



## Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

<b>A. Introduction</b>	
<b>Scope of Bid</b>	Bank of Maldives PLC invites sealed bids from eligible bidders for Fabrication and Fixing of BML Logo on Orchidmaage Building gable wall. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
<b>Procurement Reference and Name</b>	BML/PD/OPN-BID/2022/042  Fabrication and Fixing of BML Logo on Orchidmaage Building gable wall
<b>Eligible Bidders</b>	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
<b>B. Preparation of Bids</b>	
<b>Language</b>	The language of the Bid is: English or Dhivehi
<b>Documents Comprising the Bid</b>	The Bidder shall submit the following completed documents with its Bid:  Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
<b>Bid Prices and Currency</b>	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST at the time of current rate
<b>Bid Validity</b>	The bid shall remain valid for 30 days from the date of opening the bids.
<b>D. Submission and Opening of Bids</b>	
<b>Bid Submission</b>	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
<b>Acceptance of Bids</b>	BML shall not accept bids before or after the specified closing time.
<b>Location, date and Time</b>	For <b>bid submission</b> Bank of Maldives, Head Office, 5 <sup>th</sup> Floor, Procurement Meeting room



# Evaluation and Qualification Criteria

## Table of Criteria

### Evaluation Criteria

Price = 80%

Duration = 20%

#### Note:-

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach us on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Please note that we may award the work, based on comparative offers from different vendors and Bank has the right to check the vendor background and performance on previous projects before awarding.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

# Form 1 - Schedule of Requirement

**(Not Applicable)**

## Form 1 A

### List of Goods and Related Services

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

## Form 1 B

### Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Fabrication and Fixing of BML Logo on Orchidmaage Building gable wall			

# Form 1 C Specifications

Information sheet attached with the announcement



# Form 2 – Bidding Forms

## Table of Forms

**A- Bidders Information Form.**

**B- Bid Submission Form.**

**C- Price Schedule for Goods and Services.**

## Form 2A

### Bidder Information Sheet

Date: \_\_\_\_\_

Invitation for Bid No.: *BML/PD/OPN-BID/2022/042*

<b>Legal Name of Bidder</b>	
<b>Bidder's Authorised Representative Information</b>	<b>Name:</b> <b>Address:</b> <b>Telephone/Fax Numbers:</b> <b>Email Address:</b>
<b>List of bid documents to be submitted: as per vendor registration application form.</b>  <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents.  Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	



# Form 2B

## Bid Submission Form

Date: \_\_\_\_\_

Invitation for Bid No.: *BML/PD/OPN-BID/2022/042*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: \_\_\_\_\_;
- (b) The total price of my/our Bid, is: \_\_\_\_\_;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Office / Company Seal (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.



**Bid Information****BML Orchidmaage gable wall Logo**

**Project Name:** Design and Build BML signage on Orchidmaage North side gable wall

**Scope of the work:** fabrication and fixing of 25X25 feet BML logo on the Orchidmaage north side gable wall as per the illustrated sketch provided

**Specification:**

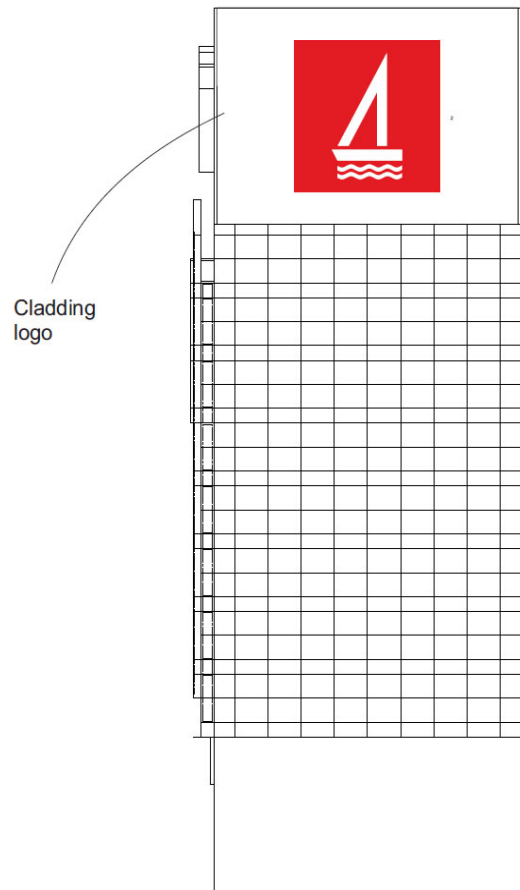
**Frame:** Appropriate aluminum angle framing and fixing on the gable wall of Orchidmaage north side.

**Cover:** 1.5 Hour fire rated composite aluminum present BML logo (RED & White) with BML corporate colors.

1. Fixing of 2 flood light on top of the roof top towards the LOGO
2. All technical information and material specifications should be shared and approved before fabrication works start
3. The LOGO should be long-lasting and maintenance free for 5 years
4. No back lit is required

**Note:**

All equipment and machineries scaffolding etc. required to complete the work should be borne by the contractor. All materials should be approved before fabrication start.



**Sample illustration of BML LOGO**