Section IV. Tendering Forms

|  |
| --- |
| **Notes on Forms** |
| **Bid Form:****Bidder’s Information** **Form:** **Qualification Information:** **Financial Data Form:**  | The Bidder shall complete and submit with its bid the Bid Form . The Bid Form shall be included unamended for the bidder to complete, sign and submit with the Bid.The Bidder shall complete and submit with its bid, Form 2- the Bidder’s Information FormThe Bidder shall complete and submit with its bid, form 3-Qualification Information form The Bidder shall complete and submit with its bid Form 4-Financial Data Form. |
| **Annual Turnover Data Form:****Specification Checklist:****Bill of Quantity:** | The Bidder shall complete and submit with its bid the, Form 5- Annual Turnover Data FormThe Bidder shall complete and submit with its bid, Form 6-Specification Check List The Bidder shall complete and submit with its bid, Form 7, the bill of Quantity  |
|  |  |

Form 1-(Bid Form)

Description of Works: **Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO)**

Iulaan Number: **WAMCO-LOG/IUL/2020/029**

Bid to: Waste Management Corporation Limited (WAMCO)

Address: Male’ Waste Transfer Station

 Boduthakurufaanu Magu

 Maafannu

 Male’

 Republic of Maldives.

Having examined the conditions of Contract, technical specifications and other information given for the execution of above named works, I/we the undersigned, offer to undertake the whole said work in conformity with the said conditions of Contract, technical specifications, and bill of quantities for the sum of MVR …………………...........(in figures)………………………………...………………………… ……………………………………………………………………………………… (In words) or other sums may be ascertained in accordance with the said conditions.

*Price of each vehicle*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vehicle**  | **QTY** | **Price (MVR)** | **GST (MVR)** | **Total (MVR)** |
| Power Gate Truck | 1 |  |  |  |
| Power Gate Truck | 1 |  |  |  |
| **Total**  |  |  |  |  |

We undertake, if our Bid is accepted, to commence the works immediately upon signing of contract and to complete whole of the works comprise in the Contract within calendar …………. days.

We agree to abide by this Bid for a period of forty-five (45) days from the date of submission of the Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this Bid together with our written acceptance thereof shall constitute a binding Contract between us.

Yours Faithfully,

Signed ------------------------------------------------------------------

In the capacity of ……………………………………

Dully authorized to sign bids for and on behalf of

………………………………………………………… (Company Name & Stamp)

Date: -------------------------------------------------------------------

Name & Address of Signatory

Name: ………………………………………………………………………

Address: …………………………………………………………...............

Tel No: ……………………………… Fax No: ……………………………

Form 2-Bidder’s Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

|  |
| --- |
| 1. Bidder’s Name: |
| 2. Register Number:  |
| 3. Registered Address:  |
| 4. GST Number:  |
| 5. Phone Number: |
| 6. Mailing Address: |
| 7. Tenderer’s Authorized Representative Information: |
|  Name:  |
|  Address:  |
|  Telephone/Fax numbers:  |
|  Email Address:  |
| 8. Name of Managing Director/CEO: |
| 1. Phone Number:
 |
| 1. Email Address:
 |
| 1. Name of shareholders: 1………………………………….….. Id No/ passport No:………………………………………

 2…………………………………..….. Id No/ passport No:……………………………………… 3…………………………………..….. Id No/ passport No:……………………………………… 4…………………………………..….. Id No/ passport No:……………………………………… 5…………………………………..….. Id No/ passport No:……………………………………… |
| Attached are copies of original documents of *[check the box(es) of the attached original documents]*🞎 Company Registration Copy🞎 GST Registration Copy🞎 National Identification Card (if Individual) Copy🞎 Shareholder’s Certificate provided by Ministry of Economic Development. (For foreign Parties, Shareholder’s certificate provided by the Economic Development or foreign service establishment or equivalent office of that country)🞎 Organizational chart, a list of Board of Directors, and the beneficial ownership.🞎 Board Resolution: for Signing Authority

|  |
| --- |
| **Check-List** |
| **Order** | **Document** | **Check** |
| 1 | Bid Security |  |
| 2 | Proposal/Quotation |  |
| 3 | Form 1- Bid Form |  |
| 4 | Form 2-Bidder’s Information Form |  |
| 5 | Company Profile |  |
| 6 | Company Registration |  |
| 7 | GST Registration |  |
| 8 | National Identity Card/Passport (If applicable) |  |
| 9 | Shareholder’s Certificate (provided by Ministry of Economic Development. (For foreign Parties, Shareholder’s Certificate provided by the Economic Development or Foreign Service establishment or equivalent office of that country)-Attested |  |
| 10 | Organizational Chart |  |
| 11 | Board Resolution-for Signing Authority |  |
| 12 | Form 3-Qualification and Information Form |  |
| 13 | Proof of Experience Documents/Reference Letters- |  |
| 15 | List of ongoing project details with reference documents |  |
| 15 | Form 4-Financial Data Form |  |
| 16 | Audited Financial Statements (3 Years) |  |
| 17 | Bank Statement (Past year) |  |
| 18 | BPT return with documents for the last three years (If applicable)  |  |
| 19 | Form 5-Annual Turnover Data |  |
| 20 | Form 6 Specification Checklist |  |
| 21 | Form 7-BOQ |  |
| 22 | Registration Certificates of the vehicles (if registered) |  |
| 23 | Attested Customs Clearance Documents (Declaration Form, Duty Payment Receipt)- If unregistered.  |  |
| **Declaration** |  |  |  |
| Signature |  |  |
| Name of Bidder |  |
| Phone Number |  |
| Date |  |
| Time |  | Date |  |

 |

Form 3-(Form of Qualification Information)

*[All bidders are expected to fill in the requested for information in tables similar to the samples detailed below, and submit along with the proposal.]*

1. Experience
	1. Works of similar nature performed over the last 3 years.

List all contracts performed in the last three years, valued over the amount stated in Section I sub clause 23.

(Reference Letters/Proof of experience of the works completed, shall be submitted along with the bid).

(if the bidder fails to submit reference letters/proof of experience for a particular project that the bidder has listed in the form, it will not be considered during the evaluation stage of the bid and marks will not be given for that particular project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description (& scope) of Goods supplied** | **Name of Client & Contact Person** | **Year of Completion** | **Currency & Value of Contract** |
|  |  |  |  |
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* 1. List of ongoing projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Description (& scope) of Goods supplied** | **Name of Client & Contact Person** | **Scheduled Completion Date** | **Currency & Value of Contract** |
|  |  |  |  |
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(Relevant paperwork should be submitted for verification)

I/We Hereby confirm that the said documents/relevant paperwork/supporting documents have been attached with the Forms. We agree that failure to furnish the requested documents will affect the evaluation of our bid.

Signed ------------------------------------------------------------------

(Company Name & Stamp)

(Date)

**FORM 4 – Financial Data**

[All Bidders should provide Financial Information. Each Bidder must fill in this form and submit along with the proposal. If necessary, use separate sheets to provide complete banker information. A copy of the audited financial Statement for each of the last three years and Bank Statement for the past year should be attached}. In case the Audited Financial Statement is not available, please provide a copy of BPT return for the last 3 years with complete documents.

Individual Applicants may Submit the Bank Statement for the Past year]

|  |
| --- |
| **Banker details:** |
| Name of Banker: ……..………………………………………………………………………… |
| Address of Banker: ……………………………………………………………………………… |
| Telephone: …………………………….. | Contact name and title: ………………………….. |
| Facsimile: ……….……………………… | Email: ……………………………..……………… |

**Summary of actual assets and liabilities for the previous three years**

|  |  |
| --- | --- |
| **Financial information** | **Previous three years** |
|  | **2019** | **2018** | **2017** |
| 1. Total assets |  |  |  |
| 2. Current assets |  |  |  |
| 3. Total liabilities |  |  |  |
| 4. Current liabilities |  |  |  |

I/We Hereby confirm that the documents have been attached with the Form and I/We agree that Failure to furnish all information or documentation will affect the evaluation of our bid.

Signed ------------------------------------------------------------------

(Company Name & Stamp)

(Date)

**FORM 5 – Annual Turnover data**

[All Bidder’s must complete the information in this form. The information supplied should be the annual turnover of the Bidder, the terms of the amounts billed to the clients for each year for work in progress or completed at the end of the period reported. Use a separate sheet if necessary]

\*Not Applicable to Individual Applicants

|  |
| --- |
| **Annual turnover data for the last three years** |
| **Year** | **Turnover** |
| 2019 |  |
| 2018 |  |
| 2017 |  |

I/We Hereby confirm that the said documents/relevant paperwork/supporting documents have been attached with the Forms. We agree that failure to furnish the requested documents will affect the evaluation of our bid.

Signed ------------------------------------------------------------------

(Company Name & Stamp)

(Date)

## FORM 6 – Specification Check List

|  |  |  |
| --- | --- | --- |
| **General Specifications** | **Bidder's Specification Yes - If supplier can provide as per specifications No. - If the supplier cannot provide as per specifications**  | **If No, please mention the specification provided**  |
| **Brand** | **Isuzu/Toyota/Mitsubishi (or) Equivalent Japanese make**  |   |   |
| **Quantity** | Two (02) |   |   |
| **Capacity** | 02 Ton  |   |   |
| **Year of Manufacture** | 2016 or later |   |   |
| **Condition**  | Brand New  |   |   |
| **Warranty Period**  | Minimum Twelve (12) Month, |   |   |
| **Accessories and Manual** | -          Standard toolkit |   |   |
|  | -          Operations Manual in English |   |   |
|  | -          Spare Parts Catalogue  |   |   |
|  | -          Workshop manual in English |   |   |
| **Spare Parts** | -          Should be locally available or available within the south Asian Region. |   |   |
| **Technical Specifications**  |
| **ENGINE** |
| **Type** | 4 Cycle, In-Line, Direct Fuel Injection, Water-Cooled & Naturally aspirated (or)4 Cycle, In-Line, Fuel Rail Electronic Controlled Injection, Water-Cooled and Intercooled Turbo Charged) |   |   |
| **No. of Cylinder** | Four (4) or above |   |   |
| **Power Source / Engine Type** | Diesel |   |   |
| **Emission Control**  | Euro standard tier 1 or up |   |   |
| **Warranty** | 2 Years |   |   |
| **CHASIS** |
| **Transmission** | **Type** | Smoother/Manual Transmission, 6 Forward Speed with Overdrive |   |   |
| **Brakes** | **Service** | Hydraulic with vacuum servo assistance, dual circuit  |   |   |
|  | **front**  | Drum (or) Disc |   |   |
|  | **Rear** | Drum |   |   |
|  | **Parking** | Internal expanding type on propeller shaft at rear of transmission ASSY  |   |   |
| **Steering** | **Type** | 2-spoke, Ball-nut type, tilt & telescopic steering column |   |   |
| **Drive** | **Right Hand**  | 4x2, 2WD |   |   |
| **Axle** | **Front** | **Type** | Reverse Elliot I-beam |   |   |
| **Rear** | **Type** | Drive axle rigidly mounted, driven by short |   |   |
| Banjo, Fully Floating  |   |   |
| **Suspension** | **Front** | Semi-Floating, Leaf-type suspension with shock absorber  |   |   |
| **Rear** | Semi-Floating, Leaf-type suspension with shock absorber  |   |   |
| **Frame** | **type** | Heat-treated steel frame with cross members and bolt type fasteners |   |   |
| **Wheels & Tires** | **Single frontDual Rear** | 195 / 85 R16 preferable |   |   |
| **Electrical System** | **Battery**  | 24V-90AH |   |   |
| **Alternator**  | 24V-90A |   |   |
| **Cab** | **Type** | Standard Tilt type Cab  |   |   |
| **Capacity** | 1 Driver & 2 Passengers |   |   |
| **Standard Equipment** |  |  | Standard Silicone-fitted cab Mount, A/C, Power Windows, Central Door Lock and Power steering |   |   |
|   |   |   |   |   |
| **POWER GATE** |
| Type  | Conventional Tail lift (MBB PTC 750L or Equivalent) |   |   |
| Lifting capacity  | 500kg |   |   |
| Lifting gear hydraulics  | 1 lifting cylinder / 1 tiling cylinder  |   |   |
| Operations standards  | Slim control panel (standard) |   |   |
| Load center, longitudinal | 600mm |   |   |
| Load center, across center  | Central, 50% of rated load on one side  |   |   |
| Lift arm pitch/lift arm length  | Depend on vehicle, to be specified on proposal |   |   |
| Inclination angle of platform  | +90° to -10° |   |   |

## FORM 7 – Bill of Quantity (BOQ)

**1. Power Gate Truck 01**

|  |  |
| --- | --- |
| **Manufacturer** |  |
| **Brand** |  |
| **Type/Model** |  |
| **Operational Weight**  |  |
| **Year of Manufacture** |  |
| **Country of Origin** |  |
| **Quantity (Nos)** |  |
| **Price (MVR)** |  |
| **GST (MVR)** |  |
| **Total Price (MVR)** |  |

**Spare Parts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Rate** | **Total Price** |
| 1 | Clutch Kit (pressure disc + clutch disc) | 2 Nos |   |   |
| 2 | Clutch Master Cylinder  | 1 Nos |   |   |
| 3 | Brake Master cylinder  | 1 Nos |   |   |
| 4 | Front Brake Wheel cylinder (or) brake disc repair kit  | 4 Nos |   |   |
| 5 | Wheel brake pads - if applicable | 4 Nos |   |   |
| 6 | Rear brake wheel cylinder  | 4 Nos |   |   |
| 7 | Brake shoe Lining pairs | 6 pair |   |   |
| 8 | Gear change cable  | 1 Nos |   |   |
| 9 | gear shift cable  | 1 Nos |   |   |
| 10 | Filter set (fuel, oil and air filter) | 2 Set |   |   |
|  |  | Sub Total |   |
|  |  | GST 6% |   |
|  |  | Total |   |

**1. Power Gate Truck 02**

|  |  |
| --- | --- |
| **Manufacturer** |  |
| **Brand** |  |
| **Type/Model** |  |
| **Operational Weight**  |  |
| **Year of Manufacture** |  |
| **Country of Origin** |  |
| **Quantity (Nos)** |  |
| **Price (MVR)** |  |
| **GST (MVR)** |  |
| **Total Price (MVR)** |  |

**Spare Parts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Rate** | **Total Price** |
| 1 | Clutch Kit (pressure disc + clutch disc) | 2 Nos |   |   |
| 2 | Clutch Master Cylinder  | 1 Nos |   |   |
| 3 | Brake Master cylinder  | 1 Nos |   |   |
| 4 | Front Brake Wheel cylinder (or) brake disc repair kit  | 4 Nos |   |   |
| 5 | Wheel brake pads - if applicable | 4 Nos |   |   |
| 6 | Rear brake wheel cylinder  | 4 Nos |   |   |
| 7 | Brake shoe Lining pairs | 6 pair |   |   |
| 8 | Gear change cable  | 1 Nos |   |   |
| 9 | gear shift cable  | 1 Nos |   |   |
| 10 | Filter set (fuel, oil and air filter) | 2 Set |   |   |
|  |  | Sub Total |   |
|  |  | GST 6% |   |
|  |  | Total |   |

Section V. Contract Forms

*This Section contains forms which, once completed, will form part of the Contract. The form for Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award. The form for Bid Security Shall be submitted along with the proposal.*

|  |
| --- |
| **Notes on Forms** |
| **Agreement Form:****Bid Security:****Bank Guarantee:** | Should not be completed by the Bidders at the time of their bid preparationThe Bidder shall provide the Bid security in the form included hereafter or in another form acceptable to WAMCO, pursuant to the provisions in the Instructions to Bidders.The Bidder shall complete and submit the bank guarantee in accordance with the instructions indicated.  |
| **Letter of Award:** | Should not be completed by the Bidder |

Form 1-(Agreement)

………………………………………… (Contract Number)

**FORM OF AGREEMENT**

Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO)

This agreement made on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_between Waste Management Corporation Limited (WAMCO), (hereinafter called “the Employer”) of the one part and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Supplier”) of the other part.

Whereas the Employer has requested the Supplier to provide his services to carry out the task as described in the contract documents here to in connection with:

**Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO)**

The Employer agrees to employ the Supplier subject to and in accordance with the

Conditions of Contract attached hereto and the Supplier agrees to provide his services to carry out the Task subject to and in accordance with the Conditions of contract for the Contract Sum set out in the Bid.

Now this agreement witnesses as follows

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read construed as part of this agreement via:
	1. Instructions to Bidders
	2. General Conditions
	3. Technical Specifications
	4. Bid Form, Qualification Information & Sample Forms of Securities
3. In consideration of the payment to be made by the Employer to the Contract or as hereinafter mentioned, the Supplier hereby covenants with the Employer to the Works in conformity in all respects, with the provisions of the Contract.
4. The Employer hereby covenant to pay the Supplier in consideration of his carrying out of Task and the remedying of defects therein, the Contract Sum at the time and in the manner prescribed by in the Bid.
5. IN WITNESSETH whereof the parties hereto have caused this agreement to execute on the day and the year first above written.

**Employer Supplier**

Waste Management Corporation (Name)

Limited (WAMCO)

**Signature: …………………… Signature: …………………**

**Name:** Adam Mohamed **Name:**

**Title:** Managing Director **Title:**

**Date: …………………………… Date: ……………………….**

**Witness Witness**

**Signature: …………………… Signature: …………………**

**Name:** **Name:**

**Title/ID:**  **Title/ID:**

**Date: …………………………… Date: ……………………….**

Form 2- (Bid Security)

WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of bidder] (hereinafter called “the Tenderer”) has submitted his bid dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date] for the **Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO)**(hereinafter called “the Tender”).

KNOW ALL PEOPLE by these presents that We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of bank] of\_\_\_\_\_\_\_\_\_\_\_\_ [name of country] having our registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Bank”) are bound unto **WASTE MANAGEMENT CORPORATION LIMITED (WAMCO)** (hereinafter called “the Employer”) in the sum of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for which payment well and truly to be made to the Employer the Bank binds itself, its successors and assigns by these presents,

SEALED with the Common Seal of the said Bank this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 2019.

THE CONDITIONS of this obligation are:

1. If the Tenderer withdraws the Tender during the period of validity specified in the Form of Tender;

OR

1. If the Tenderer having been notified of the acceptance of the Tender by the Employer during the period of validity fails or refuses to execute the Memorandum of Agreement in accordance with the Instructions to Tenderers, if required

We undertake to pay to WAMCO up to the above amount upon receipt of the first written demand, without WAMCO having to substantiate its demand, provided that in his demand WAMCO will note that the amount claimed is due to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 Days after the deadline for submission of Tenders as such deadline is stated in the Tender Documents or as it may be extended by WAMCO, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Yours Faithfully,

Signed -------------------------------------------------------

In the capacity of ……………………………………

Bank Seal:

Form 3- (Bank Guarantee)

 *[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Procuring Entity]*

**Date:** *[Insert date of issue]*

**GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for **Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO) (Iulaan Number: WAMCO-LOG/IUL/2020/029** (hereinafter called "the Contract").

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*( ) *[insert amount in words]*,[[1]](#footnote-1)1 such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Supplier have made full repayment of the amount of the advance payment.

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*[signature(s)*

Form 4-(Award Letter - English)

……………….………… (Letter Number)

…………………………. (Date)

To: ………………………………

 ………………………………

………………………………

 ………………………………

(Name & Address of the Supplier)

Dear Sir/Madam,

This is to notify that your bid Dated …………………….. For **Supply and Delivery of 2 (two) units of 2 (Two) Ton Brand New Power Gate Trucks for Waste Management Corporation Limited (WAMCO) (Iulaan Number: WAMCO-LOG/IUL/2020/029)** for the Contract Sum of Rufiyaa …………………………. (Amount in Figures) ……………………………..……………….. (Amount in words), as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by Waste Management Corporation Limited (WAMCO).

You are hereby instructed to proceed with the commencement of said project in accordance with the bid proposal subject to the terms and conditions of the contract.

Yours faithfully,

…………………………………. (Signature)

…………………………………. (Name)

…………………………………. (Designation)

1. *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.* [↑](#footnote-ref-1)