



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

Procurement of Office Furniture (IUL)475-PMU/475/2021/86

(Procurement Ref: MV-MOHE-165567-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 35-36	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. 10, Pg. 23	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	Compulsory - Price Schedule Form - 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, Page 44-45	Price Schedule Form & Price and Completion Schedule -Related Service	
Company Registration Certificate	ITT11.1(h) – Pg. 22-23	Copy	
Certification of local/ tax registration (GST)	ITT11.1(h) – Pg. 22-23	Copy	
Pension registration / report (Contribution status report)	ITT11.1(h) – Pg. 22-23	Copy	
Tax Clearance Report obtained from MIRA dated no earlier than 30 working days prior to the bid submission dates.	ITT11.1(h) – Pg. 22-23	Copy	
Power of Attorney	ITT11.1(c) - Pg. 23	Signed Letter from Bidder	
Manufacturers Authorization Letter	ITT11.1(h) – Pg. 23 (19.1), Pg. 40,	Not Required.	
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 documents		Certificates and other relevant supporting documents.	
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	Compulsory - Please fill.	
Price and Completion Schedule - Related Services	Page 39	Please fill.	
Manufacturer's Authorization	Page 40	Not Required.	
List of Goods and Delivery Schedule	Page 44	Please fill.	
List of Related Services and Completion Schedule	Page 45	If Applicable only.	
Technical Specifications and Compliance Schedule	Page 47-49	Please adhere to the specification given and provide quotations with your offered specifications. Please fill 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.
- Prices quoted for each lot shall correspond at least to 100 % of the items specified for each lot.