

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.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Male' Business Centre Renovation works. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2022/046 Male' Business Centre Renovation works
Eligible Bidders	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. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	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
Bid Prices and Currency	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
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
Acceptance of Bids	BML shall not accept bids before or after the specified closing time.

Location, date and Time	<p>For bid submission Bank of Maldives, Head Office, 5th Floor, Procurement Meeting Room Island: Male' City The deadline for bid submission via email is: Date: 16th June 2022 Time: 02:00 PM (Maldivian Standard Time)</p>
Contact details for further information	<p>Please contact; Procurement Department, Telephone: 3015359, 3015386 Email address: openbidding@bml.com.mv</p>
Bid Opening	<p>BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.</p>
E. Evaluation, and Comparison of Bids	
Confidentiality	<p>Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.</p>
Documents Establishing the Qualifications of the Bidder	<p>BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in <i>Evaluation and Qualification Criteria</i> to determine the most acceptable bid. No other criteria or methodology will be permitted.</p>
F. Award of Contract	
Award Criteria	<p>BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.</p>
G. Appeals and complaints	
Regarding conduct of a bid	<p>Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.</p>
Regarding outcome of a bid (an award or decision to award)	<p>Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.</p>

Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

Evaluation Criteria	Weightage
Price	80%
Delivery	20% (duration)

Eligibility criteria

1 reference letter above MVR 200,000.00 during last 4 Years for similar nature of works

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

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

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

Lot No. : [if applicable]				
Lot Name : [if applicable]				
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.	Male' Business Centre Renovation works			

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/2022/046*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. In case of new vendors, 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/2022/046**

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.



Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	Total price (MVR) (including 6% GST price)	Duration
1.	Male' Business Centre Renovation works		
Grand Total Price			

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - Local vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms
 - Quotation validity period
- Proposal with multiple options (other than specified above) **WILL NOT** be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion 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.
- No advance payment.

<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Qty</i>	<i>Rate</i>	<i>Total</i>
	<u>MALE BUSINESS CENTER RENOATION WORKS</u>				
	<u>2022</u>				
1.1	PIPE WORK WITHIN THE BUILDING				
(1)	<u>Water supply</u> (a) Provide and fix UPVC high pressure pipes to provide fresh water to all Muslim showers, flushing tanks of water closets, taps and to kitchen sink. Price shall include for necessary piping, connections, excavations (if required) and other accessories as per drawings				
(2)	<u>Disposal system</u> (a) Provide and fix UPVC pipes for waste disposal from new pantry wastes. Price shall include for necessary piping, connections, and other accessories as per drawings (b) Provide and fix UPVC pipes for sewage disposal from water closet including floor clean outs. Price shall include for necessary piping, connections, and other accessories as per drawings (c) Provide and fix waste disposal manhole for waste disposal from new Pantry. Price shall include for necessary piping, connections, channel making inside the manhole and other accessories as required				
1.2	PIPE WORK WITHIN THE BUILDING				
(2)	Complete construction of water supply pipework including all pipework, fittings, valves, etc. and connect to existing fresh water line.	LS	1.00		
(2)	Complete construction of discharge pipework including all pipework, vent pipework, vent cover, fittings, valves, inspection chambers etc. to existing pipelines	LS	1.00		
1.2	<u>TOILET UPGRADING WORKS</u>				
1.2.1	<u>FIXTURES</u>				
(1)	Provide and fix standard wash basins (medium quality) with bottle trap and drain including water supply and dispose pipe connection	no	1.00		
(2)	Provide and fix wash basin tap with valves	no	1.00		
(3)	Provide and fix water closet including stop valves, flushing cistern and all necessary accessories	no	2.00		
(4)	Tissue Paper holder	no	2.00		
(5)	Towel rail	no	2.00		
(6)	Mirror set with mirror light	no	2.00		
(7)	Provide and fix Muslim shower with tap	no	2.00		
(8)	Provide and fix floor trap	no	2.00		
(9)	Make ablution area and install 1 taps	LS	1.00		
TOTAL OF PAGE 1					

<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Qty</i>	<i>Rate</i>	<i>Total</i>
Previous Page Total					
1.3	REPARING PANTRY AREA				
(1)	-Make ready of Pantry wall and cover the DB to receive tiles	m ²	3.30		
(2)	provide and installing granite vanity top 600X1200)mm in the pantry area with SS sink including wasting plug , water and drain connection SS kitchen water tap	No	1.00		
(3)	provide and install kitchen bottom cabinet with soft close railing for drawers and cabinet doors 550X1200X800 with bottom base including SS skirting white Formica finish	No	1.00		
(4)	provide and install kitchen top cabinet 300X1200X800 fixed to the wall with white Formica finish	No	1.00		
(5)	Tiling on back splash on pantry area wall 1.5m height from the ground level, clear white wall tiles or other recommended materials to be used	m ²	3.30		
1.4	REMOVING AND REFIXING GLASS PARTITION				
(1)	Remove existing tempered glass partition without damage and to re-use as fixed glass partition including SS framing as per the drawing given in the New Meeting room and unused glass should be transported where bank directed (Male/Hulhumale)	No	1.00		
1.5	REPAINTING OF EXISTING TABLES				
(1)	Repair and spray painting of existing workstations and install in the business center	No	4.00		
1.6	INSTALLING COUNTERS				
(1)	Repair the damaged counters provided by BML, red and white plastic including SS edge strip and skirting with installing counters as seen in the drawing	No	4.00		
(2)	Repair (size adjustment to 1200mm) the existing reception counter provided by BML, white plastic including SS edge strip and skirting with installing counters as seen in the drawing	No	1.00		
1.7	PARTITION AND GLASS WORKS				
a	FGP - Full height Glass partition (10mm Laminated Glass) partition outer frame only - material used for framing and 9mm plywood on both side with 3mm opaque white plastic finish				
1.7.1	FHG 1 -	m ²	3.00		
1.7.2	FHG 2 -	m ²	3.00		
1.7.2	FHG 3 -	m ²	6.00		
1.7.6	provide and install Hanging door SD 800X2050mm	No	1.00		
3.0	OTHER WORKS				
(1)	removing of existing sink cabinets with all accessories and making good to receive wall tiles & paint	LS	1.00		
(2)	painting all walls inside and outside of the Business Centre where applicable	LS	1.00		
MALE BUSINESS CENTER RENOVATION WORKS 2022					
TOTAL OF BILL No: 01 -					
					GST 6%
					TOTAL OF HLML BRANCH RENOV