



Business Center Corporation
Male'
Republic of Maldives

Bid Data

Supply and Installation of LED Panel for Creator Hub, Male'

ANNOUNCEMENT NUMBER: (IUL)BCC-PS/1/2026/52

BID OPENING DATE & TIME: 15th September 2026, Tuesday, 1300 Hrs.

ADDRESS: Business Center Corporation, M. Kaneeru Villa, First Floor (A), Orchid Magu

Malé,
Republic of Maldives
September 2026

Section 1. Bid Data

Clause	Details
1	Employer: A state-owned enterprise incorporated and registered in the Maldives with company number C-0511/2017. Name: Business Center Corporation Address: M.Kaneeru Villa, Orchid Magu, 20212, Male', Republic of Maldives
2	The name of the project is: Supply and Installation of LED Panel for Creator Hub, Male'
3	Delivery location: Business Center Corporation Creator Hub, Malé, at the address notified by BCC.
4	Duration of works/Supply: The maximum duration allowed for delivery in this bid is 35 (Thirty-Five) Calendar Days
5	Warranty period: The supplier shall provide a minimum of 2 (Two) year parts and service warranty for all the Equipment supplied under this contract.
6	Liquidated Damages: Liquidated damages of 0.05% per day, of the value undelivered goods, subject to a maximum of 10% of the total contract value, shall be levied for delays in delivery of goods.
7	Retention Fee: proportion of payment to be retained is 5% of the Total Contract Price. Will be released after warranty period elapse.
8	Grade of Contractors: Not Applicable

9	Pre-bid Meeting: No Pre-bid Meeting Shall be Held for this Bid.
10	Requests for clarifications: Requests for clarification should be received by BCC <u>later than</u>: 1500 Hours, Monday, 14th September 2026.
11	Price of the bid: 1. The prices shall be quoted by the bidder in Maldivian Rufiyaa (MVR) 2. The prices quoted by the Bidder shall not be subject to adjustment during the performance of the Contract. 3. The quoted Bid price shall be deemed inclusive of GST or other levies that the Contractor is required to pay.
12	Validity period: The bid validity period shall be: 90 Days
13	Bid Security: A Bid Security is required. The amount and currency of the bid security shall be: Currency: Maldivian Rufiyaa Amount: 10,000.00 (Ten Thousand Rufiyaa) The validity of the bid security shall be: 120 days from the date of bid opening Bid security will be accepted in the form of a guarantee issued by a financial institution registered in the Republic of Maldives. Dated cheque and cash will not be accepted as bid security.

14	For <u>bid submission purposes</u> only, the BCC's address is: Business Center Corporation Kaneeru Villa, 1st Floor (A) Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 333 0587 / 330 5555 E-Mail: procurement@bcc.mv The deadline for bid submission is: Date: 13:00 Hours, Tuesday, 15th September 2026 The sealed envelope must clearly state: Project: Announcement Number: Bidder's Name and Registration Number: Bids will be opened Date: 13:05 Hours, Tuesday, 15th September 2026.
15	Preliminary Examination: BCC will first determine whether the Bidder: a. Meets the applicable eligibility requirements; b. Has submitted all mandatory documents; c. Has submitted a valid bid security; d. Has properly signed the bid submission form; and e. Has submitted a substantially responsive bid. Only Bids that pass the preliminary examination will proceed to the technical evaluation Evaluation Criteria: 1. Proposed Price (80 marks) 2. Experience (20 marks) - Supplies undertake similar supply contracts. - Years of active experience in the industry - If the letters being submitted are issued by Private Parties, Copies of the contract for the works stated in the letters must be submitted as supporting documents. - Marks for this category will be awarded based on reference letters provided as per Appendix 2.

	- A maximum of 5 (Five) reference letters will be considered for evaluation. Each letter will be given 4 marks. Full marks will be given only for similar contracts completed within the contract delivery period within the past 5 years and similar supply contracts which exceeds above 5 (Five) Hundred Thousand Maldivian Rufiyaa - BCC Reserves the right to determine whether the supply contract stated in the experience letter are related to the bid being solicited. 1. Technical Specification (Pass or Fail) - The Equipment offered must comply with all mandatory Technical Specifications contained in Annex 1 - BCC Reserves the right to determine whether the submitted specifications are deemed technically compliant. - A Bid containing a material deviation from the mandatory Technical Specifications will be rejected and will not proceed to the scored evaluation
16	Payment: Payment will be released for services rendered within 30 (Thirty) days upon delivery and Installation, and submission of an undisputed Tax Invoice by the contractor.
17	Advance Payment: Not Applicable.
18	Performance Security: A Performance Security shall be required from the winning party within 10 calendar days of issuance of letter of intent to award the contract. The amount and currency of the performance security shall be: Currency: Maldivian Rufiyaa Amount: 5% of the Total Contract Price The validity of the performance security shall be: 80 (Eighty) days
19	Documents to be submitted along with the bid: a) Bid Submission Form (Appendix 1) b) Certificate of incorporation issued by the relevant government body. c) Profile of the Bidder d) Detailed Cost Breakdown e) Completed Technical specifications of Equipment's (Annex 2) f) Filled and signed Declaration of Ethical Conduct Form (Appendix 3) g) Board Resolution (Appendix 4)- Document designating the signatory as an authorized representative of the bidding entity (only if the signatory is NOT the Sole Proprietor) (This document must be a

	power of attorney granted by the Board of Directors via a Resolution or partnership resolution). h) Details of similar work experiences with supporting documents as per Appendix 2 (Only references which are mentioned in Appendix 2 will be considered, including reference letters) i) Bid Security (Sample bid security template in Appendix 5) j) Tax Clearance Report issued by the Maldives Inland Revenue Authority obtained not more than 3 (three) months prior to the bid submission date.
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Section 2. Instruction to Bidders

Note: These instructions are subject to, and shall be applied in accordance with, the requirements specified in the Bid Data. Where the Bid Data provides otherwise, the provisions of the Bid Data shall prevail.

1. Introduction & Scope of Bid	1.1 Business Center Corporation (BCC) is a State-owned Enterprise incorporated in 2017 by Presidential Decree, as the implementing body of MSME development projects initiated by the Ministry of Economic Development. Our main objective is to create an enabling and inclusive business environment for Micro, Small and Medium Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow. 1.2 BCC has received funding to establish a Creator Hub, in Male' Maldives. 1.3 BCC invites bids for the Supply and Installation of LED Panel for Creator Hub, Male' 1.4 Details of the requirements will be issued to the bidding parties in the form of • Annex 1 – Details of the Items • Annex 2 – Technical Specification Sheet
2. Eligible bidders	2.1 Not Applicable.
3. Qualification of the Bidders	3.1 All Bidders shall include the information, and the documents required 3.2 in clause 19 of the bid data. The BCC may at its discretion request additional information or documents to complete a submission provided this has no impact on the price quoted in the submission. 3.3 A consistent history of litigation or arbitration awards against the Bidder shall result in disqualification of the bid. 3.4 Failure to submit the essential forms of bid which are the bid submission form, and the declaration of ethical conduct form and Bid Security shall result in disqualification of the bid. 3.5 Failure to meet the technical requirements stated in the TOR shall

	result in disqualification of the bid.
4. Evaluation Criteria	4.1 All Bidders shall include the documents required in clause 19 of the bid data. Bids with incomplete/inaccurate documents that impact delivery duration, and the price quoted in the submission will be deemed non-responsive and subject to rejection in the evaluation stage. 4.2 Bids will be evaluated as per the evaluation criteria outlined in the Bid Data. 4.3 Marks for the Price submitted will be awarded by benchmarking the lowest price submitted.
5. One Bid per Bidder	5.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid shall result in all the proposals with the Bidder's participation being disqualified.
6. Cost of Bidding	6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the BCC shall in no instance be responsible or liable for those costs.
7. Site Visit	7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Works. The costs of visiting the Site shall be at the Bidder's own expense. 7.2 A pre-bid meeting, if required for the bid will be held. The details of the pre-bid meeting will be stated in the Bid Data. Attendance to pre-bid meeting is not mandatory for bid submission unless stated in the Bid Data.
8. Clarification of Bidding Documents	8.1 A prospective Bidder requiring any clarification of the bidding documents may notify the BCC in writing. BCC will respond to any request for clarification received within the period specified in Bid Data. 8.2 Copies of the BCC's response will be forwarded to all the participants of the pre-bid meeting, including a description of the inquiry, but without identifying its source.
9. Amendment of Bidding Documents	9.1 Before the deadline for submission of bids, BCC may modify the bidding documents by issuing addenda. 9.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all concerned parties. 9.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the BCC shall extend, as necessary, the deadline for submission of bids.

10. Language of Bid	10.1 All documents relating to the Bid shall be in English.
11. Bid Prices	11.1 Unless stated otherwise in the bidding documents, the Contract shall be a lump sum fixed price for the whole works, based on the priced Bid Form submitted by the Bidder. 11.2 The Bidder shall fill in rates and prices for all items of the Works described in the Bid Forms provided. 11.3 The Bidder shall account for and adjust any discrepancies in the scope of work using an “addition” or “omission” adjustment in the Bid Form. Works for which no rate or price is entered, will not be paid for by BCC when executed and shall be deemed covered by the other rates and prices provided in the Bid Form. 11.4 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder. 11.5 The bid price should indicate the amount of GST (Goods and Services Tax). 11.6 Where GST amount is not indicated, quoted bid price shall be deemed to be inclusive of GST.
12. Currency of Bid	12.1 The unit rates and prices shall be quoted in Maldivian Rufiyaa Only.
13. Bid Validity	13.1 The Bids shall remain valid for a period specified in the Bid Data after the deadline for date of bid submission. 13.2 In exceptional circumstances, BCC may request that the bidders extend the period of validity for a specified additional period. The request and the bidders’ responses shall be made in writing.
14. Bid Security	14.1 The Bidder shall furnish, as part of the Bid, a Bid Security in the amount specified in the Bid Data which shall be valid for the period specified in the Bid Data. 14.2 The Bid Security shall, be in the form a guarantee issued by a financial institution. The format of the Bid Security should be in accordance with the sample form of Bid Security included in Appendix 4 14.3 Any Bid not accompanied by an acceptable Bid Security shall be rejected by the BCC as non-responsive.

	14.4 The Bid security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in clause 9 of the Bid Data. 14.5 The Bid security of successful Bidders will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security. 14.6 The Bid Security may be forfeited (i) If the bidders withdraws the Bid after the Bid opening during the period for Bid validity; (ii) if the Bidder does not accept the correction of the Bid price, or (iii) if the case of a successful Bidder, if the Bidder fails within the specified time limit to: (a) sign the Agreement; or (b) furnish the required Performance Security. (iv) If it is discovered that any of the documents submitted along with the bid have been intentionally falsified or altered.
15. Deadline for Submission of Bids	15.1 Bids shall be delivered to the BCC at the address and no later than the time and date specified in the Bid Data. 15.2 BCC may extend or expedite the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the BCC and the bidders previously subject to the original deadline will then be subject to the new deadline.
16. Late Bids	16.1 Any Bid received by the BCC after the deadline prescribed in Clause 11 of Bid Data will be returned unopened to the Bidder.
17. Bid Opening	17.1 BCC will open the bids, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the Bid Data, Clause 14. 17.2 The bidders' names, the Bid prices, the total amount of each Bid, the presence or absence of Bid Security, and such other details as BCC may consider appropriate, will be announced by BCC at the opening. No bid shall be rejected at the bid opening except for the Late bids. 17.3 The BCC will prepare minutes of the Bid opening, including the information disclosed to those present.

18. Clarification of Bids	18.1 To assist in the examination, evaluation, and comparison of bids, BCC may, at the BCC's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of unit rates. 18.2 The request for clarification and the response shall be in writing or by email, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the BCC in the evaluation of the bids.
19. Correction of Errors	19.1 Bids determined to be substantially responsive will be checked by BCC for any arithmetic errors. Errors will be corrected by the BCC as follows. (i) Where there is any discrepancy between the numbers written in words and the numbers written in numerals within the document, the numbers written in words shall prevail and supersede the numerals; and (ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern unless, in the opinion of the BCC, there is a gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected. 19.2 The amount stated in the Bid will be adjusted by the BCC in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered binding upon the Bidder. 19.3 If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.
20. Award Criteria	20.1 BCC will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who scored the highest marks in accordance with the Bid Data
21. BCC's Right to Accept any Bid and to Reject any or all Bids	21.1 Notwithstanding ITB Clause 20.1, the BCC reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for BCC's action.

22. Notification of Award and Signing of Agreement	22.1 The Bidder whose Bid has been accepted will be notified of the award by the BCC prior to the expiration of the Bid validity period in writing. 22.2 An agreement will be made between the BCC and the successful Bidder upon submitting a performance security. 22.3 Upon the furnishing by the successful Bidder of the Performance Security, the BCC will promptly notify the other bidders that their bids have been unsuccessful.
23. Performance Security	23.1 Within 10 days after receipt of the letter of intent to award, the successful Bidder shall deliver to the BCC a Performance Security in the form of a Bank Guarantee or any other format acceptable to the BCC. 23.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued by a financial institution registered in the Republic of Maldives 23.3 Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.
24. Advance Payment and Security	24.1 Upon request by the successful bidding party, an Advance Payment of 15% (Fifteen Percent) of the total contract value may be released, contingent upon the submission of an advance payment guarantee. 24.2 Advance Payment guarantee must be issued by a financial institution registered in the Republic of Maldives, as specified in the Bid Data.

Section 3. Appendices

Appendix 1 – Bid Submission Form**BID SUBMISSION FORM**

Announcement No.: (IUL)BCC-PS/1/2026/52

Procurement: Supply and Installation of LED Panel for Creator Hub, Male'

1. Business Type

Company ☒	Partnership ☒	Sole Proprietor ☒
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2. General Information

Name:	Email:
Reg No. / NID:	Phone:

2. Proposed price

#	Item / Description	Total (MVR)
1	Supply and Installation of LED Panel for Creator Hub, Male'	
Subtotal		
GST 8%		
Total		

4. Proposed Duration (in days)

35 (Thirty-Five) Calendar Days (**Fixed as per ITB**)

5. Declaration

I certify that the information I have provided above is true and complete to the best of my knowledge. I am aware that this self-declaration is subject to review and verification and if such information has been falsified, I may be disqualified from the bid.

Name:

Designation:

Date:

Signature:

Appendix 2 – Experience in Contracts of Similar nature

A letter from clients should be submitted for each entry on this table. Each letter will be given 4 marks. A maximum of 5 relevant letters will be considered for evaluation. Full marks will only be awarded for covering similar supply contracts completed within the delivery period in the past five (5) years and orders exceeding 500 (Five) Hundred Thousand Maldivian Rufiyaa.

Value of Contract								
Type of Work Performed and Year of Completion								
Name of Client and Contact Person								
Name of Project								

Appendix 3 – Declaration of Ethical Conduct**Declaration of Ethical Conduct**

We the undersigned confirm in the preparation of our Bid that:

1. Neither we nor any of our employees, associates, agents, shareholders, consultants, partners, or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to the Procuring Entity.
3. That neither we nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow the Procuring Entity to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners, or their relatives or associates to any of the staff, associates, consultants, employees, or relatives of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.

Authorized Signature: _____
Name and Title of Signatory: _____
Name of Bidder: _____
Address: _____
Phone Number: _____

Appendix 4 – Board Resolution (Sample)**(Company Letter Head)****BOARD RESOLUTION****Resolution No.:** [Insert Resolution Number]**Date:** [Insert Date]

Subject: Authorization to Sign Bid-Related Documents for Supply and Installation of LED Panel for Creator Hub, Male'. - Bid Iulaan No. (IUL)BCC-PS/1/2026/52.

The Board of Directors of [Company Name] convened a meeting on [Insert Date] at [Insert Location], wherein the following resolution was proposed and approved:

RESOLVED THAT:

In connection with the submission of the bid for **Supply and Installation of LED Panel for Creator Hub, Male'.** (**Bid Iulaan No. (IUL)BCC-PS/1/2026/52**), the following individuals are hereby authorized to sign bid-related documents, including but not limited to the bid proposal, contracts, agreements, and any other necessary paperwork: on behalf of **[Company Name]**.

Name	Designation	ID Card No.	Signature
1. (Name)	(Designation)	(NIC/PP)	

This authorization shall remain in effect until the completion of the bid process or until further notice from the Board of Directors.

Director Name	Designation	ID Card No.	Signature
1. (Name)	Managing Director	(NIC/PP)	
2. (Name)	Director	(NIC/PP)	
3. (Name)	Director	(NIC/PP)	
4. (Name)	Director	(NIC/PP)	
5. (Name)	Director	(NIC/PP)	
6. (Name)	Company Secretary	(NIC/PP)	

Company Seal:

Appendix 5 – Bid Security – Sample**Form of Bid Security (Bank Guarantee)**

WHEREAS,[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Project no.....issued by Business Center Corporation onfor construction of[*name of Contract*] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We [*name of Bank*] of [*name of country*] having our registered office at (hereinafter called “the Bank”) are bound unto Business Center Corporation (hereinafter called “the BCC”) in the sum of *..... for which payment well and truly to be made to the said BCC, the Bank binds itself, its successors, and assigns by these presents.

SEALED WITH THE COMMON SEAL OF THE SAID BANK THISDAY OF20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
or
- (2) If the Bidder having been notified of the acceptance of his Bid by the BCC during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) Does not accept the correction of the Bid Price pursuant to Clause 19,
- (3) If it is discovered during any time during the evaluation that any of the documents submitted by the bidder were intentionally falsified or fraudulent

* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 13 of the Instructions to Bidders.

we undertake to pay to BCC up to the above amount upon receipt of their first written demand, without BCC having to substantiate their demand, provided that in their demand BCC will note that the amount claimed by them is due to them owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by BCC, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS SEAL

[*signature, name, and address*]