

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Secretariat of the Thimarafushi Council
Maldives

Rules on allocation of 22 plots for construction of guest houses in Th. Thimarafushi 2024



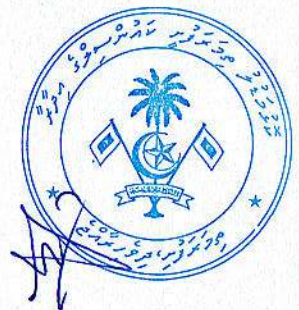
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Rules on allocation of 22 land for construction of guest houses in Th. Thimarafushi- First draft

Part I - Instructions to the Proponent

a. General Instruction		
1. Introduction	1.1	This includes 12 plots totaling 360 acres on the southwest side of Thimarafushi, near the beachfront area marked 72 in the land use plan, and 10 plots totaling 450 acres on the northern side of the land near the southwest beach of Hiriyanfushi. These plots are designated for beachfront and guesthouse development. The properties are being leased to interested parties for a period of 50 (fifty) years. This information sheet is designed to provide relevant details to those interested in the maintenance and operation of the leased land.
	2.1	Unless the context otherwise requires, each word or phrase used in this bid document shall have the meaning assigned to it as defined below.
	2.2	"Works to be done for the Island" refers to the projects detailed in Table 7 of this Bid Document, and specifically to the project or projects selected by the bidder for implementation.
	2.3	Twelve (12) plots totaling 360 acres, located in the area marked 72 on the land use plan, and ten (10) plots totaling 450 acres from the northern end of the island (from the land southwest of the beach area in Hiriyanfushi) have been designated for lease. The land is allocated for a period of 50 (fifty) years and has been designated on behalf of the Thimarafushi Council for development purposes.
2. Definition	2.4	"Thimarafushi Council" (hereinafter referred to as "the Council") and "Thimarafushi Council Office" (hereinafter

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		referred to as "the Council Office") shall have the meanings ascribed to them in this document.
	2.5	"Lessee" means the person who, upon signing the lease agreement as the successful bidder, acquires the rights associated with the leased land, including the responsibility for payment of rent, and is recognized as the lawful tenant of the land.
	2.6	"Lease Agreement" means the lease agreement signed by the Council office with the successful bidder regarding the lease of land and the operation of the guest house.
	2.7	"Guest House Land Rent" means the rent payable for the area of guest house land at the rate of at least US\$3 (three) per acre per annum as per the 13th (Thirteenth) Amendment to the Tourism Act, Act No. 2/99
	2.8	"Guest House" means, in addition to the definition given to guest house in Article 53() of Act No. 99/02 of the Tourism Act, all buildings constructed on land allocated for guest houses; including portable goods and equipment used directly and indirectly for the operation of the guest house.
3. Eligible bidders to submit proposals	3.1	This invitation to submit proposals is open to expatriates who doing business in Maldives as permitted by law, partnerships and companies registered in Maldives and private individuals. According to Act No. 2014/19 (Private Enterprises Act), private individuals can only do business if they are registered as a private business (Sole Proprietor (SP)) under the Act. If the bid is successful, the business shall be registered and submitted to the council and the agreement shall be drawn up in that name and all business transactions shall be conducted in that name.
	3.2	Upon submission, the bid shall become the property of the Council, and the bidders acknowledge that they shall have

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		no right to withdraw or reclaim any documents included in the bid.
b. R.F.P. Contents of the Document		
4. R.F.P. related documents	4.1	In addition to the Invitation to Submit Proposals for Bidding (RFP), the definition of "Documents" includes the following components. These documents shall be read in conjunction with one another, including any amendments issued in accordance with Section 6 of the Instructions to Bidders: • Part I - Instructions to the proposer • Part II – R.F.P Information sheet • Part III – The main parts of the agreement • Part IV – Quality Assessment and Proposal Evaluation • Part V – Proposal Contents Requirements • Part VI - Drawings and Specimens
	4.2	Bidders shall inspect, study and ensure that every notice, form, condition and document contained in the bid document is accurate and clear.
	4.3	If any information or documents required to be submitted with the proposal or in connection with the bid are omitted, the proposal will be deemed incomplete and declared ineligible.
5. R.F.P. Clarification and information meeting on the document	5.1	A registered bidder may submit a written request for clarification to the Council office. Alternatively, bidders may raise questions regarding the information requiring to be clarification during the information meeting held in accordance with the procedure outlined in 6.2 of the Instructions.
	5.2	Bidders or their representatives shall be considered invited to attend the bidding if they have registered for the tender and have attended the information meeting as specified in the invitation to submit proposals.

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	5-3	After the information meeting held at the Council Office, an information sheet will be provided for all participants. Representatives from the Council Office will accompany the participants to the two designated areas where the guesthouses will be allocated. Participants are responsible for arranging their own transportation to and from the site.
6. Changes to the RFP document	6-1	The Council office may issue any necessary changes to the RFP document as addenda up until the deadline for proposal submission.
	6-2	Any addendum issued to the RFP document shall become an integral part of the RFP. Such an addenda shall be regularly published in the Gazette.
c. Preparation of proposal		
7. Cost of the proposal	7-1	Notwithstanding the completion of the entire bidding process, the cancellation of the bid, or the failure of any bidder to win the bid, the Council shall not be liable to make any payment to the bidders. Furthermore, the Council shall not be responsible for any expenses incurred by bidders in the preparation or submission of their proposals.
8. Language in which the proposal should be prepared	8-1	Bidders shall submit proposals and all relevant documents to the Council Office in Dhivehi. However, official documents issued by banks or financial institutions may be submitted in English.
	8-2	Proposals should be submitted in Dhivehi. If any supporting documents accompanying the proposal are in a language other than Dhivehi or English, they must be translated into Dhivehi or English. The translation must be certified by a lawyer, who shall affix a stamp of authenticity and sign next to the stamp.
	8-3	A document in Dhivehi or any language other than English will not be accepted unless accompanied by a translation. If the proposal does not include the required translations

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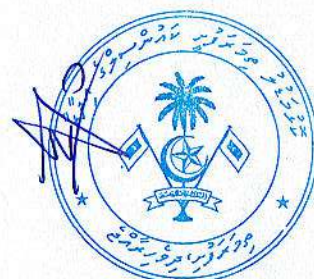
		- The bidder shall submit, as bid security, a guarantee issued by a bank or financial institution (such as an insurance company) operating in Maldives including the main points contained in the English specimen of bank guarantee enclosed in Schedule - If a joint venture submits a bid, the bid security shall be in the name of the joint venture. In the name of all the members who have applied for inclusion in the registered joint venture if the joint venture has not yet been registered. - Proposal will be rejected if adequate bid security is not submitted. - Bid securities submitted by bidders shall be returned upon signing the agreement with the successful bidder. - If a bidder withdraws the proposal or the successful bidder refuses to sign the agreement for any reason, the bid security submitted by the bidder shall be retained and the bid security shall be submitted to the Financial Authority for execution.
14. How to sign the bid and how the bid should be	14.1	All documents included in the bid shall be bound in one volume and made into one book.
	14.2	All documents included in the bid shall be typed in black letters, or, if handwritten, written in a clearly legible, indelible, blue ink pen.
	14.3	The Bidder or his authorized representative shall bear the signature of the Bidder in the lower left corner of each page contained in the Bid. In signing in this manner, you shall not sign any document required to be signed if it is issued by another person and if you sign it, it may become invalid. Example: Bid security
	14.4	Each page of the bid shall bear the bid summary number. The bidder shall sign next to the summary number.

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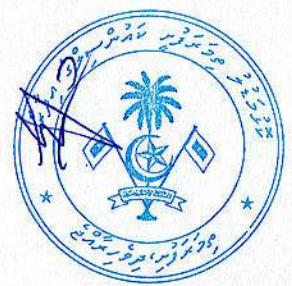
		specified in Section 9.1, the Council shall declare the proposal ineligible.
9. Documents contained in the proposal	9.1	Documents to be included in the proposal: - Bid security document - Authorization document for the signatory to submit and sign the proposal. - Business proposal - For Joint Ventures: Joint venture agreement or letter of intent to enter into such an agreement, including details of each party's responsibilities and business share. - Any other document specified in the RFP information sheet.
10. Letter of Proposal	10.1	- A letter of submission of the proposal, prepared in accordance with the sample provided in Part V, must be submitted along with the proposal. The letter should be prepared in accordance with the sample without further changes by filling in the blanks. - The price offered, as specified in Part III of the RFP, shall also be clearly stated in this letter.
11. Amount of Money to be Included in the Proposal	11.1	Except for land rent, the amount of money shall be in Maldivian Rufiyaa (MVR).
12. Period of Use of Proposal	12.1	The validity of the proposal shall continue for the period specified in the information sheet. If a longer period is given as a validity period, the proposal will be considered unfavorable and will be rejected.
13. Bid Security	13.1	- R.S. F.P. Bid security shall be submitted as per the information sheet. The bid security submitted shall be in the prescribed currency and amount in its original form. - Bid security should be Rs. F.P. for the period of validity of the proposal described in the information sheet.

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	14.5	Where an entry is cut off and any amendment is made, or an amendment is made by erasing it, or any other entry is made over an existing entry, it shall be signed by the bidder or his authorized representative, wherever it is written.
d. Submission and opening of proposals		
15. Proposal Closing and Proposal Marking	15.1	Bids shall be prepared and submitted in a sealed envelope containing 1 original of the bid. The envelope shall contain the full address of the council office as mentioned in Chapter I (d) of the bidding document.
	15.2	The following phrase shall be written in full at the top of the envelope with the address of the council office in the middle. "Bid for land lease for construction of guest house"
	15.3	The name and address of the bidder shall be written on the outside of the envelope. The council office shall affix a summary number to the bid in order of submission in the upper left corner of the envelope. The summary number of the bid shall be written.
	15.4	The Council shall not be liable for any loss of bid if the envelope is not sealed and marked as provided in this Article.
16. Deadline for submission of proposals	16.1	All proposals must be submitted on the date and time designated for submission of proposals. Location: Secretariat of Thimarafushi Council Date: Time:
	16.2	No proposal may be submitted after the deadline.
17. Opening of Proposals	17.1	The Council shall open the bids in the presence of the bidders or their representatives. It shall be done at the place designated for the opening of bids at the time stated as the last hour of the last date of submission of bids. Bidders and their designated representatives are invited to attend.

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		bids are submitted in accordance with instructions to bidders.
	19.4	You will be given the opportunity to correct the calculation error in the proposal. However, the calculation may be corrected as the latest price offered in the letter of proposal is the offered price.
	19.5	If any error is noticed in the calculation, it shall be corrected as follows. - If there is an error in any total number multiplied by a unit value and a variable value, the problem can be corrected by re-multiplying the two numbers to be multiplied. - If there is a problem multiplying between a unit value and a variable, the unit value will be given priority. - If there is a difference between a written mathematical letter and the phrase written in that mathematical letter bracket, the written phrase shall take precedence.
	19.6	Depending on the points awarded to the bid, minor corrections and inconsistencies may be corrected that will not change the order of the winning bidders. However, no amendment shall make any changes that may alter the winning bid or the order in which bidders are awarded marks.
	19.7	Before starting the detailed study, ascertain which bid is qualified. Bids that fully comply with the General Instructions will be considered as qualified bids.
	19.8	The Bid Committee will consider only qualified bids in detail.
	19.9	Only the documents required to be submitted in accordance with the general instructions will be considered in consideration of bids. No further submitted documents, considering the bid, shall be considered.

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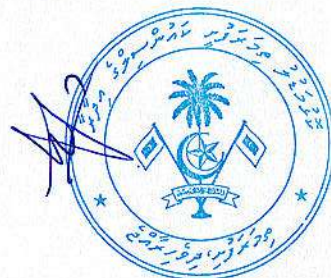
	17.2	Bidders or their representatives shall sign a written acknowledgment of their presence. The names of the bidders and the proposal shall be visible after submission. A copy of the attendant seat shall be given to the bidders.
e- Review of the proposal		
18- Bid Committee	18-1	The bid review will involve two stages. it is: - The first stage Checking bids, studying bids, evaluating and awarding marks. This section will be conducted by an evaluation committee formed by the council. This committee shall include the advice and consultation of relevant experienced people. The second stage is the evaluation stage where the points awarded are checked and the bid awardee is determined. This stage will be conducted by the committee appointed by the council.
19- Proposal Review Stages	19-1	The bid review is divided into 2 (two) stages. These are the preliminary check stage and the detailed study stage.
	19-2	If a bidder wishes to clarify any information regarding the bid submitted during the preliminary check stage, such information may be clarified by the bidder. You must request it and clarify the information in writing. Rule 10.40(e) provides that no change in the origin or basis or offer price of a bid may be made in connection with such clarification or information received, contrary to what is stated in the bid book or bid information document.
	19-3	A preliminary check of the bid shall be conducted before commencing the detailed study of the bid. Preliminary check is done for the purpose of verifying that the required documents in the bid are up to date, for any kind of errors in calculations, for typographical errors, for signatures where required and for the purpose of verifying that the

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	19.10	Bids will be considered based on the points awarded in Table 2 of Part IV.
	19.11	If only one bid was submitted by the bidding deadline and the bid is valid, the bid will be returned without cutting the bid.
f. Determination of the winner of the bid and signing of the agreement		
20. Criteria for determining the winner of the tender	20.1	The winner of the bid will be the one who receives the highest points after examining the bid.
	20.2	If more than one person receives the maximum points, they shall be given an additional opportunity to submit a revised proposal form within a period given by the council.
	20.3	The amount submitted later shall not be less than the amount submitted earlier in the additional opportunity given. 5 (five) days will be given. The place, time and date for submission of the form shall be determined by the council. The Council shall notify the people thereof 72 (forty-eight) hours in advance.
	20.4	The winner of the bid will be the owner who submitted the bid with the highest number of points. The Council shall notify the bidder that the bidder has won the bid. The person shall be notified thereof by a letter entitled Notification of Award. The Council shall send the Notification of Award to the successful bidder within 7 days of the determination of the winner by the Bid Committee.
	20.5	Prior to delivery of the Notification of Award, Council may reject all stages of the entire bid. The Council shall not bear any financial liability for doing so. No complaint or claim shall be made against the Council in this regard.
21. Bid Success Certificate	21.1	Before the expiry date of the validity period of the bid, the Council shall notify the successful bidder in writing and notify the bidder that its proposal has been accepted. The

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		Council shall give the respondent a period of 5 (five) days to notify the respondent of the successful bid. If the successful bidder is unable to meet the requirements set by the bidder in the submission of the proposal, or refuses to accept the winning bid certificate, or fails to do the things mentioned in the winning bid certificate, the Council shall issue the winning bid certificate shall be cancelled. The person shall be suspended in accordance with the Financial Rules.
	21.2	If the certificate of success issued to the successful bidder is canceled in accordance with the provisions of this clause (21.1), then the certificate of success shall be issued to the bidder who received the second highest number of points.
	21.3	The provisions of this Article (21.1) shall apply to the issuance of the certificate of success to the second highest scoring bidder as referred to in Article (21.2) and to the cancellation of the certificate. Further, if the certificate of success given to the bidder is rejected for any reason specified in subsection (21.1) of this section, the certificate of success shall then be issued to the third highest scoring bidder.
	21.4	The provisions of this Article (21.3) apply to the award of the certificate of success to the third highest scoring bidder as referred to in Article (21.3) and to the cancellation of the certificate. If the certificate of success issued to the bidder is canceled for any reason specified in Article (21.1) of this Article, the opening of the tender and all the stages related to the tender shall be canceled and a public announcement shall be made.
22. Signing of the agreement	22.1	The successful bidder will be notified of the success of the bid and will be sent a draft lease agreement to be signed by

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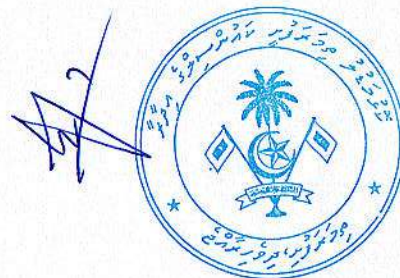


		the bidder. The agreement shall contain all matters agreed between the parties.
	22.2	The rental agreement shall be signed within 30 (thirty) days of receipt by the successful bidder.
	22.3	A copy of the lease agreement, together with the certificate of success in the tender, shall be delivered by the Council to the successful bidder.

Part II - Request for Proposal (R-F-P) Information Sheet

1. General part		
1.1 Project Name	Land for lease for development of guest house in Th. Thimarafushi	
1.2 Reference No/Declaration	000000000	
No. of land allotted:	NG1, NG2, NG3, NG4, NG5-NG6, NG7, NG8, NG9, NG10. SG1, SG2, SG3, SG4, SG5, SG6, SG7, SG8, SG9, SG10, SG11, SG12	Location of land: North and south of the Island
2. Contents included in R-F-P document		
2.1	The address of the tenant for information purposes is: Secretariat of Thimarafushi Council Th. Thimarafushi Phone: 6780702 Email: procurement@thimarafushi.gov.mv	
2.2	Deadline for submission of information is:.....	
2.3	Pre-bid meeting will be held on...	
3. Prepare the Proposal		
3.1	Proposal validity period: 120 days	

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- The rent of this land cannot be changed by the council or any other person except in connection with a change in the law.
- The lease term of the land is 50 (fifty) years.
- The grace period for the development of the guest house is 2 (two) years.
- An adequate guesthouse shall be built and established on the land allocated for rent.
- If the service is not established as per the agreement on the land within the period stipulated in the proposal, the person shall hand over the land to the council. In such a case, the council shall not be liable for compensation for the expenses incurred by the party.
- The guest house service developed on the land shall be established in accordance with the Tourism Act of Maldives.
- If any services related to land business operations are outsourced, they shall be assigned to a non-resident of Thimarafushi unless the residents of Thimarafushi are given the opportunity with the terms and conditions offered by the operator.
- In addition, the tenant is obliged to recognize and comply with the provisions of the Sri Lankan Tourism Act and Rules.
- The landowner has the right to establish and sell the 22 plots of land to tourists on each of the 22 plots of land allocated under this project. In addition, these individuals will have permission and right to use the beach in the area in general. However, this beach is not a separate guest house. In addition, the council should erect boards in the area to prevent the public and non-tourists from entering the area in general. These should also be emphasized by the traders in these lands.
- Under no circumstances shall the landlord be responsible for any damage or expenses incurred by the tenant in connection with a change in law.
- The land cannot be vacated unless the tenant violates this agreement.

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3.2	Bid Security: The amount of bid security is MVR 1,000-00 (One Thousand). Bid security shall be valid for 120 days from the date of opening of bids.
4. Submission and Opening of Proposal	
4.1	Bids will be opened in the presence of the bidders or their representative at the venue on the date indicated in the bid sheet. The names of the bidders/companies will be recorded and signed.
4.2	Bids will be submitted to the following address: Th. Atoll Thimarafushi Council Office Th. Thimarafushi/Maldives Bid submission date and time:
4.3	Bids will be opened at the following time at the following address: Th. Atoll Thimarafushi Council Office Th. Thimarafushi/Maldives Bid submission date and time:
4.4	If the date scheduled for submission and opening of bids is fixed as a holiday by the Government for any reason, the opening of bids will be held on the deadline mentioned in the bid sheet on the next official day.

Part III – Main Parts of the Agreement

Scope of the project

There is a need for interested parties to lease land for the development and operation of City Guest House in Th. Thimarafushi. The successful bidder shall be responsible for the design, development and operation of the guest house during the lease period.

Business principle

- The prescribed business model is based on the lease of land and the development and operation of a guest house by the tenant on the land.
- The minimum rent for the land to be leased is US\$3 (three) per acre per year.

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Details of land for lease

Land is allocated for guest houses on the northwest side and south side of Thimarafushi
Drawings and instructions of the lands and the number given to each land will be contained in Part VI.

Part IV – Quality Assessment and Proposal Study

This section contains the requirements and criteria to be used in reviewing and evaluating the proposals submitted by the lessor and in determining the winning bidders. The proposal submission shall include all the information and documents specified in Part V. All parts of the business proposal must be complete in the submitted business proposal.

1. Quality standards

The quality of the proposals will be assessed according to the following criteria.

1.1 Financial Resource

Proof of availability or availability of funds required for the project shall be submitted with the proposal. The financial ability will be assessed based on the information in the submitted financial report. The financial capacity of an individual will be assessed based on the average balance of the individual's bank statement for one year. In addition, the following procedure applies.

- Loan finance availability will be determined based on the documents submitted.
- The number of shares to be included in the shares of the company will be assessed after considering the documents submitted.

1.2 Proposals that do not submit proof of funding for the project will be rejected.

1.3 Outstanding Amounts:

- Proposals submitted by any person who has any dues to the State or any government agency or government company but does not pay them regularly will be completed before signing the agreement and proposals that do not bring clearance documents will be rejected. Once the project is successful, the council office will give the parties a reasonable time to submit the clearance document before signing the agreement.

2. Criteria for determining the best proposal

The best proposal will be determined from the shortlisted candidates based on the following criteria.

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You can use this formula to make the calculation above:

$$PV = \frac{CF}{(1 + r)^n}$$

- (PV) Present value
- (CF) The amount of money received during the period
- (r) Discount rate 3%
- (n) The number of years in the future

Certificate	% Specified
Certificate Level 8 to 10 per certificate	5%
Certificate Level 5 to 7 (per certificate)	3%
For Certificate Level 4 (per certificate)	1%
• Note Marks for tourism education will be given to the applicant or their registered employees and certificates stamped by the Sri Lankan Accreditation Board obtained by the project proposal applicant. The fields to be considered are tourism, any field related to business, accounting, management, and related fields. The maximum marks for this section are 10 marks.	

2.1 Marks for tourism education will be given in accordance with the following criteria.

Details (Education in Tourism)	Specified%
Certificate Level 8 to 10 per certificate	5%
Certificate Level 5 to 7 (per certificate)	3%
For Certificate Level 4 (per certificate)	1%

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2.1 Evaluation Criteria and Marks Distribution:

Criteria	Standard
1. Offered Rent	50%
2. C-S-R	30%
3. Tourism Education	10%
4. Tourism Experience	10%
Total	100%

2.1.1 Offered Rent

Marks for this section will be awarded based on the total price (in US dollars) offered by the bidder for 50 years. The highest marks for this section will be considered.

The term of payment shall be submitted by each bid as follows.

example: -

Bid: A	
Term	Offer price 450 acres per year
First 10 years (1 to 10)	13,500.00 USD
Second 10 years (11 to 20)	18,000.00 USD
Third 10 years (21 to 30)	22,500.00 USD
Fourth 10 years (31 to 40)	27,000.00 USD
Fifth 10 years (41 to 50)	31,500.00 USD

Each bid shall be calculated at a discount of the above % per annum based on the period and quantity submitted by the bid as above. This calculation will calculate the discount given for each period within 5 periods(term) and add the results of 5 periods to know the present value of the bid.

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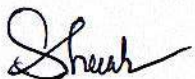


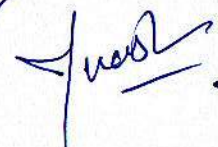
- Note Marks for tourism education will be given to the applicant or their registered employees and certificates stamped by Maldives Accreditation Board obtained by the project proposal applicant. The fields to be considered are tourism, any field related to business, accounting, management, and related fields. The maximum marks for this section are 10 marks.

Note: Points for experience period will be based on business documents in the tourism industry, and length of employment in the tourism industry thus points will be based on a document issued by an official government office or audited by a registered auditor.

2.2 Marks will be given for tourism education as follows.

Details (Years of experience in the tourism industry)	% Specified
Over 17 years of experience	5%
5 to 16 years of experience	3%
1 to 4 years of experience	1%
• Note Marks for tourism experience will be given to the applicant or their registered employees and documents signed and stamped on by the business organization stating that the project proposal applicant has been employed in the sector. If you have worked in any of these fields, you will get marks. Any area of a tourist resort, any area of a guest house, Maximum 10 marks will be given for this section.	





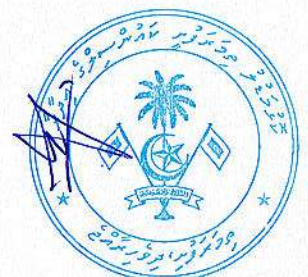



2.3 CSR will be marked on the following basis.

#	Details	The highest point given
1	For proposals to assist the council in maintaining cleanliness and waste management of the village's public social areas, litter collection from the harbor area, beach and pest control points for the best offer based on bids submitted 10) (by all parties	10
2	Ways to help develop local tourism in the village. points for the best offer based on bids submitted 10) (by all parties	10
3	How to develop and maintain a special beach for the use of village tourists. points for the best offer based on bids submitted 10) (by all parties	10
4	Employment opportunities Training of the people of Thimarafushi for jobs in the) most tourism related fields based on the proportion of (jobs offered to the villagers	5
5	points for the best offer based on bids submitted by 5) (all parties)	5

Note: CSR proposals should include the amount of money to be spent, the duration and the start date of the proposal. Submissions that do not meet these requirements will not be marked.

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This proposal, along with any written acceptance and the mutually signed agreement, shall constitute a legally binding contract upon both parties.

The undersigned is duly authorized to sign this proposal on behalf of “.....”
{Business Name}.

Table 3

Sample Form 03 – Company Representative Information Form

{ Address/ Letterhead of Proponent}

Project Name: Guest House Development Atoll Thimarafushi Land Lease

Date:

Th. Atoll Thimarafushi Council Office,

This is, as a representative of..... {Name of Proponent}

.....{Name and ID Card No.} Atoll Thimarafushi Land
Lease Notice {Iulaan No.} Notice of Submission of Proposal.

The proposer's:

name:

address:

Signature and seal:

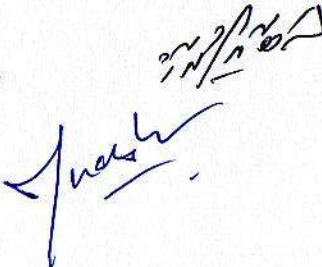
Authorized Representative:

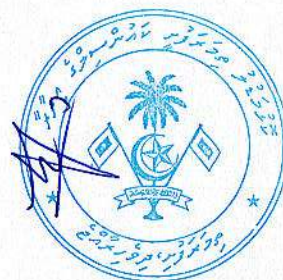
Name:

Position:

ID Card:

Phone:



Part V – Components to be Included in the Proposal

The information in the following sections is required to assess the quality of the proposal and to determine whether the proposal is affirmative. Therefore, all bidders are requested to submit their proposals in the following order and include page numbering.

1. Bid Security
2. Letter of Proposal
3. Legal Documents

3.1 Copy of registration certificate if business

3.2 Copy of identity card if individual

3.3 In the case of a partnership, a copy of the partnership agreement

3.4 If a company, copy of the company's articles of association and by-laws

3.5 In the case of a company, a resolution of the Board of Directors of the company authorizing the submission of this proposal

3.6 Company Representative Information Form (Specimen Form 3)

3.7 Power of attorney signed in the name of the proposer and specifying the matters of the proposal and the person to be surety

3.8 In the case of a joint venture, joint venture agreement or letters of intent to enter a joint venture and intend to participate in the joint venture

4. Financial documents

4.1 Tax clearance issued by Maldives Inland Revenue Authority

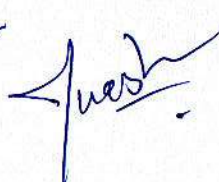
4.2 Proposed Financing (Sample Form 4)

4.3 If a private individual, bank statement for the last 12 months (originally stamped by the bank)

4.4 If a company audited financial statements and auditor's report for the last 3 years

4.5 If offered as bank finance, bank comfort letter, bank guarantee or other document confirming bank finance

4.6 Letter and relevant document (financial statements or 12-month bank statement) if the shareholders are required to pay.



4.7 Letter and relevant documentation (financial statements or 12-month bank statement) indicating if a third party is to make the payment.

5- Business plan

The bidder shall submit a plan of how he intends to conduct the business. This plan should address the following.

5.1 Shareholder Information (each individually)

5.2 Business Introduction

5.3 Description of Goods and Services

5.4 Details of how the business will be marketed

5.5 Project Description

5.6 Details and schedule of work

5.7 Details of Employees

5.8 Proposals for the development of the village

5.9 Details of expected revenue and expenditure (for the first 12 months and 10 years)

6 Proposal Checklist (Sample Form 5) To be affixed to the outside of the proposal's sealed envelope

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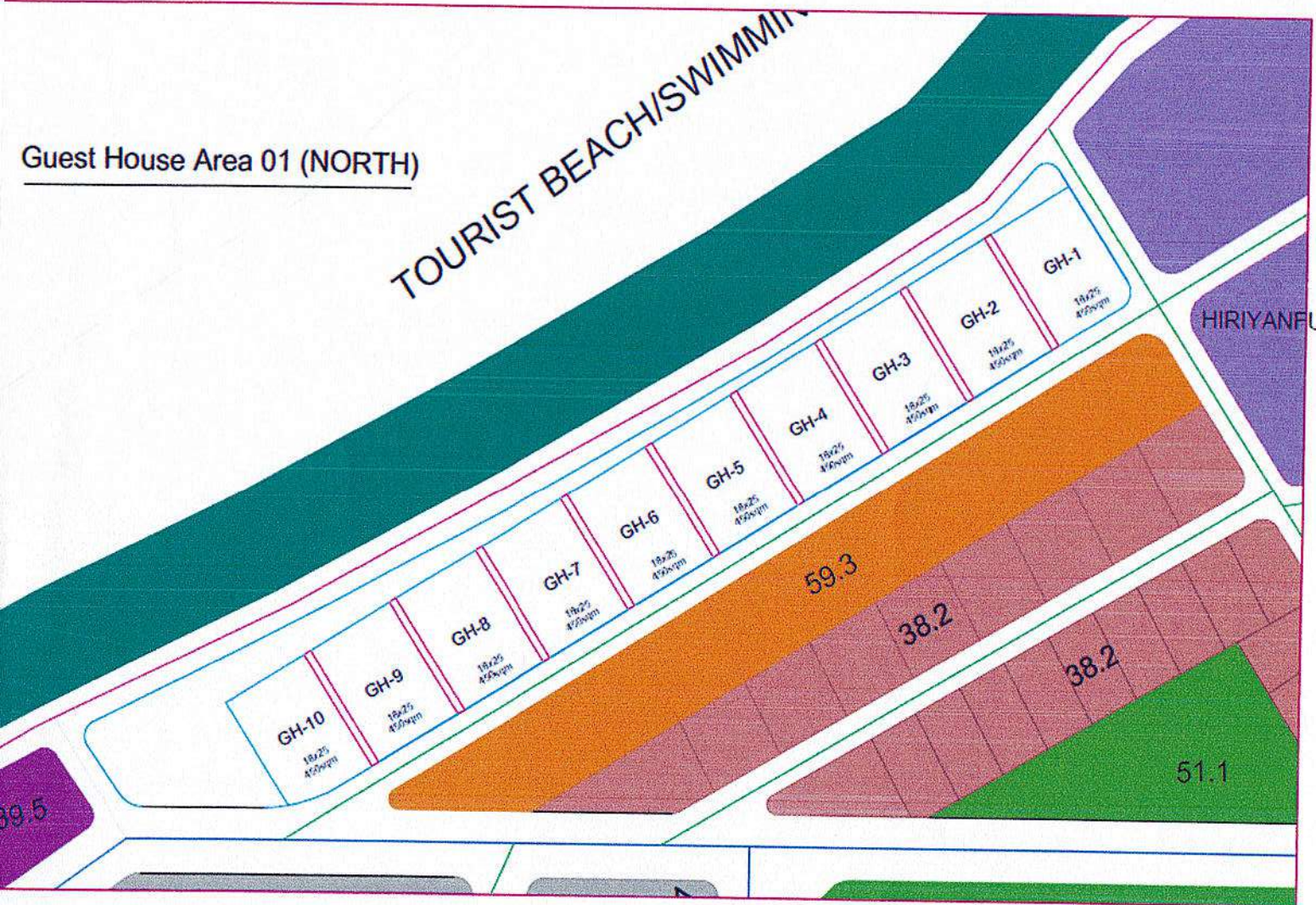
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Part VI – Drawings and Specimens

Site Plan

Chart of guest lands for rent (10 lands in the north and 12 lands in the south)



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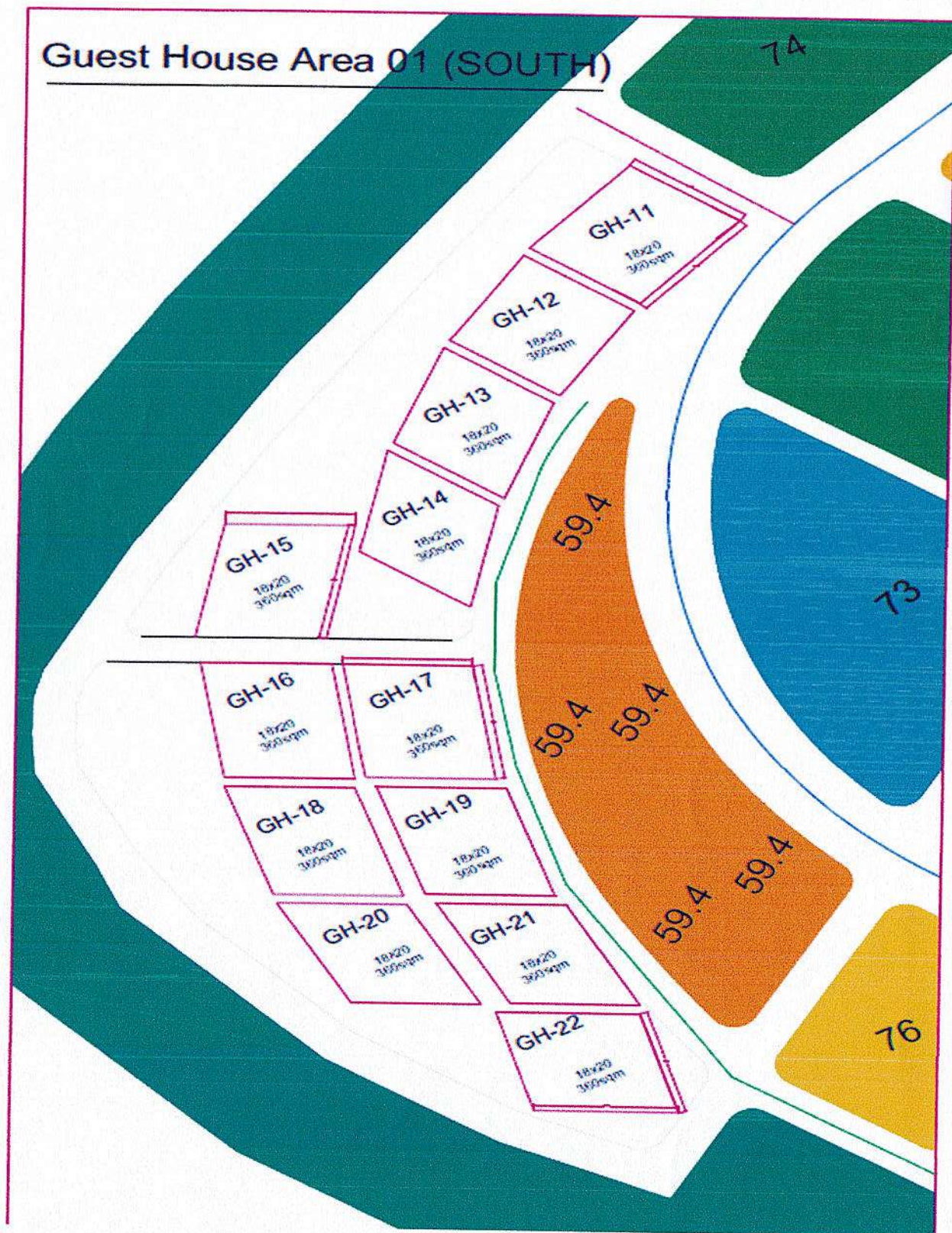
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new

12/1/20



Guest House Area 01 (SOUTH)



Shuah

2/2/2020

Handwritten signature and date 2/2/2020



Table 1

Sample Form 01 – Bid Security Form

The issuing bank shall fill in this Bank Security Form in accordance with the instructions indicated.

.....(Bank's name, and address of issuing branch or office)

Beneficiary: Secretariat of Thaa Thimarafushee Council, Thaa. Thimarafushi, Maldives.

Date:.....

Bid Security No:.....

We have been informed that

{name of the proponent}(hereinafter called "the Proponent") has submitted their proposal dated{date of proposal submission} for execution of{name of the project} (hereinafter called "the RFP) under Invitation for Proposal No.....{invitation for proposal}.

Furthermore, we understand that, we.....{name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of{amount in figures} (.....){amount in words} upon receipt by us of the your first demand in writing accompanied by a written statement stating that the Proponent is in breach of its obligations(s) under RFP conditions, because the Proponent:

- a) Has withdrawn its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or
- b) Having been notified of the acceptance of its Proposals by the Employer during the period of Proposal validity, (i) fails or refuses to pay lease deposit, or (ii) fails to execute the terms and conditions of the conditional award of the Employer.
- c) This guarantee will expire: (a) if the Proponent is the successful Proponent, upon our receipt of copies of the agreement signed by the Proponent and the lease deposit furnished to you upon the instruction; and (b) if the Proponent is not the successful Proponent, upon the earlier of (i) our receipt of a copy of your notification to the Proponent of the name of the successful Proponent; or (ii) 120 (One Hundred and Twenty) calendar days from {date of submission} of the Proposal for the RFP.
- d)
- e) Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.
- f) This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758.
- g) {Seal and signature of the bank/financial institution}

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Table 2

Sample Form 02 – Letter of Proposal

To the President of the Secretariat of Thimarafushi Council

We hereby submit a proposal on behalf of “.....” {Business Name} in response to Iulaan No. “.....” dated “xx/xx/xxxx.” regarding the lease of land for guesthouse development.

The undersigned hereby declares the following:

We, “.....” {Business Name}, have thoroughly read and reviewed all documents associated with the Request for Proposal. We have no objections to the contents or provisions therein.

We, “.....” {Business Name}, meet all the eligibility requirements necessary to submit this proposal.

Should “.....” {Business Name} have any outstanding dues to the State, we commit to settling such obligations within the prescribed period.

We confirm that “.....” {Business Name} does not have any proven debts to any third party. If such a debt exists, it is being duly settled in accordance with a lawful judgment. No enforcement action against such a judgment is currently irregular or disputed.

If our proposal is accepted, we, “.....” {Business Name}, agree and undertake to pay the lease rent in accordance with the terms specified.

Upon acceptance of our proposal, we, “.....” {Business Name}, further agree to adhere strictly to the approved construction guidelines and architectural drawings.

The validity period of this proposal, submitted on behalf of “.....” {Business Name}, is 120 days from the date of submission.

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Email:

sign:

Table 4

Sample Form 04 - Intended Financing

{ Address/ Letterhead of Proponent }

Project Name: Guest House Development Th. Atoll Thimarafushi Land Lease

Date:

Th Atoll Thimarafushi Council Office,

If our proposal is successful, the funds required to carry out the project will be provided as follows.

.....Financing.....Percentage

.....Financing.....Percentage

.....Financing.....Percentage

.....Financing.....Percentage

All relevant documents are submitted for the use of the relevant authorities.

The proposer's:

Name:

Address:

Signature and seal:

Table 5

Sample Form 05 - Proposal Checklist

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2022/12/20



1. Proposal Documents													
•	Letter of proposal												
•	Bid Security												
•	Business Plan												
2. Legal Documents													
•	Copy of business registry												
•	Company Representative Information Form (Sample Form 3)												
•	Power of attorney signed in the name of the proposer and designating the matters of the proposal and the person to be surety												
•	Resolution of the Board of Directors of the Company authorizing the submission of this proposal												
•	Tax Clearance issued by the Maldives Inland Revenue Authority (for the last three months)												
•	Business Plan												
•	Proposed financing (as per Sample Form 4) <table border="1"> <tr> <td>•</td> <td>On your own</td> </tr> <tr> <td>•</td> <td>Reserves of the Company</td> </tr> <tr> <td>•</td> <td>Bank finance</td> </tr> <tr> <td>•</td> <td>On behalf of the shareholders</td> </tr> <tr> <td>•</td> <td>From a third party</td> </tr> <tr> <td>•</td> <td></td> </tr> </table>	•	On your own	•	Reserves of the Company	•	Bank finance	•	On behalf of the shareholders	•	From a third party	•	
•	On your own												
•	Reserves of the Company												
•	Bank finance												
•	On behalf of the shareholders												
•	From a third party												
•													
•	If you are a private individual, bank statement for the last 12 months (originally stamped by bank)												
•	If a company audited financial statements for the last 3 years and auditor's report												
•	If offered as bank financing, bank comfort letter, bank guarantee or other document confirming bank financing												
•	Letter and relevant document (financial statements or 12-month bank statement) if the shareholders are determined to make payment												
•	Letter and relevant documentation (financial statements or 12-month bank statement) if third party payment is required.												
•	Report on the activities to be done for the village under CSR												

Shuch *[Signature]* *[Signature]* *[Signature]*



Bidders should complete this form and affix it on the outside of the proposal sealed envelope.

The Bidder	Council	
☐	☐	Bid Security
☐	☐	Letter of Proposal
☐	☐	Legal Documents
☐	☐	Financial Documents
☐	☐	Business Plan
☐	☐	Proposal Checklist

Note: Proposals not affixed to the outside of the Proposal Checklist envelope will not be accepted.

Table 6

Sample Form 06 - Applicant Checklist

Bidders should ensure that all required documents are up to date with the proposal. All bidders shall complete the bidder's checklist and submit it with the proposal.

Shah

[Signature]

[Signature]

[Signature]

[Signature]

