



Business Center Corporation  
Male'  
Republic of Maldives

## **Bidding Documents**

### **Supply of Light Equipment Required for Co-Shared Kitchen by BCC**

<b>ANNOUNCEMENT NUMBER</b>	(IUL)-BCC/PRC/2022/26
<b>ANNOUNCEMENT DATE:</b>	22 May 2022, Sunday
<b>PRE-BID MEETING DATE &amp; TIME</b>	No Pre-bid Meeting to be held, all queries to be sent via email before 1600 hrs. on Wednesday, 01 June 2022
<b>BID OPENING DATE &amp; TIME</b>	05 June 2022, Sunday at 1000 hrs
<b>BID OPENING VENUE</b>	Business Center Corporation, M. Kaneeru Villa, Orchid Magu 20212

Malé,  
Republic of Maldives  
May 2022

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# 1. Bid Data

1.1	The name of the project is: <b>Supply of Light Equipment Required for the Co-Shared Kitchen by Business Center Corporation.</b>
1.2	For <b><u>clarification purposes</u></b> only, the BCC's address is:  Mr. Zabeehullah Ahmed 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: procurement@bcc.mv  Requests for clarification should be received by BCC <b><u>no later than:</u></b> <b>1600 Hours, Wednesday, 01 June 2022</b>
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 the bidder fails to deliver within the period agreed upon.  BCC reserves the right to cancel supply contracts, 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> No pre-bid meeting will be held for this bid. All requests for clarification must be sent to the Corporation before the date and time specified in clause 1.2
1.7	<b>Bid Validity:</b> All bids submitted shall have a validity period of: <b>90 Calendar Days</b>
1.8	<b>Warranty:</b> Parts and Service Warranty of 12 months shall be offered for all electronic items.

1.9	<p>For <b>bid submission purposes</b> only, the BCC's address is:</p> <p>Mr. Zabeehullah Ahmed  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="376 488 868 528">Time / Deadline</th><th data-bbox="868 488 1410 528">Activity</th></tr> </thead> <tbody> <tr> <td data-bbox="376 528 868 748"> 1  <b>Sunday, June 5, 2022</b>  <b>Time: 1000 hrs</b> </td><td data-bbox="868 528 1410 748"> Submit the documents specified in <b>Section D</b> in sealed envelopes to:   Business Center Corporation  M. Kaneeruvilla, 1<sup>st</sup> Floor (A), Orchid Magu, 20212, Male', Maldives </td></tr> <tr> <td data-bbox="376 748 868 931"> 2  <b>Thursday, June 16, 2022</b> </td><td data-bbox="868 748 1410 931"> Score sheet will be sent to all bidders notifying the party selected.   Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a> </td></tr> <tr> <td data-bbox="376 931 868 1010"> 3  <b>Wednesday, June 22, 2022</b>  <b>Time: 1600 hrs</b> </td><td data-bbox="868 931 1410 1010"> Deadline for appeals and/or complaints. </td></tr> </tbody> </table>	Time / Deadline	Activity	1 <b>Sunday, June 5, 2022</b> <b>Time: 1000 hrs</b>	Submit the documents specified in <b>Section D</b> in sealed envelopes to:  Business Center Corporation M. Kaneeruvilla, 1 <sup>st</sup> Floor (A), Orchid Magu, 20212, Male', Maldives	2 <b>Thursday, June 16, 2022</b>	Score sheet will be sent to all bidders notifying the party selected.  Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcc.mv">procurement@bcc.mv</a>	3 <b>Wednesday, June 22, 2022</b> <b>Time: 1600 hrs</b>	Deadline for appeals and/or complaints.
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1.10	<p><b>Payment Terms:</b>  Payments will be made upon completion and acceptance of the work and within 30 days of submission of Tax Invoice</p>								
1.11	<p><b>Bid Evaluation &amp; Awarding Method:</b>  Items will be evaluated and awarded collectively.</p>								
1.12	<p><b>Eligibility:</b></p> <ol style="list-style-type: none"> <li>The bidder shall be a Small or Medium Enterprise registered at Ministry of Economic Development.</li> <li>Submission of all the required documents in Section D.</li> </ol> <p>Late submission of any of the above-mentioned documents will not be entertained.</p>								
1.13	<p><b>Bid Evaluation Criteria</b></p> <table border="1"> <thead> <tr> <th data-bbox="376 1525 655 1559">Criteria</th><th data-bbox="655 1525 810 1559">Percentage</th></tr> </thead> <tbody> <tr> <td data-bbox="376 1559 655 1592">Price</td><td data-bbox="655 1559 810 1592">70%</td></tr> <tr> <td data-bbox="376 1592 655 1630">Experience &amp; Portfolio</td><td data-bbox="655 1592 810 1630">30%</td></tr> <tr> <td data-bbox="376 1630 655 1671">Total</td><td data-bbox="655 1630 810 1671">100%</td></tr> </tbody> </table>	Criteria	Percentage	Price	70%	Experience & Portfolio	30%	Total	100%
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1.14	<p><b>Time period and maximum number of references considered for awarding points for Experience.</b></p> <p>Maximum Time period considered: Past 5 Years  Each reference letter will be awarded maximum of 05 marks.  A maximum 06 valid reference letters will be considered for evaluation.</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.

## **B. PROJECT BACKGROUND**

The Business Center Corporation has planned to establish a fully equipped and licensed commercial kitchen in Hulhumale'. This would be the first venture of its kind in the Maldives. The aim is to provide a space for the food entrepreneurs, especially MSMEs, to operate their food production that is safe and comfortable without the burden of having to invest in expensive equipment and machinery. The food entrepreneurs will be able to book spaces online and will enjoy member benefits of our kitchen at an affordable price.

## **C. SCOPE OF SERVICE & REQUIREMENTS**

- Supply of Light Equipment required for Co-Shared Kitchen at Hulhumale. Item list with detailed specification is enlisted as **Annex 1 - Co-Shared Kitchen Equipment List**
- The price quoted shall be the total price to deliver the items to the final destination inclusive of all transportation costs, all local and international charges, taxes and duties.
- The warranty period offered for electronical items shall be a minimum of 12 months.
- Bidding Parties shall provide 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 list attached as **Annex -1 Co-Shared Kitchen Equipment List**. The bidding parties shall quote for these items by completing and returning the Bid Submission Form attached as **Appendix 1**
- Quoted items are to be delivered to Indoor Sports Complex, 2<sup>nd</sup> Floor, Bus Stop 05, Hithigas Magu, Hulhumale'.

## **D. 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. Completed conflict of interest form (Appendix 2)
3. Completed Experience in Contracts of Similar nature Sheet (Appendix 3)
4. Profile and work portfolio or evidence of previous work
5. Reference letters.
6. Entity Registration Copy
7. SME Registration Copy
8. Tax Clearance Report (Issued within three months from date of bid submission)

## **E. Rejection Criteria**

- The Corporation 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.
- If it is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate, or modified the submission will be disqualified.
- If at any time prior to award, the Corporation determines a need for a significant modification of the provisions of this document, 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
- 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.