



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2021/334

Procurement of venue, catering and services to conduct trainings

[10th November 2021]

Prepared by:

Project Management Unit

Strengthening Low Carbon Energy
Island Strategies (LCEI) Project



Table of Contents

1.	Introduction.....	3
2.	Scope of work.....	3
3.	Venue hire and catering	4
4.	Evaluation Criteria	5
	4.1 Pre-Evaluation.....	5
	4.2 Evaluation	6
5.	Application.....	6
6.	Queries	6
7.	Submission.....	7
	Annex 1 - Financial Breakdown Form	8
	Annex 2– Assessment of Financial Capability of Bidder	9
	Evaluation criteria.....	9
	FORM – FIN – 1: Annual Turnover.....	10
	FORM – FIN – 2: Financial Situation	11
	FORM – FIN – 3: Line of Credit Letter	12

1. Introduction

Ministry of Environment, Climate Change and Technology seeks to engage a competent party to supply a function hall with the requirements stated in section 2 of this TOR.

2. Scope of work

Supply of;

#		Quantity
1)	A function hall with a capacity of 70 individuals as per schedule in Section 3	1
2)	Tables and chairs (with table cloth) with group style arrangement for 6 - 8 individuals per group	1
3)	Projector and screen set up	1
4)	Wireless microphone	2
5)	Speakers/sound system	1
6)	Flip board stand	1
7)	Flip chart	1
8)	Marker	1
9)	Wifi for all participants	1
10)	Venue hire dates, times and catering	Ref to Section 3
11)	Podium	1
12)	Podium Bouquet (for three days of the training)	3

3. Venue hire and catering

a) Venue hire

Date	Day	Hall Time
5 th Dec 2021	Sunday	08:00 hrs - 13:30 hrs
6 th Dec 2021	Monday	08:00 hrs - 16:30 hrs
7 th Dec 2021	Tuesday	08:00 hrs - 16:30 hrs
8 th Dec 2021	Wednesday	09:00 hrs - 13:30 hrs
9 th Dec 2021	Thursday	08:00 hrs - 17:00 hrs
12 th Dec 2021	Sunday	08:00 hrs - 16:00 hrs
13 th Dec 2021	Monday	08:00 hrs - 16:00 hrs
14 th Dec 2021	Tuesday	09:00 hrs - 13:30 hrs
15 th Dec 2021	Wednesday	08:00 hrs - 17:00 hrs
16 th Dec 2021	Thursday	08:00 hrs - 17:00 hrs

b) Catering

Date	Day	Catering*		
		Type	Time	No. Pax
5 th Dec 2021	Sunday	Tea	09:30 hrs	50
		Lunch	12:00 hrs	
6 th Dec 2021	Monday	Tea	09:30 hrs	60
		Lunch	12:00 hrs	60
		Evening tea	15:00 hrs	40
7 th Dec 2021	Tuesday	Tea	09:30 hrs	60
		Lunch	12:00 hrs	60
		Evening tea	15:00 hrs	30
8 th Dec 2021	Wednesday	Lunch	12:00 hrs	40
9 th Dec 2021	Thursday	Tea	09:30 hrs	60
		Lunch	12:00 hrs	60
		Evening tea	15:00 hrs	60
12 th Dec 2021	Sunday	Tea	09:30 hrs	30
		Lunch	12:00 hrs	30
13 th Dec 2021	Monday	Tea	09:30 hrs	30

		Lunch	12:00 hrs	30
14 th Dec 2021	Tuesday	Lunch	12:00 hrs	40
15 th Dec 2021	Wednesday	Tea	09:30 hrs	50
		Lunch	12:00 hrs	
		Evening tea	15:00 hrs	
16 th Dec 2021	Thursday	Tea	09:30 hrs	50
		Lunch	12:00 hrs	
		Evening tea	15:00 hrs	

* In addition to the above schedule, tea, coffee and water should be available to the participants throughout the training duration.

* Single use plastic items should not be used.

4. Evaluation Criteria

4.1 Pre-Evaluation

- a) Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Final Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
 - Bidder meets all requirements identified under Section 2 and 3. Scope of Work and Venue hire and catering.
- b) Substantially non-responsive bids at this pre-evaluation stage will be rejected from evaluation.
- c) Evaluation will be undertaken for substantially responsive bids identified at this pre-evaluation stage

4.2 Evaluation

The proposal which fulfills the pre-evaluation requirements would be qualified to this stage after being assessed in pre-evaluation.

Proposals will be ranked according to:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 100$	100%

The proposal with the lowest financial quote will get the maximum Financial Score of 100 points.

5. Application

Proponent should submit their proposals containing the following:

- a) Business profile
- b) Copy of SME registration certificate
- c) Copy of business registration certificate
- d) Tax registration certificate
- e) Tax clearance certificate
- f) Financial Breakdown Form, provided in Annex 1
- g) Form FIN -1: Financial situation, provided in Annex 2
- h) Form FIN – 2: Average annual turnover, provided in Annex 2
- i) Financial documents stated in Annex 2

6. Queries

For any queries please email to procurement@environment.gov.mv and CC to low.carbon@environment.gov.mv before **2359 hrs on 14th November 2021**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **17th November 2021**.

7. Submission

Bid submission	On or before 21st November 2021 at 1100 hours local time
Bid opening	<p>21st November 2021 at 1105 hours' local time.</p> <p>Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.</p>
Submission instruction	<p>Proposals must be delivered in sealed envelopes titled</p> <p><i>“Do not Open Before 21st November 2021 at 1105 hours - Procurement of venue, catering and services to conduct trainings”</i> and the submitting party's name and address</p> <p>Electronic submission is not permitted. Late proposals will be rejected.</p>
Submission address	<p>Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Strengthening Low Carbon Energy Island Strategies (LCEI) Announcement number: (IUL)438-CCD/438/2021/334</p>

Annex 1 - Financial Breakdown Form

Reference No: (generated by the proponent)

Quotation validity: 60 days

No.	Quantity	Description	Price/Unit (MVR)	Total
		Total:		
		GST		
		Total with GST		

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

Annex 2– Assessment of Financial Capability of Bidder

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 87,900.00**, for the year 2020 – **Submit Form FIN - 1: Annual Turnover**

(OR)

- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 87,900.00**, for liquid asset, for the year 2020 – **Submit Form FIN - 2: Financial Situation**

(OR)

- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business's bank statement must show a credit balance of minimum **MVR 87,900.00**

(OR)

- d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in fin form 3. (credit limit shall be no less than **MVR 87,900.00**– **Submit Form FIN – 3: Line of Credit Letter**

FORM – FIN – 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2020		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FORM – FIN – 2: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2020

Information from Balance Sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current Liabilities	
Working Capital	

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

FORM – FIN – 3: Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To: *[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____