



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**Information Sheet**  
**To purchase and install floor carpet at MMPRC Office  
Space on 4th Floor**

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16<sup>th</sup> January 2022

<b>Section 1 - Instruction to Tenderers</b>	
<b>1.</b>	<b>General</b>
1.1	Announcement Number: (IUL)MMPRC-PRO/1/2022/6
1.2	Announcement Date: 16 <sup>th</sup> January 2022
1.3	Project: To purchase and install floor carpet at MMPRC Office Space on 4th Floor
<b>2.</b>	<b>Procedure of Tendering</b>
2.1	<p><b>Eligible Tenderers:</b></p> <p>a) A Tenderer may be a sole proprietor, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture</p> <p>b) The tenderer should not have any dues that needs to be paid to MIRA.</p>
2.2	<p><b>Amendments to Tender Documents:</b></p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	<b>Registration of Tenderers:</b> Not Applicable
2.4	<b>Pre-bid meeting:</b> Monday, 24th January 2022 before 10:30 hrs. Maldives Marketing & Public Relations Corporation, 4 <sup>th</sup> Floor, H. Zonaria, Male'
2.5	<b>Clarifications of Bidding document, Scope of work:</b> Wednesday, 26 <sup>th</sup> January 2022 before 14300 hrs.
2.6	<p><b>Submission of Tenders:</b></p> <p>Venue: Maldives Marketing &amp; Public Relations Corporation, 4<sup>th</sup> Floor, H. Zonaria, Male'</p> <p>Date: Thursday, 27<sup>th</sup> January 2022</p> <p>Time: 1000 hrs.</p> <p>All parties should come with the soft copy to the bid opening.</p>
<b>3.</b>	<b>Preparation of Tenders</b>
3.1	<b>Cost of Tendering:</b>

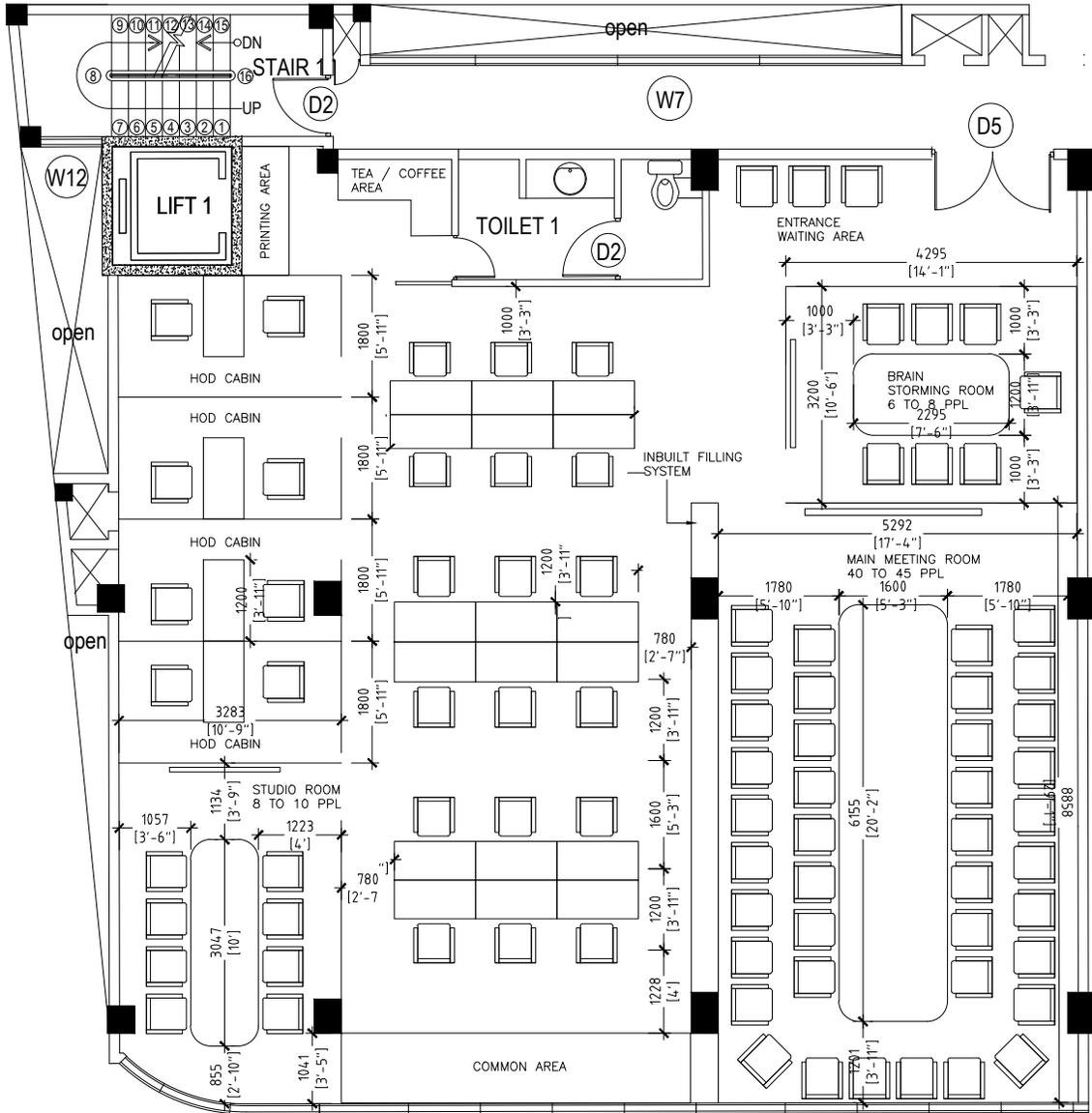
	The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
3.2	<p><b>Language of Tender:</b></p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English or Dhivehi</b> Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in <b>English or Dhivehi</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender:</b></p> <p>(a) Quotation with authorized signatory and stamp mentioning the bid validity and delivery period</p> <p>(b) Copy of registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <p>(c) Profile of the Tenderer</p> <p>(d) Copy of GST Registration Certificate and Tax Clearance Certificate issued by MIRA</p> <p>(e) Reference Letters</p>
3.4	<p><b>Period of Validity of Tender:</b></p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be considered an incomplete tender.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.5	<b>Tender Security (If required): Not Applicable</b>
3.6	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.</p>
3.7	<p><b>GST:</b></p> <p>The prices shall be quoted inclusive of GST.</p>
3.8	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.9	<b>Incomplete Tender:</b>

	Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender. Any incomplete tender shall be disqualified in the evaluation process.
3.9	<p><b>Conflict of Interest:</b></p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> <li>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</li> <li>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or</li> <li>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</li> <li>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</li> </ul>
3.11	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<b>Submission and Opening of Tenders</b>
4.1	<b>Sealing of Tenders:</b>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <ul style="list-style-type: none"> <li>(a) Tenders must be received by MMPRC at the address and no later than the date and time clause 2.6 of this document.</li> </ul>

	(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.
4.3	<b>Late Tender:</b> MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.
4.4	<b>Submission Documents:</b> <ul style="list-style-type: none"> <li>• Quotation with authorized signatory and stamp. Quotation should clearly mention the bid validity and delivery period</li> <li>• Company Profile</li> <li>• Company Registration Certificate</li> <li>• Tax Registration certificate</li> <li>• Tax Clearance certificate from MIRA</li> <li>• Reference letters of past experience</li> </ul>
<b>5.</b>	<b>Evaluation</b>
5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
<b>6.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>7.</b>	<b>Advance Payment and Advance Payment Guarantee: As per procedure</b>
<b>8</b>	<b>Penalty &amp; Contract Termination</b>
8.1	<b>Penalty:</b> MMPRC shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
8.2	<b>Contract Termination:</b> If the Select Party fails to carry out any obligation under the Agreement, MMPRC may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.
<b>Section 2 - Evaluation Criteria</b>	

Area	Details	Marks
Contract Price	The party that proposes the lowest price shall get the highest marks. For others, marks will be awarded on pro rata basis	50
Profile	The company profile, company registration certificate (Sole proprietorship / partnership / company / corporative society), tax registration certificate and tax clearance from MIRA should be submitted. Marks will be awarded based on the relatedness of the works undertaken by the company and the documents submitted.	10
Delivery Period	Maximum marks will be awarded to the party who proposes the shortest delivery period. This should be clearly mentioned in the quotation. The party that proposes the shortest delivery period shall get the highest marks. For others, marks will be awarded on pro rata basis	25
Past Experience	Minimum 3 reference letters of similar projects undertaken within the past 5 years will be required for full marks to be awarded. The reference letter should include the name of the project along with the contact details for reference. Marks can be deducted under past experience if they have worked with MMPRC and their performance was not satisfactory.	15
<b>TOTAL</b>		<b>100</b>
<b>Section 3 - Scope of Work</b>		
1.	<p>The Bidder/Respondent shall provide and install floor carpet at MMPRC 4th Floor.</p> <p>The Bidder/Respondent shall do the floor arrangement for the carpeting work including moving of tables, chair, cables etc and to move it back after carpet installation work.</p> <p>Floor size: <b>2424.15 sqf</b></p>	
2.	The sample of the carpet design to be approved within 5 days of awarding the project	

**ANNEX A: Floorplan**



FLOOR SPACING CONCEPT  
MMPRC OFFICE