



15 October 2020

## Authentic Maldives Hulhumale' Store Renovation – Request for Proposal

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## A. INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

## B. PROJECT BACKGROUND

The Government of Maldives aims to create an enabling environment for Maldivian craft workers and homebased workers to promote local productivity by establishing a retail outlet at Centro Shopping Mall in Hulhumale, which will be managed by the Business Center Corporation (BCC). This retail outlet is an expansion of the Authentic Maldives already operating in the Duty-Free area of Velana International Airport.

A key area that would be emphasised through this venture is the Maldivian culture and history behind the products sold in the outlet. Once the product is sold, BCC will make the necessary arrangements to transfer the revenue to the respective owner. Proper record keeping will be ensured to meet the legal and regulatory requirements of any laws prevailing in the Republic of Maldives.

## C. SCOPE OF WORK

Business Center Corporation is seeking services of a contracting party for the renovation work of the planned Authentic Maldives store in Centro Mall, Hulhumale'. The size of the area is 242 SQFT (Commercial Unit 11 – Centro Mall). Below details the scope of work and other requirements.

### 1. WORK REQUIREMENTS

- 1.1 Ceiling works
- 1.2 Flooring works
- 1.3 Painting works
- 1.4 Wiring works
- 1.5 Installation of entrance door and repairing, if required.
- 1.6 Production and installation of wooden storage shelves and a counter to a design provided by BCC
- 1.7 Production and installation of name boards and signage
- 1.8 Installation of lights
- 1.9 Installation of Air Condition with pipe installation
  - a. 18000 BTU AC (Inverter) x 1 – Wall Mounted



- b. 24000 BTU AC (Inverter) – Ceiling Mounted AC x 1
- 1.10 Arrangement of store shelves / racks, and production of slat wall display inside store in consultation with BCC
- 1.11 Cleaning and disposal of waste from the site

**Note 1:** *Changes to the scope of work and requirement is possible. Any such changes will be communicated to the interested parties via email after the Information Session (held on 21 October 2020 1400 hrs via Zoom).*

**Note 2:** *Floor plan is attached in the announcement.*

## 2. ACCESS TO SITE

The site can be accessed at any time of the day. However, the contractor is advised to take following restrictions into account.

- 2.1 HDC reserves the right to interfere or stop the work of the contractor if they find that the contractor is not abiding by the rules and regulations of HDC.
- 2.2 Contractor must ensure the cleanliness of both the site and the floors surrounding the place, keeping in mind that visitors walk down the hall every day. Construction, cement or powdering of concrete makes the surrounding areas dusty easily, and cleaning does enhance the problem further. Contractor must exercise caution while undertaking any such work on-site.
- 2.3 Contact details of a focal point from HDC for any will be provided to the contractor.

## 3. COMMUNICATION

- 3.1 BCC shall receive progress of the renovation on a daily basis until the handover of the place. While BCC will be visiting the site frequently and closely monitoring, the contractor must still share the status or progress of the work or any urgent issues faced during the renovation by sending photos to a designated Viber group or by emailing it to BCC staff.
- 3.2 Any technical issues or operational difficulties arising from either HDC or any third party shall be communicated to both BCC without delay. The responsibility for any delay arising due to lack of communication must be taken by the contractor.
- 3.3 Contractor must assign a team member for BCC to make direct contact during for day to day communication and for any emergency. Contractor must also return any calls or respond to any questions BCC asks regarding the progress.
- 3.4 Approval from BCC shall be sought for any additional work, work not detailed in the contract or work not communicated and agreed to, beforehand. BCC shall not be held liable for any issues or complexities, both financially or operationally, arising from the unapproved work conducted.
- 3.5 Communication must be maintained with BCC at all times.

#### 4. PERFORMANCE OF CONTRACT AND HANDOVER OF KEYS

- 4.1 Any major non-performance of the contractual obligations without any reasonable cause or prior notice from the contractor, and without approval from BCC, within the first three days of the contract will constitute a repudiatory breach.
- 4.2 The contractual completion deadline for handover of store keys will be stipulated in the contract.
- 4.3 Any delayed completion, unless approved by BCC, will attract a 5% penalty per late day, as will be stipulated in the contract.

## D. DELIVERABLES

1. Ceiling works
2. Flooring works
3. Painting works
4. Wiring works
5. Installation of an entrance door
6. Installation of lights
7. Installation of Air Condition with pipe installation 18000 BTU AC (Inverter) x 1 – Wall Mounted 24000 BTU AC (Inverter) x 1 – Ceiling Mounted
8. Production and installation of wooden storage shelves and a counter to a design provided by BCC
9. Production and installation of name boards and signage
10. Arrangement of store shelves / racks, and production of slat wall display inside store in consultation with BCC
11. Cleaning and disposal of waste from the site

## E. CONTRACT DURATION

- The duration of the assignment is the duration proposed by the winning party.

## F. DOCUMENTS REQUIRED

- Completed Bid Submission Form (appendix 1) – **must be password protected**
- Work portfolio or evidence of previous work
- Entity Registration Copy



## G. SELECTION CRITERIA

Proposed Price	60%
Portfolio / work experience *	20%
Proposed Duration	20%

\* Applicant has successfully demonstrated completion of similar projects and has necessary experience to undertake the consultancy.

## H. APPLICATION SUBMISSION AND SELECTION

	Time / Deadline	Activity
1	<b>Inspection #1:</b> 20 <sup>th</sup> October 2020 1400 - 1430 hrs  <b>Inspection #2:</b> 21 <sup>st</sup> October 2020 1400 - 1430 hrs	<p>Interested parties may attend any of the physical inspections scheduled for 20<sup>th</sup> October and 21<sup>st</sup> October.</p> <p><b>Venue:</b> Commercial Unit 11 – Centro Mall  <b>Contact:</b> +960 7913535</p> <p>The physical inspection attendance is <b>not compulsory</b> for the bid submission.</p>
2	22 <sup>nd</sup> October 2020 1400 hrs	<p>Interested parties must register their expression of interest via <a href="https://tinyurl.com/yxackuyv">https://tinyurl.com/yxackuyv</a></p> <p>An email will be sent to all parties with photos of the place and concept for the place that BCC proposes before the information session starts at 1500 hrs.</p> <p><i>* Information Session will be held via Zoom</i></p>
3	22 <sup>nd</sup> October 2020 1500 - 1530 hrs	<p>Information Session</p> <p>The attendance is <b>compulsory</b> for the bid submission.</p>
4	22 <sup>nd</sup> October 2020 1531 hrs – 2359 hrs	<p>Questions asked during the information session will be answered via email to all potential bidders.</p> <p>Additional information will be sent during this period, if any.</p>
5	26 <sup>th</sup> October 2020 1400 hrs – 1415 hrs	<p>Submit the documents required in Section F to <a href="mailto:procurement@bcn.mv">procurement@bcn.mv</a>.</p> <p>The Bid Submission Form <b>must be password protected</b>.</p>



		For guidance on password protection please visit <a href="https://tinyurl.com/y6xf8tg6">https://tinyurl.com/y6xf8tg6</a>
6	26 <sup>th</sup> October 2020 1416 hrs – 1430 hrs	Send the password to <i>procurement@bcn.mv</i>
7	26 <sup>th</sup> October 2020 1431 hrs – 1445 hrs	Prices quoted by all bidders will be shared with all bidders.
8	26 <sup>th</sup> October 2020 2200 hrs – 2300 hrs	Score sheet will be sent to all bidders notifying the party selected.  Appeals and/or complaints shall be sent to <i>procurement@bcn.mv</i>
9	27 <sup>th</sup> October 2020 1430 hrs	Deadline for appeals and/or complaints.

***Please note that the bid forms submitted without password protection will not be accepted.***

## I. PAYMENT

The payment, subject to any deductions, will be paid upon the completion of the project.