



24 February 2022

## Design, Supply & Installation of Co-Shared Kitchen Ventilation & Cooling System Request for Proposal

<b>A. INTRODUCTION</b> .....	2
<b>B. PROJECT BACKGROUND</b> .....	2
<b>C. SCOPE OF WORK</b> .....	2
<b>1. WORK REQUIREMENTS</b> .....	2
<b>D. DOCUMENTS REQUIRED</b> .....	2
<b>E. DELIVERABLES</b> .....	3
<b>F. SELECTION CRITERIA</b> .....	3
<b>G. APPLICATION SUBMISSION AND SELECTION</b> .....	3
<b>H. PAYMENT</b> .....	3



## A. INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

## B. PROJECT BACKGROUND

A fully equipped and licensed commercial kitchen is planned to be established in Hulhumale' The first of its kind in the Maldives. We aim to provide a space for the food entrepreneurs, especially MSMEs, to run their food production that is safe and comfortable without having to invest in expensive equipment and machinery. The food entrepreneurs will be able to book spaces online and enjoy member benefits of our kitchen at an affordable price.

## C. SCOPE OF WORK

BCC is looking for a party to design, supply and install industrial ventilation and cooling system in the co-shared kitchen.

### 1. WORK REQUIREMENTS

- 1.1 Preliminary works
- 1.2 Detailed drawing of the ventilation and cooling system including CAD file as per the layout and drawing of the building provided by BCC
- 1.3 Provide specifications for the proposed system (should include heat and cooling load and electricity requirements)
- 1.4 Supply, Installation and testing of the system
- 1.5 Cleaning and disposal of waste from the site

## D. DOCUMENTS REQUIRED

- Completed Bid Submission Form with item level breakdown and prices must be inclusive of Goods and Service Tax (GST) and quotation in MVR (Appendix 1)
- Profile and work portfolio or evidence of previous work
- Reference letter
- Entity Registration Copy
- Tax Clearance Report
- Completed conflict of interest form (Appendix 2)



## E. DELIVERABLES

1. Preliminary works
2. Detailed drawing of the ventilation and cooling system including CAD file as per the layout and drawing of the building provided by BCC
3. Provide specifications for the proposed system (should include heat and cooling load and electricity requirements)
4. Supply, Installation and testing of the system
5. Cleaning and disposal of waste from the site

## F. SELECTION CRITERIA

Proposed Price	60%
Work experience*	20%
Proposed duration	20%

\* Applicant has successfully demonstrated completion of similar projects (Each reference letter will be awarded maximum of 5 marks – Maximum 4 Reference letters)

## G. APPLICATION SUBMISSION AND SELECTION

Time / Deadline		Activity
1	28 <sup>th</sup> February 2022 (Monday) 1200 hrs – 1300 hrs	Information Session  Indoor Sports Complex, 2 <sup>nd</sup> Floor, Bus Stop 5, Hithigas Magu Hulhumale', Maldives
2	8 <sup>th</sup> March 2022 (Tuesday) 1200 hrs – 1300 hrs	Submit the documents required in <b>Section D</b> to;  Business Center Corporation M. Kaneeruvilla, 1 <sup>st</sup> Floor, Orchid Magu Male', Maldives
3	9 <sup>th</sup> March 2022 (Wednesday) 2200 hrs – 2300 hrs	Score sheet will be sent to all bidders notifying the party selected. Appeals and/or complaints shall be sent to <i>procurement@bcc.mv</i>
4	10 <sup>th</sup> March 2022 (Thursday) 1430 hrs	Deadline for appeals and/or complaints.

## H. PAYMENT

- An advance payment of 15% will be released upon providing a performance guarantee
- Remaining payments will be paid as per deliverable progress