



**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT
(MEERY: P163818)**

Ministry of Higher Education
Republic of Maldives

Procurement of Machinery and Equipment for Office use (IUL) 475/475/2021/34

(Procurement Ref: MV-MOHE-127777-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 35, 38, 39	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 38,39, 40	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	

in nature to the requirement under this contract.		Certificates and other supporting documents of similar nature contracts.	
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 Specification	Page 48 - 51	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.