



Business Center Corporation  
Male'  
Republic of Maldives

## **Bidding Documents**

### **Supply of Equipment required for Business Center Corporation**

**ANNOUNCEMENT NUMBER:** (IUL)-BCC/PRC/2022/10

**ANNOUNCEMENT DATE:** 17<sup>th</sup> March 2022, Thursday

**Pre-Bid Meeting Date & Time:** There will be no pre-bid meeting

**BID OPENING DATE & TIME:** 31<sup>st</sup> March 2022, 1400hrs

**BID OPENING VENUE:** Business Center Corporation

M. Kaneeru Villa, First Floor, Orchid Magu

Malé,  
Republic of Maldives  
March 2022

# 1. Bid Data

1.1	The name of the project is: <b>Supply of Equipment required for Business Center Corporation</b>
1.2	For <b>clarification purposes</b> only, the BCC's address is:  Mr. Shaffaan Mohamed Assistant Manager, Procurement Business Center Corporation M. Kaneeru Villa, 1 <sup>st</sup> Floor (A), Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 3010613 E-Mail: <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a>  Requests for clarification should be received by BCC <u>no later than</u> : 1200 Hours, Sunday, March 31, 2022
1.3	<b>Period of Completion/Supply &amp; Delivery:</b> The maximum delivery period allowed under this bid is 60 Calendar days. The equipment shall be handed over to BCC along with a work completion report.
1.4	<b>Penalty for delays:</b> A penalty of 0.05% per day of delay, up to 10% of undelivered items be charged in the event that the bidder fails to deliver on time as given.  BCC reserves the right to cancel the Bids, if the delivery time is delayed by more than 10 working days from the agreed delivery date.
1.5	<b>Bid language:</b> English
1.6	<b>Pre-Bid meeting:</b> There will be no pre-bid meeting. For further information, contact the below contacts.  Business Center Corporation M. Kaneeru Villa, 1 <sup>st</sup> Floor (A), Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 3010613 E-Mail: <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a>  All the queries, will be answered via email.
1.7	The bid validity period shall be: <b>90 Days</b>

<p>1.8</p>	<p>For <b>bid submission purposes</b> only, the BCC's address is:</p> <p>Mr. Shaffaan Mohamed                  Assistant Manager, Procurement                  Business Center Corporation                  M. Kaneeru Villa, 1<sup>st</sup> Floor (A), Orchid Magu, Male', 20212                  Republic of Maldives                  Tel: (960) 3010613, (960) 3305555                  E-Mail: <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a></p> <table border="1"> <thead> <tr> <th data-bbox="373 488 868 524">Time / Deadline</th> <th data-bbox="868 488 1412 524">Activity</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 524 868 748"> <p>1  <b>Thursday, March 31, 2022</b>  <b>Time: 1400 hrs</b></p> </td> <td data-bbox="868 524 1412 748"> <p>Submit the documents required in <b>Section C</b> to:</p> <p>Business Center Corporation                      M. Kaneeruvilla, 1<sup>st</sup> Floor (A), Orchid Magu, 20212, Male', Maldives</p> </td> </tr> <tr> <td data-bbox="373 748 868 949"> <p>2  <b>Thursday, April 07, 2022</b></p> </td> <td data-bbox="868 748 1412 949"> <p>Score sheet will be sent to all bidders notifying the party selected.</p> <p>Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a></p> </td> </tr> <tr> <td data-bbox="373 949 868 1025"> <p>3  <b>Sunday, April 10, 2022</b>  <b>Time: 1430 hrs</b></p> </td> <td data-bbox="868 949 1412 1025"> <p>Deadline for appeals and/or complaints.</p> </td> </tr> </tbody> </table>	Time / Deadline	Activity	<p>1  <b>Thursday, March 31, 2022</b>  <b>Time: 1400 hrs</b></p>	<p>Submit the documents required in <b>Section C</b> to:</p> <p>Business Center Corporation                      M. Kaneeruvilla, 1<sup>st</sup> Floor (A), Orchid Magu, 20212, Male', Maldives</p>	<p>2  <b>Thursday, April 07, 2022</b></p>	<p>Score sheet will be sent to all bidders notifying the party selected.</p> <p>Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a></p>	<p>3  <b>Sunday, April 10, 2022</b>  <b>Time: 1430 hrs</b></p>	<p>Deadline for appeals and/or complaints.</p>
Time / Deadline	Activity								
<p>1  <b>Thursday, March 31, 2022</b>  <b>Time: 1400 hrs</b></p>	<p>Submit the documents required in <b>Section C</b> to:</p> <p>Business Center Corporation                      M. Kaneeruvilla, 1<sup>st</sup> Floor (A), Orchid Magu, 20212, Male', Maldives</p>								
<p>2  <b>Thursday, April 07, 2022</b></p>	<p>Score sheet will be sent to all bidders notifying the party selected.</p> <p>Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a></p>								
<p>3  <b>Sunday, April 10, 2022</b>  <b>Time: 1430 hrs</b></p>	<p>Deadline for appeals and/or complaints.</p>								
<p>1.9</p>	<p><b>Payment Terms:</b>                  Payments will be made upon completion of the work and within 30 days of submission of Tax Invoice</p>								
<p>1.10</p>	<p><b>Bid Evaluation &amp; Awarding Method:</b>                  Items will be evaluated and awarded collectively.</p>								
<p>1.11</p>	<p><b>Eligibility:</b></p> <ol style="list-style-type: none"> <li>The bidder shall be a registered entity in the Republic of Maldives.</li> <li>Submission of all the required documents in Section C.</li> </ol> <p><b>Late submission of any of the above-mentioned documents will not be entertained.</b></p>								
<p>1.12</p>	<p><b>Bid Evaluation Criteria</b></p> <table border="1"> <thead> <tr> <th data-bbox="373 1532 652 1568">Criteria</th> <th data-bbox="652 1532 810 1568">Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 1568 652 1606">Price</td> <td data-bbox="652 1568 810 1606">70%</td> </tr> <tr> <td data-bbox="373 1606 652 1644">Experience &amp; Portfolio</td> <td data-bbox="652 1606 810 1644">30%</td> </tr> <tr> <td data-bbox="373 1644 652 1682">Total</td> <td data-bbox="652 1644 810 1682">100%</td> </tr> </tbody> </table>	Criteria	Percentage	Price	70%	Experience & Portfolio	30%	Total	100%
Criteria	Percentage								
Price	70%								
Experience & Portfolio	30%								
Total	100%								
<p>1.13</p>	<p><b>Time period and maximum number of references considered for awarding points for Experience.</b>                  Maximum Time period considered: Past 5 Years                  Each reference letter will be awarded maximum of 05 marks.                  Maximum 06 valid reference letters.</p>								

## A. INTRODUCTION

Business Center Corporation (BCC) is a State-owned Enterprise incorporated in 2017 by Presidential Decree, as the implementing body of MSME development projects initiated by the Ministry of Economic Development. Our main objective is to create an enabling and inclusive business environment for Micro, Small and Medium Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow. BCC issues these Bidding Documents for the supply of equipment required for the corporation.

## B. Scope of Service & Requirements

- Supply of Equipment required for Business Center Corporation. Item list with detailed specification is enlisted as **Annex 1**.
- The total prices are required to be the total prices to the final destination (including the transportation cost). The price should include all the sales taxes where appropriate.
- The warranty period offered shall be minimum of 6 months.
- The catalogue of offered equipment and its specifications with clear photos of the items to be offered.
- The details of the items to be purchased are specified in the Bid Submission Form. You are requested to quote your delivered price for these items by completing and returning the Bid Submission Form.
- Quoted items should be delivered to Ma. Maadheli, 6<sup>th</sup> Floor, Majeedhee Magu, Male' City.

## C. Documents Required

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

## D. Rejection Criteria

- Business Center Corporations reserves the right to reject partial quotations.
- Bid submissions which does not meet the required specifications will be rejected.
- Incomplete bid submissions will be rejected.