



Business Center Corporation
Male'
Republic of Maldives

Bidding Documents

Supply of Equipment required for Business Center Corporation

ANNOUNCEMENT NUMBER	(IUL)-BCC/PRC/2022/24
ANNOUNCEMENT DATE:	17 May 2022, Tuesday
PRE-BID MEETING DATE & TIME	No Pre-bid Meeting to be held, all queries to be sent via email before 1600 hrs. on Sunday 29 May 2022
BID OPENING DATE & TIME	31 May 2022, Tuesday at 1000 hrs
BID OPENING VENUE	Business Center Corporation, M. Kaneeru Villa, Orchid Magu 20212

Malé,
Republic of Maldives
May 2022

1. Bid Data

1.1	The name of the project is: Supply of Photography and Videography Equipment for Business Center Corporation
1.2	For clarification purposes only, the BCC's address is: Mr. Zabeehulla Ahmed Manager, Procurement Business Center Corporation M. Kaneeru Villa, 1 st Floor (A), Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 3305555 E-Mail: procurement@bcc.mv Requests for clarification should be received to BCC no later than : 1600 Hours, Sunday, May 29, 2022 (Maldives Time)
1.3	Period of Completion/Supply & Delivery: 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	Penalty for delays: A penalty of 0.05% per day of delay, up to 10% of undelivered items will be charged as liquidated damages if 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	Bid language: English
1.6	Pre-Bid meeting: There will be no pre-bid meeting. For further information, contact the below contacts. Business Center Corporation M. Kaneeru Villa, 1 st Floor (A), Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 3305555 E-Mail: procurement@bcc.mv All the queries, will be answered via email.
1.7	The bid validity period shall be: 90 Days

1.8	For bid submission purposes only, the BCC’s address is: Procurement Section, Business Center Corporation M. Kaneeru Villa, 1 st Floor (A), Orchid Magu, Male’, 20212 Republic of Maldives Tel: (960) 3010613, (960) 3305555 E-Mail: procurement@bcc.mv									
	Time / Deadline		Activity							
	1	Tuesday, May 31, 2022 Time: 1100 hrs (Maldives time)	For Hard Copy Submissions in Person Submit the documents required in Section C to: Business Center Corporation M. Kaneeruvilla, 1 st Floor (A), Orchid Magu, 20212, Male’, Maldives							
		Tuesday, May 31, 2022 Time: 1030 hrs (Maldives time)	For Email Submissions Please Email all Encrypted Documents to procurement@bcc.mv before the date and time specified.							
		Tuesday, May 31, 2022 Time: 10:30 and 10:45 hrs (Maldives time)	Passwords of Encrypted Submissions are to be emailed to procurement@bcc.mv between this timeframe.							
	2	Tuesday, June 14, 2022	Score sheet will be sent to all bidders notifying the party selected. Appeals and/or complaints shall be sent to procurement@bcc.mv							
	3	Sunday, June 19, 2022 Time: 1600 hrs (Maldives time)	Deadline for appeals and/or complaints.							
1.9	Payment Terms: Payments will be made upon completion of the work and within 30 days of submission of Tax Invoice									
1.10	Bid Evaluation & Awarding Method: Items will be evaluated and awarded collectively.									
1.11	Eligibility: 1. Submission of all the required documents in Section 3. Late submission of any of the above-mentioned documents will not be entertained.									
1.12	Bid Evaluation Criteria <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th style="background-color: #cccccc;">Criteria</th> <th style="background-color: #cccccc;">Percentage</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>70%</td> </tr> <tr> <td>Experience & Portfolio</td> <td>30%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table>		Criteria	Percentage	Price	70%	Experience & Portfolio	30%	Total	100%
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Price	70%									
Experience & Portfolio	30%									
Total	100%									

1.13	<p>Time period and maximum number of references considered for awarding points for Experience.</p> <p>Maximum Time period considered: Past 5 Years Each reference letter will be awarded maximum of 05 marks. Maximum 06 valid reference letters.</p>
1.14	<p>Warranty.</p> <p>All products shall have a minimum of 12 months parts and service warranty</p>

1. 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 and enable an inclusive business environment for Micro, Small and Medium Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow.

As part of this objective, the BCC is seeking to purchase videography and photography equipment and therefore issues these Bidding Documents for the supply of this equipment.

2. SCOPE OF SERVICE & REQUIREMENTS

- 2.1 Supply of Equipment required for Business Center Corporation. Item list with detailed specification is enlisted as **Annex 1**.
- 2.2 The total prices are required to be the total prices to the final destination inclusive of all shipping costs, taxes, duties and charges.
- 2.3 The warranty period offered for all items shall be a minimum of 12 months.
- 2.4 The bidding party shall include with the submission a catalogue of the offered equipment and their specifications with clear photos.
- 2.5 The details of the items to be purchased are specified in Annex 1, bidding parties are required to quote the prices for these items by completing and returning the Bid Submission Form attached as Appendix 1 along with the proposals.
- 2.6 Quoted items are to be delivered to Ma. Maadheli, 6th Floor, Majeedhee Magu, Male' City.

3. DOCUMENTS REQUIRED

- 3.1 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 Maldivian Rufiyaa or USD (Appendix 1)
- 3.2 Profile and work portfolio or evidence of previous work
- 3.3 Reference letters and Client Recommendations issue
- 3.4 Entity Registration Copy issued by a relevant Government Institution of the Country of Incorporation.
- 3.5 Tax Clearance Report (If the entity is registered in the Republic of Maldives)
- 3.6 Completed conflict of interest form (Appendix 2)

4. DISQUALIFICATION AND AMMENDMENTS

- 3.7 A submission is deemed disqualified or invalid in any of the following circumstances.
 - a. The documents stated in section 3 are not submitted.
 - b. It is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate or modified.
- 3.8 If at any time prior to award, the Corporation determines a need for a significant modification of the provisions of this TOR, the Corporation will issue a written amendment to all potential suppliers. No oral statement of any person shall, in any manner, be deemed to alter or otherwise affect any term or condition of this solicitation, and no supplier shall rely on any such statement
- 3.9 The Corporation reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Corporation's action.

5. FURTHER INSTRUCTIONS TO BIDDING PARTIES

- 5.1 All bids will be opened on the date and time specified in clause 1.8 of the ITB
- 5.2 Bids can be submitted in sealed envelopes to the address of the corporation stated in clause 1.8 of the ITB or can be sent via email to the mail address stated in the same clause.
- 5.3 If the proposals are being sent via email it is the responsibility of the bidder to ensure that the proposal and all supporting documents are received to the corporation before the deadline.
- 5.4 Each bidding party will be allowed to submit one bid.

5.5 The proposal should include all the documents stated in section 3 of this document. Bids with missing, inaccurate, or false documents will not be accepted. The Corporation retains the right to cancel the bids at any stage of evaluation if it is found that the documents submitted fall short of requirements.