw, modify, or amend their quotations without the prior written consent of Dhuvaafaru Council.

13.3 The Council may, before the expiry of the validity period, request bidders to extend the validity of their quotations for an additional specified period. Bidders may accept or decline such a request without forfeiting their eligibility.

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13.4 A bidder agreeing to extend the validity period shall not be permitted to alter the price, scope, or other substantive elements of its quotation.

13.5 Quotations with a validity period shorter than the period specified in this Information Sheet may be rejected as non-responsive.

14. Confidentiality

The successful consultant shall maintain strict confidentiality regarding all information obtained during the assignment and shall not disclose such information to any third party without prior written approval from Dhuvaafaru Council.

15. Rights of the Council

Dhuvaafaru Council reserves the right to:

- Accept or reject any proposal;
- Reject all proposals;
- Cancel the procurement process without liability;
- Seek clarification from bidders;
- Verify submitted information and references; and
- Award the contract in accordance with applicable laws, regulations, and Council procedures.