

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Feasibility Study, Design & Consultancy Services for Development of Multi-storey Warehouses

Date: 1st October 2020

Reference: 60- PRE/2020/147

State Trading Organization Plc (STO) to invites interested eligible Companies, Firms, Partnerships, Joint-Venture and Consortiums meeting the requirements set out in attached Terms of Reference (TOR) to submit written Expression of Interest (EOI) for Feasibility Study, Design & Consultancy Services of Developing STO Multi-storey Warehouse Building.

The selected Parties will then be invited to submit a more detailed proposal through a restricted request for proposal process.

To guide you in the preparation of the EOI, please find enclosed:

- a. Annex I: Terms of reference
- b. Annex II: Instructions to bidders
- c. Annex III: EOI Cover letter
- d. Annex IV: EOI Proposal submission form

Interested Parties may arrange to visit the site to conduct a site investigation / discussion and get more information for the EOI, however all relevant expenses shall be borne by the respective party.

The EOI must comprise the following documents:

- a. EOI Cover letter
- b. EOI Submission Form
- c. Bidder details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.

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- d. Details of individual who will serve as the point of contact for STO from the side of the Bidder, including Name, Designation, Address, Telephone Number, E-Mail Address, Fax Number, and Power of Attorney from the Bidder
- e. Company Profile and Shareholders details
- f. Reference letter/s of work Experience

This letter is not to be construed in any way as an offer to contract with you/your company.

Yours Sincerely,



Mohamed Nizam
General Manager
Procurement Department

ANNEX I

TERMS OF REFERENCE (TOR)

Feasibility Study, Design & Consultancy Services for Development of Multistorey Warehouses

1. Introduction

State Trading Organization PLC (STO) wishes to invite Expression of Interest (EOI) from interested eligible Companies, Firms, Partnerships, Joint-Venture and Consortiums to conduct feasibility study, design & consultancy services for the development of two multistorey warehouse facilities as per below requirements.

The EOI must comprise the following documents:

- EOI Cover letter
- EOI Submission Form
- Bidder details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.
- Details of individual who will serve as the point of contact for STO from the side of the Bidder, including Name, Designation, Address, Telephone Number, E-Mail Address, Fax Number, and Power of Attorney from the Bidder.
- Company Profile and shareholders details
- Reference letter/s of work Experience

Suitably qualified Parties for the scope of work will be contacted by STO and required to submit their proposed approach, work plan (including deliverables and indicative timing) prior to contracting. This will be specified with the service provider as and when required for each event.

Proponent is expected to have experience and skills from the following areas.

*(Details of affiliated parties and project team for this assignment should be provided for the final proposal stage, phase 2 for assessment/evaluation)

- Logistic Engineering
- Supply Chain Management

- c. Enterprise Resource Planning & Warehouse Management System
- d. Medical storage management
- e. Multistory warehouse design
- f. Project Management Consultancy

2. Overview

	STO Medical storage warehouse	STO Multi-purpose warehouse
Site location:	Block no.5, Male'	Hulhumale' Industrial Zone
Land area:	20,000 sqft	40,000 sqft
Allowed Building height:	18 m	18.5 m

3. Scope of work and specific activities

3.1. Part 1: Study and Design

Stage	Scope	Deliverables
1. Survey	<ol style="list-style-type: none"> 1. Conduct a comprehensive survey of the following to identify the constraints and challenges faced in STO existing facilities. <ul style="list-style-type: none"> a. Logistics operation b. Warehouse infrastructure c. Warehouse management 2. Analyse & forecast storage requirement of STO for the next 10 to 15 years. <ul style="list-style-type: none"> a. Staple foods 	<ol style="list-style-type: none"> 1. Survey & forecast reports

	<ul style="list-style-type: none"> b. White goods c. Fast moving consumer goods d. Seasonal products e. Medical items <p>3. Conduct survey of site location for constrains & associated risks</p>	
2. Conceptual Design (Options)	<ul style="list-style-type: none"> 1. Propose concepts & simulations of warehouse and operation 2. Advise on implementation of Warehouse Management System, integration to existing ERP system 3. Advise on technologies & automation 4. Incorporate green building concept 5. Type of build; Provide comparison of steel/concrete structure regarding proposed concepts 6. Analyse and propose the possibility of incorporating the following facilities into the building design <ul style="list-style-type: none"> a. Amenities b. Warehouse office c. Sales point / showroom 	<ul style="list-style-type: none"> 1. Options for selection <ul style="list-style-type: none"> a. Building Program / Facilities b. Space plan c. Movement and Circulation d. Type of build e. Operational process flow 2. ERP / WMS integration options
2. Final Conceptual Design	<ul style="list-style-type: none"> 1. Produce detailed conceptual design; inclusive of <ul style="list-style-type: none"> a. Circulation and operational flow b. Interior space plan c. Façade 	<ul style="list-style-type: none"> 1. Detailed conceptual design inclusive of; <ul style="list-style-type: none"> a. Concept layout (space plan and circulation) b. Building program & hierarchy

	<ol style="list-style-type: none"> 2. Design requirements & specifications 3. Propose recommended Plants, Machineries and equipment for warehouse operation 	<ol style="list-style-type: none"> c. 3D visuals (interior and exterior) d. Operational flow and Simulations e. Material specifications <ol style="list-style-type: none"> 2. Proposed Plants, Machineries and equipment
<ol style="list-style-type: none"> 4. Detail Design & BOQ 	<ol style="list-style-type: none"> 1. Carryout detail design for government approval and construction drawing set; <ol style="list-style-type: none"> a. Architectural and Structural drawings b. Mechanical, electrical and plumbing (MEP) drawings c. Fire protection drawings 2. Detail Bill of Quantities (BOQ) 3. Material Specifications 4. Estimated Work Schedule 5. Conduct Environmental Impact Assessment (EIA) 	<ol style="list-style-type: none"> 1. Detail drawings 2. BOQ 3. Material specification 4. Estimated Schedule 5. EIA report
<ol style="list-style-type: none"> 5. Operational process design 	<ol style="list-style-type: none"> 1. Advise on warehouse operations and Develop operational procedures 	<ol style="list-style-type: none"> 1. Operations manuals

3.2. Part 2: Financial Consultancy

Stage	Scope	Deliverables
1. Market Assessment	<ol style="list-style-type: none"> Analyze the demand and supply for storage spaces in the market Determine the market rate per square feet. 	Market Assessment Report; <ol style="list-style-type: none"> Existing demand and supply. Market price. SWOT analysis of the project
2. Financing Method	<ol style="list-style-type: none"> Analyse different financing options for the project: <ol style="list-style-type: none"> Borrowing Equity Combination of Equity & Borrowing. Select the most appropriate financing option and determine relevant discounting Factor. 	Detailed financial risks and benefits of the options in the context of STO. Calculation of relevant discounting factor
3. Financial Project & Feasibility Assessment	<ol style="list-style-type: none"> Project total cashflow and outflows from the project for 15years. Calculate Net Present Value (NPV), Cash Pay Back Period, IRR and any other ratio of the project. 	Feasibility report.
4. Project Development Costing	<ol style="list-style-type: none"> Identify the total cost for storage space including plants, equipment and machineries Identify the total cost for common area and amenities Identify the total cost for the whole project / building. 	Project development Costing Report.

<p>5. Financial Viability</p>	<p>1. Provide the details of;</p> <ul style="list-style-type: none"> i. Yearly operating expenses. ii. Debt commitments. <p>2. Provide an independent view on the financial viability of the project, including the favorable and limiting factors for the success of the project</p>	<p>Financial viability report and recommendations.</p>
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3.3. Part 3: Project Management Consultancy services

Pre-Construction Stage

- Preparation of Procurement Plan and draft Tender documents
- Reply to queries from contractor during tender process
- Review and Evaluation of Bid Documents submitted by Contractor
- Establish Project Communication and reporting system
- Maintain the Master Budget of the project

Construction Stage

- Full time supervision of construction works
- Approve documents submitted by contractor
- Monitor and estimate progress of work
- Review and issue Certification of Interim Payment to Bills of Contractor
- Change order management
- Quality Assurance and Control
- Establish Environment, Health and Safety Plan
- Conduct Progress Review meetings
- Create, Review and Maintain all records of contractors' daily progress

Post-Construction Stage

- Advice about Substantial Completion
- Prepare Schedule of Defects
- Provide assistance during commissioning of the facility
- Collection and Integration of OM, Commissioning and Test Certificates
- Reconciliation and Certification of Final Bill of Contractors
- Collate and verify all as-built drawings
- Address any queries during defects liability period
- Coordinate with the contractors to rectify defects during defects liability period
- Prepare Close-out report
- Conducting training session on operations & maintenance

Annex II

INSTRUCTIONS TO BIDDERS

Feasibility Study, Design & Consultancy Services for Development of Multistory Warehouse

1. General Condition

- 1.1 STO invites EOIs for Feasibility Study, Design & Consultancy Services for Development of Multistory Warehouse.
- 1.2 The Bidder shall bear all costs associated with the preparation and submission of the EOI, and STO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
- 1.3 To assist in the assessment and comparison of EOI proposals, STO may, at STO's discretion, ask any proponent to submit any documents (including and not limited to some mandatory documents) for clarification and verification of the Bidder's EOI proposal.

2 Preparation of EOI

The EOI must comprise the following documents:

- a. EOI Cover letter
- b. EOI Submission Form
- c. Bidder details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.
- d. Details of individual who will serve as the point of contact for STO from the side of the Bidder, including Name, Designation, Address, Telephone Number, E-Mail Address, Fax Number, and Power of Attorney from the Bidder.
- e. Company Profile and shareholders details
- f. Reference letter/s of work Experience

3 Submission of EOI

- 3.1 The EOI shall be typed and shall be signed by the Bidder or a person or persons, duly authorized by the bidder to submit the bid.
- 3.2 The Bidder shall submit their EOI via email to tenders@stomaldives.net clearly stated
“EOI for Feasibility Study , Design & Consultancy Services for Development of Multistory Warehouses”
- 3.3 Deadline for submission is **14th October 2020, 1600hrs**, Maldives Time. EOI Proposal should be emailed to tenders@stomaldives.net along with required documents, on or before the submission deadline.
- 3.4 STO may, at its discretion, extend this deadline for the submission of the EOI, in which case all rights and obligations of STO and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 3.5 Any EOI received by STO after the deadline for submission of EOI will be rejected and returned unopened to the Bidder.
- 3.6 The Bidder may withdraw its EOI after submission, provided that written notice of the withdrawal is received by STO prior to the deadline for submission. No EOI may be modified after passing of the deadline for submission of EOI.
- 3.7 All EOI shall be addressed to;
Mohamed Nizam
General Manager
Procurement Department.
State Trading Organization Plc.
Boduthakurufaanu Magu, Male’
Email: tenders@stomaldives.net

4. Criteria for shortlisting applications

4.1. Bidders should have successfully completed minimum 1 (one) project of similar nature of work equivalent to or over USD 5 million.

4.1.1. Experience of the proponent will be;

- a. Validated only by reference letter, (with the supporting documents if the project value is not mentioned in the reference letter), issued to the proponent by the respective client.
- b. Measured with the similar nature of work completed within the last 10 years.
- c. Similar nature of work: design and consultancy service provided for development of commercial/industrial storage facility, with one project value equivalent to or over USD 5 million.

5. Evaluation of EOI

5.1 To assist in the examination, evaluation and comparison of EOIs, STO may at its discretion ask the Bidder for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered or permitted.

5.2 STO will examine the EOI to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI is generally in order.

5.3 Prior to the detailed evaluation, STO will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI. STO reserves the right to waive minor deviations, if they do not affect the capability of an applicant to perform the work.

5.4 An EOI determined as not substantially responsive will be rejected by STO.

5.5 This EOI does not entail any commitment on the part of STO, either financial or otherwise. STO reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.

5.6 For additional information, clarification or any communication relating to this EOI, bidders may write to tenders@stomaldives.net

5.6.1 Deadline for clarifications: **8th October 2020, 1600hrs** Maldives local time.

5.6.2 Responses to all clarifications will be published on STO website on **9th October 2020, 1600hrs** Maldives local time.

6. Notices

6.1 This Invitation for an EOI does not constitute a solicitation. STO reserves the right to change or cancel the requirement at any time during the EOI and/or Selective Tender Process. Thus, submitting a reply to this Invitation for an EOI does not automatically guarantee that the party will be considered for the Selective Tender Process. STO undertakes to maintain confidentiality and protect information contained in the bidding documents to be used for any other purpose other than for this Bid.

6.2 Bidders may attend a site discussion to ensure understanding of the opportunity and the requirement of the EOI.

Annex-III - Cover Letter

To: Mr.Mohamed Nizam
General Manager
Procurement Department.
State Trading Organization Plc.
Boduthakurufaanu Magu, Male'
Email: tenders@stomaldives.net

Date: 14th October 2020

Feasibility Study, Design & Consultancy Services for Development of Multistorey Warehouses

The intent of this Letter is to provide a written expression, in response to EOI Notice (60- PRE/2020/147) to hire a party for Feasibility Study, Design & Consultancy Services for Development of Multi-storey Warehouses.

We/I, the undersigned, declare that:

The EOI proposal comprise the following documents;

- a. EOI Cover letter
- b. EOI Submission Form
- c. Bidder details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business, company's Memorandum of Association and Article of Association.
- d. Details of individual who will serve as the point of contact for STO from the side of the Bidder, including Name, Designation, Address, Telephone Number, E-Mail Address, Fax Number, and Power of Attorney from the Bidder
- e. Company Profile and Shareholders details
- f. Reference letter/s of work Experience

In witness thereof, we submit this EOI proposal under and in accordance with the terms of the Information for bidders and TOR document.

Yours faithfully,

Date:(to be filled by bidder)

(Signature, name and designation of the Authorized signatory to be filled in by the Bidder)

(Seal of Bidder should be stamped here)

Annex IV

EOI Submission Form

Feasibility Study, Design & Consultancy Services for Development of Multistory Warehouse

1. Background

1.1 Contact

Name	
Physical address	
Mailing address	
Telephone	
Fax	
e-mail	
Website	

1.2 Legal Registration (if any)

Place of registration & registration No.	Date of incorporation	Director's names

2 Experience

2.1 Geographical coverage and experience working with international organizations

Criteria	Response
Geographical list showing where work has been conducted in the past three years	
Previous experience working with other International organizations.	
Previous experience in working with STO	

2.2 Completed works

Outline of assignments relevant to this present EOI that were completed by the Bidder within last 10 years (Accepted only as reference letters issued by client, similar nature of work: design and consultancy service provided for development of commercial/industrial storage facility)

Name of client and contact details	Description (include title of the consultancy and brief statement describing the nature of the assignment) –	Design or Design and Consultancy value (MVR / US\$)	Project Value (MVR / US\$)	Completion date

2.3 Ongoing works

Details of current consultancies in progress (Accepted only as reference letters, contract or award notification letters issued by client, similar nature of work: design and consultancy service provided for development of commercial/industrial storage facility)

Name of client and contact details	Description (include title of the consultancy and brief statement describing the nature of the assignment)	Design or Design and Consultancy value (MVR / US\$)	Project Value (MVR / US\$)	Completion due date

2.4 Details of Affiliated or Sub- Consulting Parties for previous projects

Similar nature of work: design and consultancy service provided for development of commercial/industrial storage facility.

#	Name of Party	Project name and location	Scope of Party	Years of experience in field
1				
2				
3				

3. Certification

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name:

Title / Designate:

Signature:

Date:

Company Seal / Stamp: