

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



INVITATION TO SUBMIT PROPOSALS

Maldivian Gas Head Office Renovation

REF NO: MGPL-I/PD/2020/16

07th October 2020

Disclaimer

The information contained in this Request for Proposals document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Maldivian Gas Private Limited (the "MGPL") or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. MGPL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

MGPL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

MGPL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. MGPL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MGPL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and MGPL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. INTRODUCTION

Maldivian Gas Private Limited (MGPL) invites to well-qualified business entities (Local/International) engaged in shipping agency services to provide proposals to handle and carry out all the freight, customs clearance duties for MGPL's imports and export products, as per the terms and conditions provided in this Document.

2. BACKGROUND

Maldivian Gas Private Limited (MGPL), a subsidiary of State Trading Organization plc (STO), is engaged in the natural gas distribution market since 1999, catering to a customer base of over 40,000. Over the years we have emerged as the market leader in providing Liquefied Petroleum Gas (cooking gas) throughout the Maldives. In addition to LPG, we also provide a wide range of related appliances and industrial gases such as Acetylene, Argon, Nitrogen, and Helium. We are also the sole producer and supplier of medical oxygen catering to more than 95% of hospitals throughout the country.

3. DEFINITIONS

For the purpose of this Request for Proposal (RFP), the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires: -

3.1 'MGPL' means Maldivian Gas Private Limited, which expression shall unless excluded by or repugnant to the context include MGPL's representative.

3.2 'MGPL's Representative' means the staff or any person authorized by who would be in charge of work and would sign the documents on behalf of the MGPL.

3.3 'STO' means the State Trading Organization Plc, which expression shall unless excluded by or repugnant to the context include STO's representative.

3.4 'Consultant' means any person/firm/company or organization engaged in rendering professional services and shall include all his associates.

3.5 'Bid Submission Date' means 20th October, 12:00 hours, or date extended according to the process stated herein.

3.6 'Bid Stage' means the period between the date of this RFP and Bid Due Date.

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3.7 'LOA' means Letter of Award notification.

3.8 'Member or Associate' means shareholder/s of the Bidder or a partner in business.

3.9 'Subsequent Agreements' means one or more agreements, deed, instruments executed between MGPL and Selected Bidder pursuant to the Project.

3.10 'Laws' means, existing Laws and Regulations of the Republic of Maldives and any other applicable international protocol.

4. SCHEDULE OF BIDDING PROCESS

MGPL shall endeavour to adhere to the following schedule:

Event Description	Date
4.1 Last date for receiving queries	18 th October 2020, 10:00 hrs
4.2 Authority response to queries latest by	19 th October 2020, 11:00 hrs
4.3 Bid Submission Date	20 th October 2020, 12:00 hrs
4.4 Validity of Bids	30 days of bid due date

Pre-bid Meeting

Venue: MGPL Head Office

Time: 13:00 hrs

Date: 14th October 2020

5. SCOPE

- a) The proposal is sought for the interior design and renovation work of Maldivian Gas Head office in accordance with the approved architectural design drawings and site survey on a contract basis. The contractor shall furnish labor, transportation, and tools to accomplish the work.

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b) The company will provide materials in Below Table;

ITEM NO.	DESCRIPTION
1	Doors (D), windows (FG), partition panels (P) and fixed glazing
2	Raised flooring system
3	Furniture (F)
4	Air Condition Units (including installation)
5	Data network, telephone, access control, and CCTV cables
6	Access control system
7	CCTV cameras

Additional Service

Additional Services – Additional services will include redesign of previously approved work where necessary, major revisions, which the MGPL and Service Provider had agreed upon, to program and expansion of scope of work beyond the itemized in the service agreement.

6. ELIGIBILITY

The Bidders must meet the following minimum requirements and must have the following capacity:

6.1. Experience:

- a) Experience of the bidder will be measured with the similar nature of services completed within the last 5 (Five) years.
- b) Reference letter / Completion letter received ONLY in the name of the companies'/ government entities/institutions/commissions etc. will be considered as experience of the bidder
- c) Reference letters in the name of individual members/consultants will not be considered as a bidders' experience.

6.2. Delivery

- a) Work should be completed within 60 Days

7. FINANCIAL PROPOSAL

- a) Payment upon completion of the work.
- b) Bidders must provide prices for all the categories in Annexure VI –Summary

8. INSTRUCTIONS TO BIDDERS.

1. Unless the context otherwise required or expressed, the terms not defined in this RFP shall have the meaning assigned thereto in this RFP.
2. Bidders shall be responsible for careful examination of all Bid Documents. All the information necessary for the Bid shall be obtained at Bidders' responsibility and expense. Misrepresentation or misinformation does not justify bidder in any alteration of the submitted offer.
3. Language of document shall be English.
4. Bid currency should be in Maldivian Rufiyaa (MVR) only.
5. Each Bidder must submit only one proposal by itself. A Bidder who submits or participates in more than one proposal will be disqualified. If MGPL discovers or has a reason to believe that collusion exists among any/all Bidders, any/all such proposals will be rejected, and all participants in such collusion will be excluded from consideration for future proposals for the same work.
6. The proposal price must be written without erasures, both in figures and in words. In case of discrepancy between figures and words, the words shall prevail.
7. The Annexure- I to V shall be typed or written in indelible ink and signed by authorized signatories. Any change should be initialled.
8. At any time prior to the Bid Due Date, MGPL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, MGPL may, in its sole discretion, extend the Bid Due Date.
9. Agreement shall be drawn with the selected bidder and this document with all terms and conditions shall form part of the Subsequent Agreement.
10. Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the Subsequent Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Agreement.

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11. Deadline for submission of Proposal may be extended at the discretion of MGPL.
12. Proposal submitted after deadline shall be rejected.
13. Bids received by MGPL after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.
14. Documents may also be couriered and notified through email, and shall be sealed and Proposal Envelopes shall bear the following Identification

[Proposal for the work Renovation of Maldivian Gas Head Office]
(MALDIVE GAS PRIVATE LIMITED)
DO NOT OPEN BEFORE 20th October 2020, 12:00 hrs
(Name of the Bidder)

15. If the envelope is not sealed and marked as above, MGPL will assume no responsibility for the misplacement or premature opening of the proposal.
16. Any condition or qualification or any other stipulation contained in the bid shall render the Bid liable to rejection as a non-responsive Bid
17. The Bidder should submit a Power of Attorney as per the format in Annexure III authorizing the signatory of the bid to commit the bidder
18. Proposal will be opened at the presence of the bidders who choose to attend
19. The Letter of Award Notification (LOA) shall be sent to the Selected Bidder within the validity date of the Bidding process.
20. MGPL will review each bid and perform a detailed evaluation based on the evaluation criteria described in this RFP document.
21. MGPL reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Bidder.
22. In the event where the prices received are above the prices anticipated or where the submitted Proposals are not representatives of the prices in the general market, MGPL reserves the right to negotiate / cancel the process.
23. Any and all travel and accommodation expenses related to this tender shall be arranged and paid by the Bidder.
24. The delay damages for the work / service is 1% (One percent) per day
25. The maximum amount of delay damages for the whole of the works / services is 15% (fifteen percent) of the assigned work / services respectively.
26. MGPL reserves the right to reject proposals from Blacklisted Customers and Legal Customers, including the Default Customers / Parties and it shall extend to STO and Subsidiaries of STO as well.

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27. Blacklisting is a consequence of failure on commitment or quality issues below. Bidders will not be blacklisted for unintentional mistakes or actions which do not tantamount to intentional cheating. MGPL has the right to Blacklist the Bidders permanently or to suspend the Bidder for a certain period of time depending on the severity.
- Intent to cheat.
 - Misrepresentation of facts in Bid Proposals.
 - Malpractices in supplies or services
 - Intentional Disclosure of MGPL confidential information
 - Bidder participates in bidding / Negotiations, wins the contract but subsequently does not execute the work.
 - Repetitive Quality issues in Supplies / Services
 - Unreasonable delays in deliveries or execution of services
 - Bidder's repetitive delays getting into contractual agreement with MGPL after winning a contract.
 - Other violations of responsible business practices
 - Any other criteria as MGPL may deem appropriate in the interest of the organization or government in compliance with company policies and Laws of Republic of Maldives.
28. MGPL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the [the RFP and/or the Bidding Documents] and the Bidder shall, when so required by MGPL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by MGPL shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of MGPL thereunder.
29. Bids shall be deemed to be under consideration immediately after they are opened and until such time MGPL makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, MGPL and/ or their employees/ representatives on matters related to the Bids under consideration.
30. Without prejudice to the rights of the MGPL herein and the rights and remedies which the MGPL may have under this RFP Document or otherwise, if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged

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- in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the submission or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender issued by MGPL during a period of 3 (three) years.
31. A Bidder must not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, MGPL shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by MGPL and not by way of penalty for, *inter alia*, the time, cost and effort of MGPL, including consideration of such Bidder’s proposal (the “**Damages**”), without prejudice to any other right or remedy that may be available to MGPL under the Bidding Documents or otherwise.
 32. The Bidding Process shall be governed by, and construed in accordance with, the laws of Republic of Maldives and the Courts of Maldives in where MGPL has its head office shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
 33. To assist in the examination of responsiveness, evaluation, and comparison of bids, MGPL may, at MGPL’s discretion, ask any Bidder to submit any documents (including and not limited to some mandatory documents which shall not affect the competitiveness of the process) for clarification and verification of the Bidder’s Bid. Any document which affect the competitiveness shall not be accepted during the resubmission period. The Tender Committee has discretion to reject any document submitted during resubmission period, if found, which shall affect the competitiveness of the Tender process.
 34. Withholding tax of 10% will be deducted from the gross amount of invoice value if a payment is made for any service rendered by the Bidders not registered in Maldives, non-residents of Maldives as defined in Income Tax Act of Maldives.
 35. The bidder shall be responsible for all of the costs associated with the preparation in the Bidding Process. MGPL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process

9. REQUIRED DOCUMENTS.

MGPL may choose to accept a proposal which does not contain one or more of the documents listed in this section on the ground that information provided in another document or elsewhere in the proposal does satisfy the purpose for which the document is requested.

9.1. FOR ELIGIBILITY

1. Experience letter / Completion letter as per the clause 6.1 and its sub-clauses.

9.2. OTHER DOCUMENTS

1. Copy of Company/ Sole Proprietorship Registration Certificate
2. Copy of Company GST/VAT registration certificate and Tax Clearance Certificate.
3. Copy of most recent Memorandum of Association
4. Shareholders National ID Card copies/Passport copies of foreigners
5. A Cover Letter including proposed price and project schedule (timeline).
6. Price list (as per the format provided in Annexure I)
7. Letter comprising the bid (as per the format provided in Annexure II)
8. Power of Attorney (As per the format provided in Annex III)
9. Tender submission checklist (Annexure V)

10. EVALUATION CRITERIA AS FOLLOWS.

	Description	Weighting %
1	Bid Price	80%
2	Past experience of related work	20%
	5% per reference letter	
	Total	100%

11. EVALUATION GUIDELINES

11.1 MGPL will subsequently examine and evaluate the Bids in accordance with the provisions set out in this RFP.

11.2 Prior to evaluation of Bids, MGPL shall determine whether each Bid is responsive to the requirements of this RFP.

11.3 Marks shall be distributed on Pro-rata basis.

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11.4 Proposed Price (80 marks)

- a) Total lowest price offered would achieve the highest. Higher Proposal will receive lesser marks in proportion to the lowest quoted.

11.5 Experience (20 marks)

- a) Experience will be validated by:
- reference letters of similar nature (positive) issued by the clients
- b) Reference letter/Completion Certificates received ONLY in the name of the companies/Government Entities/Institutions/Commissions etc. will be considered as experience of the bidder
- c) Reference letters/Completion Certificates in the name of individual members/consultants will not be considered as a bidder's experience
- d) Experience of the bidder will be measured with the relevant nature of services (projects of similar nature) as required in this RFP, completed within the last 5 years. The relevant project numbers carried out will be tabulated and summed. Marks will be weighted with the highest total number of all said projects receiving full marks.
- e) Marks for projects and experience will be tabulated as follows

Basis	Criteria	Marks
<p>Project of Similar in nature: <i>the work/services of handling and execution of the freight, customs clearance duties related work locally and internationally within last Five (5) years</i></p> <p>*The party with most positive reference letters will achieve highest marks and marks shall be given on pro-rata basis</p>	No of reference letters	20 marks

12. ELECTION OF BIDDER

- 12.1. Subject to the provisions of this RFP, the Bidder whose Bid is adjudged as responsive in terms of this RFP and who scores the highest marks in Evaluation (the “**Evaluation**”) shall ordinarily be declared as the selected Bidder (the “**Selected Bidder**”).
- 12.2. In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the “**first round of bidding**”),MGPL may invite all the remaining Bidders to revalidate or extend their Bid validity date, if necessary, and match the Bid of the aforesaid Highest Bidder (the “**second round of bidding**”).
- 12.3. In the event that no Bidder offers to match the Highest Bidder in the second round of bidding, MGPL may, in its discretion, retender and invite for fresh Bids (the “**third round of bidding**”).

13. AWARD OF CONTRACT

- 13.1. After selection, a Letter of Award (the “**LOA**”) shall be issued, in duplicate, by MGPL to the Selected Bidder and the Selected Bidder shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the next eligible Bidder may be considered.

14. BID VALIDITY

The Bids shall remain valid for 30 (thirty) days after the deadline for date of bid submission.

15. SUBMISSION

- 15.1. Proposals are to be submitted on **20th October 2020**, Time: **12:00 hours** to **Maldivian Gas Private Limited Head Office (STO Trade Center 2nd Floor) Orchid Magu, Male’, Republic of Maldives.**

16. QUERIES & FEEDBACK

All questions relating to the terms of condition shall be directed by email or in writing to:

Fathmath Shiuna

Senior Procurement Officer / Procurement Department

Maldivian Gas Pvt Ltd

Orchid Magu,

Maafannu Male', Maldives

Tel: 3005443

Email: procurement@maldiviangas.com .

17. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising MGPL in relation to, or matters arising out of, or concerning the Bidding Process. MGPL will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. MGPL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or MGPL or as may be required by law or in connection with any legal process.

Disclaimer:

Notwithstanding anything contained in this RFP, MGPL reserves the right to reject any Bid and to annul the Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event that MGPL rejects or annuls all the Bids, it may, in its discretion, invite all eligible Parties to submit fresh Bids hereunder.

Annexure-I - Experience Summary list

	Company	Project Details	Commence Date	Finished Date	Project Value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Name: _____

Signature: _____

Date:

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Annexure-II - Letter Comprising the Proposal

Dated:

To,

[Name]

.....t Department,

Maldivian Gas Pvt Ltd

Sub: Head Office Renovation

Dear Sir,

With reference to your RFP document dated, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Work / Service. The Bid is unconditional and unqualified.

1. I/ We acknowledge that Maldivian Gas Pvt Ltd will be relying on the information provided in the Bid and the documents accompanying the Bid for selection, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. This statement is made for the express purpose of our selection for the services of handling and execution of the freight, customs clearance duties related work.
3. I/ We shall make available to the Maldivian Gas Pvt Ltd any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I/ We acknowledge the right of the Maldivian Gas Pvt Ltd to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/ We certify that in the last three years, we/ any of the Consortium Members or our/ their Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial body or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any Authority nor have had any contract terminated by any courts of law for breach on our part.
6. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Maldivian Gas Pvt Ltd; and
 - (b) I/ We do not have any conflict of interest in accordance with the RFP document; and
 - (c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposals issued by or any agreement entered into with the Maldivian Gas Pvt Ltd or any other private / public sector enterprise or any government, Central or State; and

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- (d) I/ We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
7. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
 8. I/ We declare that we/ any Member of the Consortium / Joint-Venture, or our/ its Associates are not a member of a/ any other Consortium submitting a Bid for the Project.
 9. I/ We certify that in regard to matters other than security and integrity of the country, we/ any Member of the Consortium or any of our/ their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offense that outrages the moral sense of the community.
 10. I/ We further certify that in regard to matters relating to security and integrity of the country, we/ any Member of the Consortium or any of our/ their Associates have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
 11. I/ We further certify that no investigation by a regulatory Employer is pending either against us or against our Associates or against our CEO or any of our directors/ managers/ employees.
 12. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 13. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Maldivian Gas Pvt Ltd in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
 14. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft to me/us [prior / after] to the Bid Due Date.
 15. I/ We have studied all the Bidding Documents/RFP carefully. We understand that except to the extent as expressly set forth in the Subsequent Agreement/s, we shall have no claim, right or title arising out of any documents or information provided to us by the Maldivian Gas Pvt Ltd or in respect of any matter arising out of or relating to the Bidding Process including the award.
 16. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Project / Concession is not awarded to me/us or our Bid is not opened or rejected.
 17. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
 18. I/We, the Consortium Members agree and undertake to be jointly and severally liable for all the obligations of the Concessionaire under the Agreement till occurrence of Financial Close in accordance with the Agreement.}
 19. I/ We shall keep this offer valid for [30 days] from the Bid Due Date specified in the RFP.

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In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature, name, and designation of the Authorised signatory)

Place: Name and seal of Bidder

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Annexure III - Power of Attorney

Know all men by these presents, We, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), of and presently residing at, who is presently employed with us/ the Lead Member of our Consortium and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the Project proposed or being developed by the Maldivian Gas Pvt Ltd (the "MGPL") including but not limited to signing and submission of all applications, bids, and other documents and writings, participate in bidders' and other conferences, and providing information / responses to the MGPL, representing us in all matters before the MGPL, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MGPL in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with MGPL.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2020

For.....

(Signature, name, designation and stamp)

Witnesses:

1.

2.

Accepted

(Signature, name, designation, and address of the Attorney)

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Annexure-IV – Tender Submission Checklist

The checklist is to be used to ensure that you have provided all the documentation required for this tender.

Please Tick \surd the boxes provided

Envelope 'A' (ORIGINAL) – Required Documents

- Experience letter/Completion letter as per clause 6.1 and its sub-clauses.
- Copy of Company/ Sole Proprietorship Registration Certificate
- Copy of Company GST/MIRA/VAT Registration Certificate and Tax Clearance.
- Copy of most recent Memorandum of Association
- Bid Security
- Shareholder's National ID card copies/Passport copy foreigners.
- A Cover Letter including proposed price and project schedule (timeline).
- Experience Summary list (as per the format provided in Annexure I)
- Letter comprising the bid (as per the format provided in Annexure-II)
- Power of Attorney (As per the format provided in Annex III)
- Signed and stamped Appendix to Tender (Refer to Annexure-IV)
- Summary List (Annex VI)
- This **tender submission checklist**, completed, signed, stamped, and dated.

Please ensure that;

- Language of the document shall be English or Dhivehi and Bid currency should be in Maldivian Rufiyaa (MVR).
- Proposals (All the Pages in the Bid Document) of the offer are signed by the tenderer or his duly authorized agent.

Name: _____

Signature: _____

Date: _____

Note: Signature / Stamp on all pages of the proposal.

Annexure V – BOQ

Description	Unit	Qty	Rate	Total (MVR)
<p><u>PRELIMINARIES AND GENERAL ITEMS</u></p>	-			
<p><u>General Notes</u></p>	-			
<p>(a) The contractor is advised to visit the site of the proposed work to ascertain the conditions governing access to the site, external working space, storage area, etc.</p>				
<p>(b) A list of typical general items are given below. However, the contractor is requested to price only those items that may affect this contract.</p>				
<p>(c) Any other item (s) not listed or measured on the bills but shown in drawings which are necessary for the successful completion of the project shall be included in the price, and no claims for extra payments for such, would be entertained.</p>				
<p>(d) The contractor shall be responsible for any damage to completed sections of works, adjoining or adjacent structures during the contract period.</p>				
<p>(e) No work in any trade shall be carried out in such a manner as to cause any damage and nuisance to adjacent owners or the public.</p>				
<p><u>Insurance</u> Allow for Contractor's All Risk Insurance Policy, including third party liability. (shall be obtained from a firm registered and operating in the Republic of Maldives)</p>	item	1		

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<p>Allow for insurance against claims for worker's compensation. The Employer's representatives, shall be included in the Insurance Policy. (shall be obtained from a firm registered and operating in the Republic of Maldives)</p>	item	1		
<u>Insurance (Cont'd)</u>				
-				
<p><u>Site Management Costs</u> Allow for the provision of construction management services on site and also in the office. (One qualified Engineer at Office, One experienced Site Manager or Site Engineer as a minimum requirement).</p>	-			
<p>Allow for all on and off site management costs including costs of temporary services, telephone, fax and similar items.</p>	-			
<p><u>Sample Approval</u> Allow for approval of samples of all types products, materials, plants etc., used for the Project. (If the Employer wishes to inspect prior to shipment of any product, the costs associated with this shall be borne by the Employer).</p>	-			
-				
<u>Temporary Works</u>				
-				
<p><u>Temporary Fencing and Gates</u> Allow for establishment, maintenance and removal of temporary fencing and gates as required by the works.</p>	-			
<p><u>Scaffoldings</u> Allow for establishment, maintenance and removal of necessary scaffoldings as required by the works.</p>	-			
<p><u>Site Facilities</u></p>	-			

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<p>Allow for establishment and removal of temporary areas for protection and storage of materials and maintain same for the duration of the contract.</p>	<p>item</p>	<p>1</p>		
<p><u>Temporary Works (Cont'd)</u></p>				
<p><u>Record Drawings</u> Allow for preparation and submission of 2 (two) sets of “as constructed” record drawings and maintenance manuals at completion of the works.</p>	<p>- item</p>	<p>1</p>		
<p>- <u>Remove and Dispose of Debris</u> Remove and dispose any debris to designated dumps, for the duration of the contract.</p>	<p>- item</p>	<p>1</p>		
<p><u>Clean-up</u> Allow for proper clean-up of floors, walls, glass, etc. upon completion of the works.</p>	<p>- item</p>	<p>1</p>		
<p>Total of : '01' - Carried over to grand summary</p>				
<p><u>DEMOLITION AND SITE CLEARANCE</u></p>				
<p>- <u>General Notes</u> (a) The contractor is requested to visit the site and to acquaint himself possible method of demolition, existing services, method of transportation of material, equipment to be used etc. (b) The contractor's rates shall include for all precautions to minimize the noise, dust and vibrations etc. subject to the approval of the consultant.</p>	<p>- -</p>			

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<p>(c) All precautionary measures to be carried out prior to commencement of any demolishing work to avoid damages to workers, outsiders, existing services, existing structure, adjoining properties, public services, etc.</p>	-			
<p>(d) Any re-usable material shall be disposed with consultation of the Consultant.</p>	-			
<p><u>Demolition</u></p>	-			
<p>Demolition of the two extruding walls (shown in the drawing) from floor to ceiling slab soffit and</p>	-	m	0.6	
<p>Total of : '02' - Carried over to grand summary</p>				
<p><u>DOORS/ WINDOWS/ PARTITION & FIXED GLAZING</u></p>				
<p><u>General Notes</u></p>				
<p>(a) All required doors / windows / partitions will be provided by Maldive Gas</p>				
<p>(b) Rates shall include for:</p>				
<p style="padding-left: 20px;">i) Fixing of locks, latches, door closers, push plates, pull handles, bolts, kick plates, hinges, stoppers, spy glass and any other necessary door and window hardware as shown on the door and window schedule. Even if not shown in the schedule, provision shall be allowed for the items.</p>				
<p><u>Door Units</u></p>				
<p><u>Install / Fixing</u> of the following door units complete as shown in the door and window schedule:</p>				
<p>-</p>				
<p>-</p>				
<p>D1 - 0.9M x 2.1M</p>	-	nr	1	

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D2 - 1.5M x 2.5M	nr	1		
D3 - 0.8M x 2.1M	nr	11		
D4 - 0.8M x 2.1M	nr	4		
D5 - 0.65M x 2.1M	nr	2		
D6 - 0.8M x 2.1M	nr	1		
D7 - 0.95M x 2.15M	nr	1		
D8 - 1.15M x 2.15M	nr	1		
<u>Fixed Glass Units</u>				
- <u>Install / Fixing</u> of the following Fixed Glass Units as shown in the door and window schedule				
- FG1 - 3.6M x 2.4M (AL)				
	nr	2		
FG2 - 4.8M x 2.4M (AL)				
	nr	1		
FG3 -1.657M x 2.4M (AL)				
	nr	1		
<u>Timber Framing Cover over the outside wall windows</u>				
(a) <u>Timber Framing Cover thickness should be 50mm & height Should be 3250mm.</u>				
	m	36		
Total of : '03' - Carried over to grand summary				
<u>WALL FINISHES</u>				
- <u>General Notes</u>				
(a) Where different finishes meet, where the surfaces are at the same level the surface at the joint shall show a smooth transition from one finish to the other with a straight sharp defining line between them with appropriate separator as necessary.				

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Painting

(a) Rates shall include for:

- i) The provision, erection and removal of scaffolding, rubbing down between coats and similar work, etc.
- ii) Application of wall putty or others where indicated and ground smoothing for plastered walls.
- iii) Protection of floors, fittings and cleaning upon completion.

Wall Finishes

Acrylic paint (1-under coat and 2-final coats); include application, etc. to internal surfaces (wall height 3.25 m)

m2 336

Acrylic weather shield paint (1-under coat and 2-final coats); include application and all tuch up work etc. to external surfaces (wall height 3 m)

m2 52

Complete front wall with name embosed letter type(3D acrylic sign) and wall concealed neon light with cement wall finish as specify in the drawing.

item 1

Reception wall wood carving wall art work with LED light system and signage as specify in the drawing.

item 1

Total of : '04' - Carried over to grand summary

FLOOR FINISHES

General Notes

- (a) Where different floor finishes meet, where the surfaces are at the same level the surface at the joint shall show a smooth transition from one finish to the other with a straight sharp defining line between them with appropriate separator as necessary.
- (b) All floor finishes are laid to falls as indicated or towards external walls so as to prevent stagnation of water, particularly in wet areas.

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<p><u>Floor Screed</u> (a) Rates shall include for: removing and laying, levelling, trowelling, crack controlling additives, etc.</p>	-			
<p><u>Supply and Installation of Parkey</u> (a) Rates shall include all the matreails required to install parkey with side borders.</p>	-	m ²	264.0	
<p>Installation of raised flooring <u>Installation / fixing</u> of raised flooring system (600 x 600mm) with accessories (plugs & screws) to areas as shown in the drawings (Matreails will be provided by MGPL)</p>	-	m ²	264.0	
<p>Total of : '05' - Carried over to grand summary</p>				
<p><u>CEILING CONSTRUCTION AND FINISHES</u></p>				
<p><u>General Notes</u> (a) Rates shall include for: i) Framing, notching and fitting around projections, pipes, light fittings, hatches, grilles and similar and complete with cleats, packers, wedges and similar and all nails and screws as required for the complete installation as shown in the drawings. ii) Flat Ceiling Throughout the whole area</p>	-			
<p>iii) Decorative Ceilings boxes shown in the drawings. (Part of the ceiling installation work has been completed, therefore rates should be provided for the incomplete area)</p>	-	m ²	270.0	
<p><u>Gypsum Board Ceiling</u></p>	-			
<p><u>Supply and Install or complete with framing, finishes, putty application, ground smoothing, etc.</u></p>	-	m ²	70	

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<p style="text-align: center;">-</p> <p>Painting</p> <p>Acrylic paint (1-under coat and 2-final coats); include application, putty application, grinding, etc. to 200mm drop down 9mm thk. Plastered gypsum board ceiling as spacificed colours and finishes including in the detailed drawing.</p> <p style="text-align: right;">m² 270.0</p> <p>Acrylic paint (1-under coat and 2-final coats); include application, putty application, grinding, etc. to drop down cloud panel suspended ceiling as spacificed colours and finishes including in the detailed drawing.</p> <p style="text-align: right;">m² 154.0</p>				
<p>Total of : '06' - Carried over to grand summary</p>				
<p><u>FURNITURE/ FIXTURES AND FITTINGS</u></p> <p style="text-align: center;">-</p> <p><u>General Notes</u></p> <p>(a) All furnitures will be provided by Maldiv Gas</p> <p>i)arranging furnitures as per the given furniture layout</p> <p>ii) Making good in other trades such as plaster and paint.</p> <p>iii) Special fittings such as bends, tees, reducers, faucets, etc., unless otherwise separately measured.</p> <p>iv) Such fittings and for any extra work involved for the satisfactory completion of such items.</p>				

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(c) All Pantry and sanitary fixtures and fittings shall be of superior quality, and approved by the Consultant / Client.

PANTRY

Supply and installation of complete pantry items with sink, cupboards and overhead cabinets

-
Sink and cupboards and cabinet set supply and fixing at the mention location in the drawing.

item

1

Toilet

Supply and fix the following sanitary fixtures and fittings complete, including all fittings, accessories, supports and connections to supply and waste systems:

Supply and fixing waterclosets to the sewer line and connected to the water supply, fixing Muslim shower sprayer, valves and connecting hoses using all fixing materials.

item

2

Supply and fixing pedestal type sink to the waist water line and connected to the water supply line basin mixer tap with using all fixing material.

item

1

Supply and Fixing Towel rail, paper holder with cover, soap holder, liquid soap dispenser and mirror with shelf.

item

1

Total of : '07' - Carried over to grand summary				
<u>ELECTRICAL INSTALLTION AND FIRE</u>				
-				
<p style="text-align: center;"><u>General Notes</u></p> <p>(a) Contractor shall get approval from the Consultant for electrical fittings before installation.</p> <p>(b) Electrical wiring should be done according to the Local Authority's regulations.</p> <p>(c) Contractor shall get the approval for position of fittings indicated in drawings from the Consultant before commencing the work.</p> <p>(d) Rate shall include for:</p> <p>i) All conduits, conduit fittings, clips, earth cables, draw wire, wiring accessories, hardware fixing, insulating materials, making holes and chases in brickwork, concrete work, etc. and making good the same.</p> <p>ii) Supply and installation of all the fittings complete with all the accessories, such as starters, bulbs, chokes, power factor correction capacitors, etc.</p> <p>(e) A light point is measured including conduit, wiring, earthing, connecting to switches, fixture, etc.</p>	-			
-				
<p><u>Distribution Boards</u></p> <p>Electric Wiring from the current Distribution board if the current D board does not have the capacity, a new D Board should be installed. Electric wiring should be done by an approved licensed person.</p>		nr	1	

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<u>Distribution Boards (Cont'd)</u>				
 <u>Lighting and Socket Outlets</u>				
<u>Wiring to lighting points and power points as specified to:</u>				
-				
Wiring to light points as shown in the layout drawings	cct	9		
Wiring to power points as shown in the layout drawings	cct	46		
3 Phase wiring for AC cassette type	nr	7		
<u>Supply and install the following light/other fixtures.</u>				
Ceiling light	nr	47		
Lead Strip light	nr	3		
Emergency lights	nr	5		

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Supply and install the following switch
socket outlets

Socket outlet, 13A

nr 82

Socket outlet, 15A

nr 7

3 PAHSE Isolator

nr 8

Supply and install the following switch
outlets

One gang switch

nr 26

Two gang switch

nr 1

Supply and install the following IT/Data/
Network

-

**(a) All the required IT / Data materials
will be provided by Maldiv Gas**

Cabling work for data and telephone points
for the locations shown as in the drawings

point 39

Cabling work for CCTV Camara outlets at
the locations shown as in the drawings.

nr 8

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<p><u>Access Control</u></p> <p>-</p> <p>- Cabling for access control system as shown in the drawings</p>	nr	4		
<p><u>Fire Installation</u></p> <p>- CO² fire extinguisher (2.0 kg), complete with fixings, cabinet. etc.</p> <p>H²O fire extinguisher (9 litre), complete with fixings, cabinet, etc.</p> <p>Smoke Detector</p> <p>Manual Call point</p> <p>Speaker</p> <p>FCP fire control panel</p> <p>Fire blanket, complete</p>	nr	4		

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Total of : '08' - Carried over to grand summary				

Annexure VI –Summary

SUMMARY

<u>Div</u>	<u>Description</u>	<u>Amount</u> <u>(MVR)</u>
1	PRELIMINARIES AND GENERAL ITEMS	_____
2	DEMOLITION AND SITE CLEARANCE	_____
3	DOORS/ WINDOWS/ PARTITION & FIXED GLAZING	_____
4	WALL FINISHES	_____
5	FLOOR FINISHES	_____
6	CEILING CONSTRUCTION AND FINISHES	_____
7	FURNITURE/ FIXTURES AND FITTINGS	_____
8	ELECTRICAL INSTALLATION AND FIRE	_____
	TOTAL (MVR)	=====