



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

Procurement of Equipment for JobCenter (IUL) 475/475/2020/150

(Procurement Ref: MV-MOHE-192340-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 11, 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, 40 | Price Schedule Forms - 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 45-47 | Price Schedule Form & Price and Completion Schedule -Related Service | |
| Business Registration Certificate | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Certification of local/ tax registration (GST) | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Pension report (Contribution status report/documentation from MPAO) | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Tax Clearance Report obtained from MIRA dated no earlier than 30 working days prior to the bid submission dates. | ITT11.1(h) – Pg. 23 | Valid Copy | |
| Import License/Permit to sell imported 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 | Page 28 | Please attach copies of Completion | |

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|---|------------------------------|---|--|
| in nature to the requirement under this contract. | | Certificates and other supporting documents of similar nature contracts. | |
| Technical Specification | Page 48 - 67 | Bidders must complete column c or their bid will be rejected. Bidders are required to include technical literature to support the details provided in column c. | |
| 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 (Must be submitted for each item type offered). | |
| 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 48-67 | Bidders must complete column c or their bid will be rejected. Bidders are required to include technical literature to support the details provided in column c. | |

***NOTES TO BIDDERS:**

- 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 must submit ONE physical copy of the bid document and One (1) electronic copy in CD form. by the deadline.