



**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT
(MEERY: P163818)**
Ministry of Higher Education
Republic of Maldives

Procurement of Equipment for Maldives Polytechnic (IUL) 475/475/2020/78

(Procurement Ref: MV-MOHE-154504-GO-RFB)

CHECKLIST FOR PREPARATION OF BID DOCUMENT

All bidders are encouraged to use this checklist to facilitate the preparation of the bid document.

| Documents comprising the bid: | Bidding Doc. Pg. No. | Remarks | Check (✓) |
|--|-----------------------------|--|----------------------|
| Bid Submission Form and the applicable Price Schedules, in accordance with ITT Clauses 12, 14, and 15; | Page 35-36 | Compulsory - MUST BE SIGNED. | |
| Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITT Clause 22; | ITT11.1(c) – Pg. 11 | Power of Attorney - Signed Letter from Bidder | |
| Documentary evidence in accordance with ITT Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin; | Page 38-39, Page 41 | Price Schedule Form - Origin of goods column | |
| Documentary evidence in accordance with ITT Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents; | Page 40, Page 45-46 | Price Schedule Form & Price and Completion Schedule -Related Service | |
| Company Registration Certificate | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Certification of local/ tax registration (GST) | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Pension Registration Certificate | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Authorized Dealership Certificate of Letter from the OEM/Manufacturers Authorization Letter/ Certificate of Registration as an authorized Local Agent of the Original Company. | ITT11.1(h) – Pg. 23 | Signed Manufacturers Authorization Letter | |
| Import License/Permit to sell import goods | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Audited Financial Statements for the last three years. | Page 28 | Valid Copies | |
| Latest Bank Statement dated no earlier than 30 days prior to submission date. | Page 28 | Valid Copies | |
| Supplied items in the past three years similar in nature to the requirement under this contract. | Page 28 | Please attach copies of Completion Certificates and other supporting documents | |

| Forms to be filled: | Bidding Doc. Page No. | Remarks | |
|---|------------------------------|---|--|
| Post Qual I Form - Annual Turnover data for the past three years | Page 29 | Please fill. | |
| Post Qual III Form - Financial Data for the past three years | Page 30 | Please fill. | |
| Post Qual IV Form - Experience of contracts of a similar nature value under consideration, in the last three years. | Page 31 | Please fill. | |
| Bidder Information Form | Page 33 | Please fill. | |
| Joint Venture Partner Information Form | Page 34 | Please fill in case of Joint venture only. | |
| Bid Submission Form | Page 35-36 | Compulsory - MUST BE SIGNED. | |
| Price Schedule: Goods delivered to nominated point in the Republic of Maldives | Page 38-39 | Please fill. | |
| Price and Completion Schedule - Related Services | Page 40 | Please fill. | |
| Manufacturer's Authorization | Page 41 | Please fill. | |
| List of Goods and Delivery Schedule | Page 45-46 | Please fill. | |
| List of Related Services and Completion Schedule | Page 47 | If Applicable only. | |
| Technical Specifications and Compliance Schedule | Page 48-60 | Please adhere to the specification given and provide quotations with your offered specifications. | |

***NOTES TO BIDDERS:**

- To receive the MS Word format of the bidding documents please email to mohamed.manaan@mohe.gov.mv / afaaf.mohamed@mohe.gov.mv
- Important parts are highlighted in 'Blue' in the bidding document for easier reference. However, it is the responsibility of bidders to read and familiarize themselves with all parts of the bid document.
- Evaluation will be done Lot wise.
- Bidders can **email** their bid document as submission in PDF form to: mohamed.manaan@mohe.gov.mv / afaaf.mohamed@mohe.gov.mv
- The successful bidder shall furnish Performance Security amounting 10% of the contract price.