



Business Center Corporation
Malé,
Republic of Maldives

Bidding Documents

Cafeteria Operations on Terrace Floor of BCC Creator Hub (Re-Bid)

ANNOUNCEMENT NUMBER: (IUL)BCC-PS/1/2026/72

ANNOUNCEMENT DATE: 24th September 2026

PRE-BID MEETING DATE & TIME: 28th September 2026, Monday, 1300 hrs.

BID OPENING DATE & TIME: 5th October 2026, Tuesday, at 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	Procuring Entity / Lessor: Business Center Corporation Limited (BCC), company registration number C-0511/2017, M. Kaneeru Villa, First Floor (A), Orchid Magu, Malé 20212, Republic of Maldives
2	Procurement: Cafeteria Operations on the Terrace Floor of the Creator Hub Building (Re-Bid)
3	Premises: Approximately 2,170 square feet in total, inclusive of an outdoor seating area and terrace deck of approximately 592 square feet, as delineated in Attachment 1 to the TOR.
4	Lease term: 60 calendar months, counted from the commencement of café operations. Any extension shall be subject to BCC's approval and a further written agreement.
5	Security Deposit: MVR 200,000 (Two Hundred Thousand Maldivian Rufiyaa), payable in three (3) instalments as follows: (i) MVR 100,000 (One Hundred Thousand Maldivian Rufiyaa) within 7 calendar days from the date of the Letter of Award; this first instalment shall, in any event, be paid before execution of the Lease Agreement or handover of the premises, whichever occurs first; (ii) MVR 50,000 (Fifty Thousand Maldivian Rufiyaa) within 30 calendar days from the due date of the first instalment; and (iii) MVR 50,000 (Fifty Thousand Maldivian Rufiyaa) within 30 calendar days from the due date of the second instalment

6	Bid Validity: 90 calendar days from the bid-submission deadline.
7	Bid Security: MVR 25,000, valid for 120 calendar days from the bid-opening date, in the form of an unconditional and irrevocable first-demand guarantee issued by a financial institution licensed in the Maldives and acceptable to BCC.
8	Pre-bid Meeting: The pre-bid meeting will be held at BCC’s headquarters address as follows: 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 13:00 Hours, Monday, 28th September 2026 <i>Attendance to the information session is mandatory.</i>
9	Site visit: Located at BCC Creator Hub Building, Terrace Floor, Chaandhanee Magu, No. 23, Male’, Maldives 13:30 Hours, Monday, 28th September 2026 <i>Attendance to the site visit is mandatory.</i>
10	Requests for clarifications: Requests for clarification should be received by BCC no later than: 1500 Hours, Sunday, 4th October 2026. BCC may circulate responses and addenda to all registered bidders without identifying the source of a question.
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 any Tax 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: 25,000.00 (Twenty-Five 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, Monday, 5th October 2026 The sealed envelope must clearly state: Project: Announcement Number: Bidder's Name and Registration Number: Bids will be opened Date: 13:05 Hours, Monday, 5th October 2026

15	Evaluation Criteria: 1. Preliminary and technical compliance on a pass/fail basis; Business Plan (25 marks) <i>Marks for the Business Plan will be awarded based on the completeness of the business plan, addressing all requirements of Annex 1, accuracy of proposed figures and plans, and viability of the overall plan.</i> 2. Experience (5 marks) <i>Marks for experience will be awarded based on the number of years the business has been active in the F&B industry. The Maximum duration considered for this category shall be 5 years. If the party has 5 years of experience, full marks shall be awarded.</i> 3. Proposed Price (70 marks) <i>The highest price proposed shall be benchmarked and used as the basis for awarding marks for all other bids.</i>
16	Documents to be submitted along with the bid: a) Completed and signed Bid Submission Form (Appendix 1). b) Certificate of incorporation issued by relevant government body, including permits to operate café or other F&B ventures. c) Filled and signed Declaration of Ethical Conduct Form (Appendix 2) d) Board Resolution (Appendix 3)- 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). e) Bid Security (Sample bid security template in Appendix 4) f) Tax Clearance Report issued by the Maldives Inland Revenue Authority obtained not more than 3 (three) months prior to the bid submission date. g) Profile of the Bidder with Portfolio h) Business Plan addressing every item in (Annex 1) and the TOR.

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 BCC invites eligible and experienced local businesses to bid for the lease, fit-out, furnishing, equipping, management and operation of the cafeteria on the terrace floor of BCC Creator Hub. 1.2 The selected operator shall undertake the project entirely at its own cost and commercial risk, in accordance with the TOR, its accepted bid, BCC approvals, the Lease Agreement and applicable law. 1.3 The TOR and Attachment 1 are incorporated into these Bidding Documents. If an addendum expressly modifies the TOR, the addendum shall prevail for bidding purposes. The executed Lease Agreement shall govern the legal relationship after award.
2. Eligible bidders	2.1 The bidder must be a business lawfully registered in the Maldives and legally capable of entering into the Lease Agreement and performing the required activities. 2.2 The bidder must not be insolvent, under liquidation, suspended or debarred from public procurement, and must not have submitted materially false or misleading information. 2.3 Licences required specifically for operation of the café need not be held at bid submission unless required by law at that stage; however, the successful bidder must obtain and maintain every required approval and licence before commencing operations..
3. Qualification of the Bidders	3.1 All Bidders shall include the information and the documents required in clause 16 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 3.2 A consistent history of litigation or arbitration awards against the Bidder shall result in disqualification of the bid. 3.3 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.
4. Evaluation Criteria	4.1 All Bidders shall include the documents required in clause 16 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 highest price submitted.
5. One Bid per Bidder	5.1 Each bidder may submit only one bid, whether independently or as a participant in a joint venture. Participation in more than one bid shall result in rejection of all affected bids. 5.2 A bidder shall disclose any ownership, management or close commercial relationship with another bidder that may create a conflict of interest or indicate collusive conduct.
6. Cost due diligence	6.1 The bidder shall bear all costs of preparing and submitting its bid and of attending the mandatory site visit. 6.2 The bidder must verify dimensions, access, weather exposure, structural and loading limitations, utilities, exhaust and ventilation routes, drainage, fire-safety requirements, acoustic impact, waste routes, signage, deliveries and the regulatory feasibility of its proposed concept. 6.3 BCC shall not be responsible for assumptions made without verification. Attendance at the site visit does not transfer design, pricing, licensing or operational risk to BCC.
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 Cafeteria Operations on the Terrace Floor of the Creator Hub Building. The costs of visiting the Site shall be at the Bidder's own expense. 7.2 A pre-bid meeting, for the bid, will be held. The details of the pre-bid meeting will be stated in the Bid Data. Attendance at the pre-bid meeting is mandatory for bid submission unless otherwise stated in the Bid Data.
8. Clarification of Bidding Documents	8.1 Clarification requests must be submitted in writing within the time stated in the Bid Data. BCC may answer a question, issue a general clarification or decline to answer a late or irrelevant request. 8.2 Any addendum shall form part of the Bidding Documents. BCC may extend the submission deadline where necessary to allow reasonable time for bidders to respond to a material amendment. . 8.3 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. Language of Bid	9.1 The bid and supporting documents shall be in English. BCC may require an English translation of any supporting document, if the document is not in Dhivehi or English.

10. Bid Prices	10.1 The Contract shall be a monthly fixed price for the renting café (site) based on the bid submission by the bidder in bid forms. 10.2 Unless stated otherwise in the bidding documents, the price shall be based on a MONTHLY SUM FIXED PRICE basis, which must not be below the minimum stated in the Terms of Reference. The bidder shall bear all fit-out, equipment, staffing, licensing, tax, utility and operating costs. No fit-out contribution or reimbursement shall be payable by BCC unless expressly included in the final Lease Agreement.
11. Currency of Bid	11.1 The unit rates and prices shall be quoted in Maldivian Rufiyaa Only.
12. Bid Validity	12.1 The Bids shall remain valid for a period specified in the Bid Data after the deadline for the date of bid submission. 12.2 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.
13. Bid Security	13.1 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. 13.2 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 with the bidding document. 13.3 Any Bid not accompanied by an acceptable Bid Security shall be rejected by the BCC as non-responsive. 13.4 The Bid security of unsuccessful bidders will be returned within 45 days of the end of the Bid validity period specified in the Bid Data. 13.5 The Bid security of successful Bidders will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security. 13.6 The Bid Security may be forfeited (i) If the bidders withdraw the Bid after the Bid opening during the period for Bid validity; (ii) if the Bidder does not accept the arithmetical error corrections 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

	(iv) If it is discovered that any of the documents submitted along with the bid have been intentionally falsified or altered.
14. Deadline for Submission of Bids	14.1 Bids shall be delivered to the BCC at the address and no later than the time and date specified in the Bid Data. 14.2 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.
15. Late Bids	15.1 Any Bid received by the BCC after the deadline prescribed in the Bid Data will be returned unopened to the Bidder
16. Bid Opening	16.1 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. 16.2 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. 16.3 The BCC will prepare minutes of the Bid opening, including the information disclosed to those present.
17. Clarification of Bids	17.1 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. 17.2 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.
18. Correction of Errors	18.1 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 figures written in words and written in numerals within the document, the figures 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. 18.2 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. 18.3 If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.
19. Award Criteria	19.1 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 Clause 15 of the bid data
20. BCC's Right to Accept any Bid and to Reject any or all Bids	20.1 BCC intends to award the lease to the technically qualified bidder offering the highest monthly rent, subject to verification and internal approvals. Notwithstanding ITB Clause 19.1, 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 the 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.
21. Notification of Award and Signing of Agreement	21.1 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. The Letter of Award shall not grant possession or authorize fit-out or operation itself. The successful bidder must pay the security deposit, execute the Lease Agreement, complete handover requirements and obtain written fit-out approval before commencing work. 21.3 Upon the furnishing by the successful Bidder of the Security Deposit, the BCC will promptly notify the other bidders that their bids have been unsuccessful.

Section 3. Appendices

Appendix 1 – Bid Submission Form**BID SUBMISSION FORM****Announcement No.:** (IUL)BCC-PS/1/2026/72**Procurement:** Cafeteria Operations on the Terrace Floor of the Creator Hub Building (Re-Bid).**1. Business Type**

Company ☒	Partnership ☒	Sole Proprietor ☒
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2. General Information

Name:	Email:
Reg No. / NID:	Phone:
Service Address:	Contact Person:

3. Proposed price

Item / Description	Monthly Rate (MVR)	Total (MVR)
Proposed Monthly Rent for First Six Months <i>The proposed monthly rent shall not be lower than MVR 50,000.00</i>		
Proposed Monthly Rent for Next Fifty-Four Months <i>The proposed monthly rent shall not be lower than MVR 65,000.00</i>		
Total rent for 60 months		

4. Proposed Duration (in days), For Commencement of Operations

_____ Days

*Duration cannot be more than 90 Days***5. Declaration**

On Behalf of the Bidder, I have examined and accept the Bidding Documents, the TOR, Attachment 1, and all addenda issued by BCC.

I attended the mandatory site visit and have satisfied ourselves regarding the premises and the risks, costs and approvals required for our proposal.

I understand that the Letter of Award does not grant possession and that the MVR 200,000 (Maldivian Rufiyya Two Hundred Thousand) security deposit is payable in three (3) instalments as set out in Clause 5

of the Bid Data, with the first instalment of MVR 100,000 due within seven calendar days from the Letter of Award and, in any event, before execution of the Lease Agreement or handover of the premises, whichever occurs first.

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

Subject: Authorization to Sign Bid-Related Documents for [Cafeteria Operations on the Terrace Floor of the Creator Hub Building (Re-Bid).] (Bid Iulaan No. (IUL)BCC-PS/1/2026/72)

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 **[Cafeteria Operations on the Terrace Floor of the Creator Hub Building (Re-Bid).] (Bid Iulaan No. (IUL)BCC-PS/1/2026/72)**, 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 4 – 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[*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 13,
- (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*]