



## **Instructions to Bidders**

Date: 31<sup>st</sup> October 2021

Tender Ref: 28/2021

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### **1. General**

Fuel Supplies Maldives Pvt. Ltd invites interested parties to submit sealed bids for the goods or services by this invitation to bid.

A summary of the specification of the bid is in the following information sheet attached.

### **2. Scope of Work**

Production and supply of corporate gifts and Merchandising items.

### **3. Cost of Bidding**

Bidder shall bear all costs associated with the preparation and submission of their bid, and FSM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **4. Bidder Eligibility**

All locally registered companies, local investments, limited liability partnerships (LLPs) are eligible to submit bids.

### **5. Alternative Offers**

Each bidder shall submit only one bid (one offer). A bidder who submits or participates in more than one or failure to provide any of the supporting documents will not be qualified.

### **6. Bid Currencies**

All the prices shall be in Maldivian Rufiyaa (MVR).

### **7. Bid Prices**

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted is not indicated or mentioned as "exclusive" of GST or local taxes, FSM has the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the prices quoted in the Bid Submission form differs from those given in quotation, then the price given in the Bid Submission form will prevail.

## **8. Payment Terms**

All payments will be made after the delivery of the products.

## **9. Minor Errors and Omissions**

FSM will determine whether each bid is generally complete and is substantially compliant to the tender document. For this determination, a substantial complaint bid is one that conforms to all the terms, conditions, and specifications of the tender document without any material deviations, objections, or reservation.

Provided that the bid is substantially compliant, FSM will waive such errors and omissions on the following basis.

Arithmetical errors, if any, will be rectified on the following basis:

- 1) If there is a discrepancy between words and figures, the former shall prevail.
- 2) If there is a discrepancy between unit price and line-item total, the unit price shall prevail, and the line-item total shall be corrected.
- 3) If there is an error in the total corresponding to addition or subtraction of the subtotals, the subtotals shall prevail, and the total shall be corrected.
- 4) If the amount expressed in words is related to an arithmetic error in 2 and 3, the corrected amount in figures shall prevail.

## **10. Documents Comprising the Bid**

All bidders are required to submit the below mentioned supporting documents

- 1) All the documents Checklist Annex 1
- 2) Bid submission form in Annex 2
- 3) For companies:
  - Company profile sheet issued by Ministry of Economic Development,
  - Company registration copy,
  - GST registration copy
- 4) For Limited Liability Partnerships (LLPs):
  - Business profile of the partnership,
  - Partnership registration copy,
  - Copy of Partnership Agreement
  - GST registration copy

As and when necessary, FSM has the right to request the winning bidder to produce the originals of for verification purpose.

## **11. Bid Security**

Bidder shall submit a bid security of MVR 25,000 in the format attached in Annexure 3 of this document.

Bid security shall be from a Bank or a financial institution registered at Maldives Monetary Authority (MMA)

The bid security shall be fortified if the winning bidder refuse/reject to sign on the contract after the bid award notification.

Bid security should be valid for at least 45 (Forty-Five) days.

## **12. Performance Security**

The awarded party shall furnish a performance security equivalent to 15% percent of the total contract value for the proper fulfillment of contract with a validity of 45 days.

The performance security shall be fortified if the supplier fails to fulfill the terms of the contract.

The supplier shall submit the performance security at the time of contract signing.

## **13. Evaluation of The Bids**

The Company's determination of bid's responsiveness shall be on the contents of the submission without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by the company and may not subsequently be made sensitive by the bidder by correction of the non-conformity.

An offer that does not meet minimum acceptable standards of completeness, consistency, and details will be rejected for non-responsiveness.

If any of the information furnished by the bidder is found to be incorrect, the bid/ contract is liable to rejected/ terminated the bid proposal.

## **Assessment Criteria**

Price:	50%
Quality of the Samples:	35%
Bidder's Experience	15%

- **Price:** The points will be given using benchmark marking criteria where the lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly.
- **Quality of the samples:** Marks will be given after assessing the samples provided. Bidder should submit samples for all items.
- **Experience:** Bidders are requested to submit any relevant feedbacks / Reference letters from the previous clients. (Marks will be given for the relevant experience of maximum 5 feedbacks, 3 marks for each)

The projects listed as references shall be within 2016 to 2021. Any projects prior to this period will not be considered.

References should be in client's letterhead and should include the project description, project value, client's contact details and client's feedback on the project.

#### **14. Bid Validity Period**

You are requested to hold your proposal valid for sixty (60) days from the date of submission, during which time you will maintain the proposals, without changing any proposed fees for the project. FSM will award the contract to the successful bidder within this period.

## 15. Delivery

Supplier should deliver all items as per the schedule below:

#	Total Qty	Unit	Description	Qty to be delivered before 10th Dec 2021	Qty to be delivered before 25th Dec 2021
1	400	EA	Notebooks (Premium)	200	200
2	600	EA	Notebooks (Standard)	200	400
3	900	EA	Pen	200	700
4	900	EA	Stationary Holder		900
5	500	EA	Raincoat		500
6	900	EA	Umbrella (Large)		900
7	900	EA	Caps		900
8	202	EA	Hexagon Shape Water Bottle (Glass) 750ml		202
9	320	EA	Hexagon Shape Water Bottle (Glass) 300ml		320
10	380	EA	Steel Water Bottles / Cylindrical / 750ml		380
11	1000	EA	Tote Bags	200	
12	600	EA	Lanyards	600	
13	20	EA	Flag	20	
14	20	EA	FSM and National Flag with SS Stand	20	

Delivery Address:

FSM Godown at FSM Easy Fill  
Kanbaa Asiaarani Hingun, Male'

## 16. Pre-Bid Meeting

A pre bid meeting session will be held after the registration period.

Pre bid meeting details will be shared with all the registered parties.

## 17. Bid Submission

All proposals are expected to be delivered to below address on 16<sup>th</sup> November 2021, before 11:00 AM in a sealed envelope marked the below subject matter.

## **Bid Proposal**

### **Production and Supply of Corporate Gifts and Merchandising Items**

Date: 16<sup>th</sup> November 2021, 11:00 AM

#### **Fuel Supplies Maldives Pvt. Ltd**

4<sup>th</sup> Floor | FSM Building  
Boduthakurufaanu Magu | Male' 20-05 | Republic of Maldives  
Tel: 3336655, Fax: 3313881

### **18. Bid Opening**

Bids will be opened in the presence of bidders or their representative who choose to attend bid opening on 16<sup>th</sup> November 2021, 11:00 AM at the address above. Any change to this date shall be informed via e-mail to representatives who had attended the pre-bid information session.

All bidders shall submit the hard copies of the bid proposal at the bid opening and should email a soft copy to [tenders@fuelmaldives.net](mailto:tenders@fuelmaldives.net) before 2pm, 16<sup>th</sup> November 2021.

### **19. Clarification of The Bids**

FSM may request, in writing, bidders for any explanation at any time during the bid evaluation process. Such requests and subsequent responses shall not include any changes to bid except for confirmation of arithmetic errors.

FSM may use Bidder's responses for further evaluations, but it is not obligated to take that information into account.

### **20. Other Instructions**

FSM is not bound to accept any proposals and do reserve the right to dismiss all applications if found necessary.

### **21. Accepting the Goods**

FSM will check the goods to verify that it matches the specifications given in the TOR of this bidding document. FSM have the right to reject any goods supplied, if it does not match the specifications given.

The winning party should fully be corporate in the process mentioned above.

Please contact 3331 457 or 3331 456 or email us at [tenders@fuelmaldives.net](mailto:tenders@fuelmaldives.net) regarding any clarifications or questions, before 13<sup>th</sup> November 2021, 1100Hrs.

## Annex 1

### Checklist - Mandatory Documents

No	Document	✓
1	Bid submission form (please mention model numbers specifically)	
2	Profile of the Company/ partnership issued by Ministry of Economic Development	
3	Business / Sole proprietorship Registration Copy	
4	Partnership Agreement copy	
5	GST Registration / BPT Registration copy / Tax Clearance Report	
6	Bid security	
7	Reference Letters	
8	Samples	

## Annex 2

### Bid Submission Form

(All bidders are requested to complete this form, sign it and return it as part of their bid submission)

Date: .....

### Subject: Production and supply of corporate gifts and Merchandising items

We, the undersigned, declare that:

- a. We offer the below prices for **Production and supply of corporate gifts and Merchandising items**, in conformity with the bidding documents, instructions given in Pre-Bid session and following specifications of this bid.
- b. The prices are as follows:

#	Qty	Unit	Description	Unit (MVR)	Total (MVR)
1	400	EA	Notebooks (Premium)		
2	600	EA	Notebooks (Standard)		
3	900	EA	Pen		
4	900	EA	Stationary Holder		
5	500	EA	Raincoat		
6	900	EA	Umbrella (Large)		
7	900	EA	Caps		
8	202	EA	Hexagon Shape Water Bottle (Glass) 750ml		
9	320	EA	Hexagon Shape Water Bottle (Glass) 300ml		
10	380	EA	Steel Water Bottles / Cylindrical / 750ml		
11	1000	EA	Tote Bags		
12	600	EA	Lanyards		
13	20	EA	Flag		
14	20	EA	FSM and National Flag with SS Stand		
				<b>Sub Total</b>	
				<b>GST 6%</b>	
				<b>Net Total (MVR)</b>	

- c. Our bid shall be valid for a period of 60 days from the date of the bid submission deadline.
- d. We confirm that the delivery will be completed in accordance with the details mentioned in Clause 15.
- e. We have no conflict of interest in any activity of Fuel Supplies Maldives Pvt. Ltd.
- f. We confirm that have not been associated, or had been involved in any way, directly or indirectly, with the preparation of specifications or other documents used as a part of this tender.
- g. We understand that Fuel Supplies Maldives Pvt. Ltd is not bound to accept the lowest evaluated bid or any other bid that may receive.

We certify that the undersigned is duly authorized by **[bidder name]** to sign this bid and its subsequent documents.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_ Date: \_\_\_\_\_