



درجہ اول

BML/PD/OPN-BID/2021/006

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وَقَدْ جَدَّسُوا لَكُمْ هَؤُلَاءِ يَسْرِىءُ زُرَّتُكُمُ فِي الْبُلَدِ الْمَتَرَدَةِ
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<https://www.bankofmaldives.com.mv/news-and-media>

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16 رَجَبُ 1442

2021 28 ۲۸ رجب المرجب

REQUEST FOR PROPOSAL 2021

Purchase of Uniform T-Shirts



Company Overview

Bank of Maldives (BML) is the leading bank in Maldives. Known locally as “the national bank”, BML is a public limited company with majority ownership held by the Government of Maldives.

We are a full-service bank engaging across the complete spectrum of personal, business and corporate banking. We are privileged to touch the lives of almost every citizen and business in Maldives through our extensive network of branches, ATMs and online banking facilities. This privilege brings with it great responsibility which we take extremely seriously.

We understand that we play a pivotal role as an engine of growth and a partner for success for thousands of individuals, families and businesses. Our aim is to play an active role in community development and to create long-term value for our shareholders.

Our business is built on a clear and compelling strategy focused on 3 strategic pillars of Support for Business, Customer Service and Financial Inclusion. Our strategic foundations are People Excellence and Robust Risk Management.

We are firmly focused on being a professionally managed, customer-oriented, financially robust organization which follows international best practices.

Objectives & Scope of Request for Proposal

As per the Bank’s Staff Uniform Guideline, the Bank has been distributing uniform T-shirts semi-annually to all staff. The uniform T-shirts are usually purchased and distributed in two batches. Hence the Bank seeks a vendor that is able to provide the required uniform T-shirts as per the current design specifications.

About the Proposal

BML is looking for a vendor that can provide uniform T-shirt as per the Bank’s requirements whereby the delivered uniforms are of good quality and are delivered in a timely manner. It is recommended to find a vendor through open bidding process which is open for both local and international vendors. From the submissions, the evaluation committee will select one submission based on the criteria mentioned below. This selected vendor must be able to provide sample uniforms that will be further evaluated. Once the sample has been approved, the vendor will be instructed to produce the orders as per the Bank’s quantity requirements.

Evaluation of the Design and Sample

In addition to the technical drawings (Annexure 1), the following minimum requirements must be fulfilled by the selected vendor:



Quantity:

The Bank requires a total of 4,000 T-shirts for the year and will be requested in 2 batches during the middle of the year and beginning of the year. Bidding vendors must be able to provide quantity as per delivery period upon placement of the orders.

The orders will be placed as follows:

Batch 1

		S	M	L	XL	2XL	3XL	4XL	Totals
Male	Short Sleeve	111	49	20	340	375	88	169	1152
Female	Short Sleeve	17	7	6	24	42	24	13	133
	Long Sleeve	89	60	53	179	162	72	100	715
									2000

Batch 2

		S	M	L	XL	2XL	3XL	4XL	Totals
Male	Short Sleeve	111	49	20	340	375	88	169	1152
Female	Short Sleeve	17	7	6	24	42	24	13	133
	Long Sleeve	89	60	53	179	162	72	100	715
									2000

Sample

The selected vendor will be required to produce 3 sample uniform T-shirts:

- Short Sleeve Male
- Short Sleeve Female
- Long Sleeve Female

The prepared samples will be inspected and reviewed by the Bank. Once the sample has been approved, the vendor must supply uniform T-shirts of equal quality or better during the production of each batch of uniforms.

Uniform:

Uniform design, color and specifications as to be provided as per the technical drawings and size chart (Annexure 2). Additional requirement details below:

- Color: Red.
- Fabric: 95% cotton, +5% elastane, plain weave.
- Collar ribs, silk embroidered for Bank of Maldives name and Logo.
- Logo and name placements as per technical drawings.

Reference/ Experience Letters:

Bidding vendors must provide at least 2 reference letters as proof of experience in providing corporate uniform T-shirts to offices or Companies. These letters must indicate that the vendor has supplied more



than 1000 uniform T-shirts to these parties during the contract period, and must not be dated more than 3 years.

Evaluation Criteria

Evaluation Criteria	Details	Percentage (%)
Price	-	70%
Experience	Additional reference letters submitted other than mentioned under Eligibility Criteria	10%
Delivery Duration	Sample Delivery*	5%
	Delivery of each batch	15%
Eligibility Criteria	Bidding vendors must provide at least 2 reference letters as proof of experience in providing corporate uniform T-shirts to offices or Companies. These letters must indicate that the vendor has supplied more than 1000 uniform T-shirts to these parties during the contract period and must not be dated more than 3 years.	
Compulsory	Along with the proposal submission, vendors must submit a sample T-Shirt to check material as per specification given in RFP	

1. Price

Lowest bid obtains full marks.

2. Delivery Period

Bidding vendors must mention the delivery duration for each order of uniform T-shirts. Parties will score full 20% if they are able to deliver both the sample and batch productions within the required delivery period.



Terms and Conditions

- Confidentiality

The proposal shall be held in strict confidence and not be revealed to any other party. Any information pertaining to Bank of Maldives PLC as a result of participation shall not be disclosed without the prior written consent of the Bank.

- Evaluation of the offers

The evaluation of the proposals will be based on the evaluation criteria. The issuance of RFP document is an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by a vendor.

- Quotations

All prices must be quoted as per the requirements set out in this document. The quoted prices must be valid for at least 90 days.

- Purchase Orders

Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.

- Fines for late delivery

Fine for late delivery/completion will be charged 2% per day and if the items are not completed within the agreed period, the Bank has the right to cancel the contract.

- Acceptance of terms

The Recipient will, by responding to the Bank's RFP document, be deemed to have thoroughly read the whole RFP document and unconditionally accepted the terms and conditions as stated.

- Clarifications

Request for clarifications should be submitted via email to **openbidding@bml.com.mv** before **14:00hrs (local time) on Wednesday, 03rd March 2021**.

- Submission of Proposal

All submissions should be e-mailed to **openbidding@bml.com.mv** before **14:00hrs (local time) Wednesday, 31st March 2021** OR by visiting **Bank of Maldives, H. Zoneria, Meeting Room, 1st Floor, 14:00hrs (local time)**.

It is the proposer's responsibility to ensure that the Bank receives the proposal on or before the deadline. Any proposal received after the closing time and date of submission shall not be considered.

Contact Information:

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Head of Procurement
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Republic of Maldives
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Annexure 1 – Technical Drawings 1

BML T-Shirt Design

Color: RED



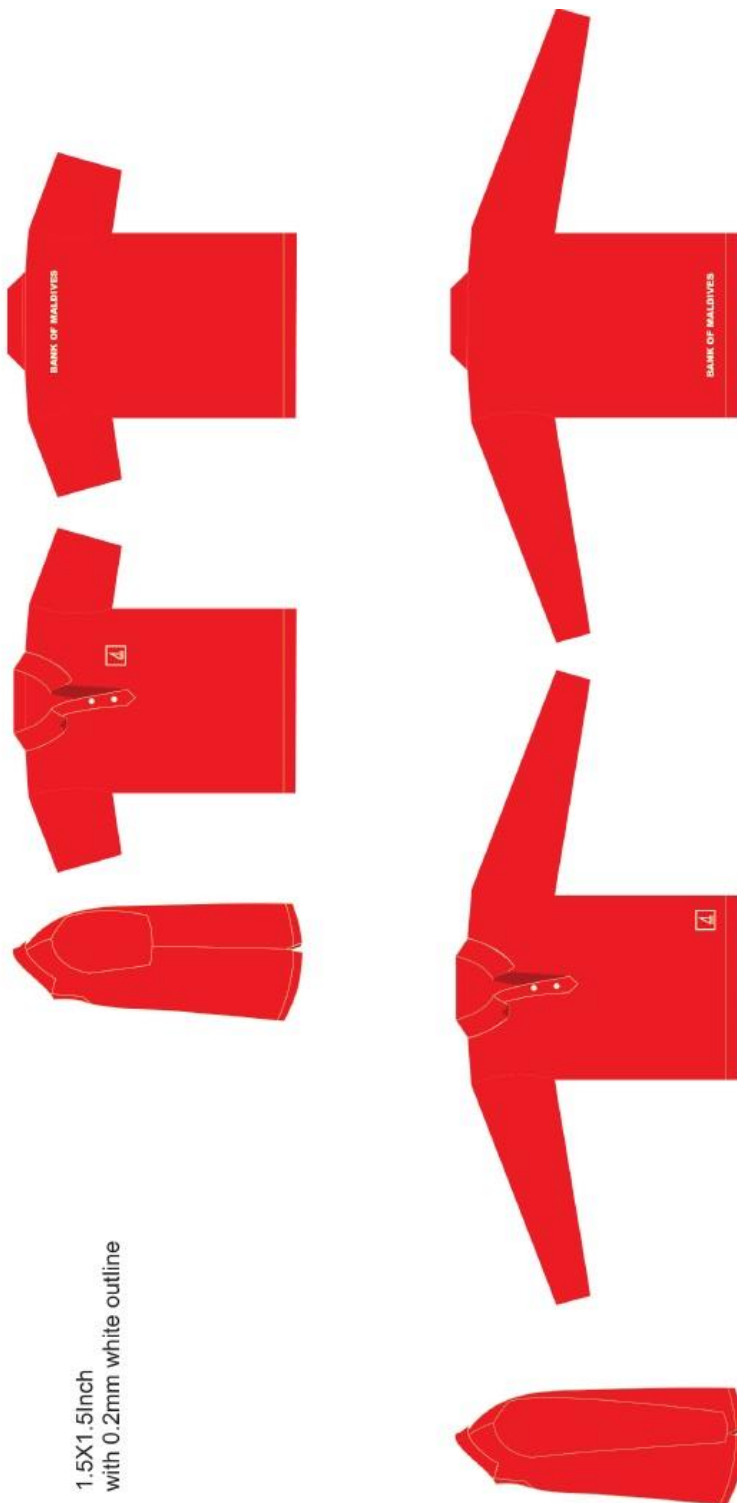
CMYK: C0, M100, Y99, K9
RGB: R210, G37, B31

7.5 Inch Font Arial Bold
White embroidery

BANK OF MALDIVES

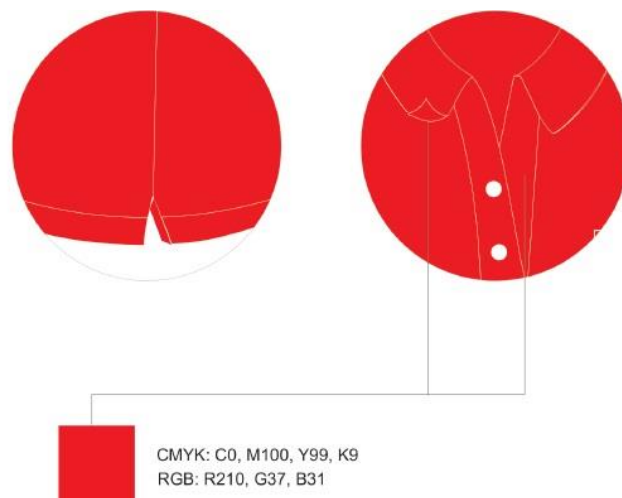


1.5X1.5Inch
with 0.2mm white outline





Annexure 1 – Technical Drawings 2





Annexure 2 – Size Chart

Women's Long-Sleeved Polo Shirt Size Measurement

Size	Central Back Height (1)	Shoulder Width (2)	1/2 Chest (3)	1/2 Waist Circumference (4)	Sleeve Length	Bottom Circumference (6)	Ref Picture
S	60.5	35.5	44	39.5	57	92	
M	65	37	47	41.5	58	96	
L	69	39	50	43.5	59	100	
XL	71	40	53	45.5	60	104	
XXL	78	44	56	47.5	61	108	
XXXL	80	45	59	49.5	62	112	
4XL	83	46	60	55	62	115	

Women's Short-Sleeved Polo Shirt Size Measurement

Size	Central Back Height (1)	Shoulder Width (2)	1/2 Chest (3)	1/2 Waist Circumference (4)	Sleeve Length	Bottom Circumference (6)	Ref Picture
S	60.5	35.5	44	39.5	57	92	
M	65	37	47	41.5	58	96	
L	69	39	50	43.5	59	100	
XL	71	40	53	45.5	60	104	
XXL	78	44	56	47.5	61	108	
XXXL	80	45	59	49.5	62	112	
4XL	83	46	60	55	62	115	

Men's Short-Sleeved Polo Shirt Size Measurement

Size	1/2 Waist Circumference (1)	Central Back Height (2)	Sleeve Length (from arm hole) (3)	Ref Picture
S	48	69	22	
M	50	71	24	
L	52	74	25	
XL	55	76	26	
XXL	57	78	27	
XXXL	59	80	28	
4XL	61	82	29	