



State
Trading
Organization
plc

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Registration Number: C-186/2001

ANNEX 1

TERMS OF REFERENCE (TOR)

1. Introduction

State Trading Organization PLC (STO) invites eligible and experienced companies to submit an Expression of Interest (EOI) for the Supply and Installation of Sewage Treatment System at K. Funadhoo, Maldives. The scope of work include design, Supply and Installation of sewage treatment plan, Replacement of existing sewer network, perimeter fencing for sewage treatment plant, kitchen waste shredder and drainage connection, testing, commissioning and handover. STO aims to partner with a capable contractor with demonstrated experience in similar scale projects, and who can deliver the project to high safety, quality, and environmental standards within the required timeframe.

2. General Terms

2.1. The EOI must comprise the following documents:

- a) 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.
- b) 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

3. Required Documents

- a. Relevant Business Registration Certificate
- b. Company Profile
- c. Shareholders / Owners Identity Card or Passport Copy.
- d. Company's Memorandum of Association and Article of Association (If applicable).
- e. Business permit / trade license
- f. Bank details
- g. Client issued reference letter or Work completion letter
- h. Relevant Tax Registration Certificate
- i. Audited financial statements for the most recent 2 years
 1. Independent auditors report and audit opinion
 2. Statement of comprehensive income
 3. Statement of financial position
 4. Statement of cash flows

5. Notes to the financial statements

- j. Project Portfolio
- k. If a party elects to participate in the EOI as joint venture or partnership, including collaborations formed solely as bid for this project, an official document signed and stamped by all participating entities must be submitted.
- l. The applicant is required to submit the CVs of the team members.

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 a minimum of one (1) similar project (Supply and Installation of Sewage Treatment System) within the past ten (10) years, with a total value of at least 1,500,000 MVR (One Million Five Hundred Thousand Maldivian Rufiyaa). The project must be supported by either a certificate of completion or a reference letter.
- 5.2. STO will evaluate project portfolio of applicants.
- 5.3. The applicant must not be a Blacklisted / Default/ Legal Customer of State Trading Organization Plc. or any subsidiaries of State Trading Organization Plc.
- 5.4. The applicant must not be blacklisted or debarred by the Ministry of Finance and must not have any unresolved issues with the Ministry of Economic Development or MIRA.

- 5.5. Past experience must be supported by reference letters, completion certificates, or any other official documentation issued by legal or government entities (e.g., companies, government institutions, and commissions) which proves the bidder's involvement in similar nature of work.
- 5.6. Each submission must also include contact details of responsible person from previous projects for verification purposes.
- 5.7. 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.

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.