



Business Center Corporation
Male'
Republic of Maldives

Bidding Documents

Technical Consultancy for Co-Shared Kitchen by BCC

ANNOUNCEMENT NUMBER	(IUL)-BCC/PRC/2022/27
ANNOUNCEMENT DATE:	06 June 2022, Monday
PRE-BID MEETING DATE & TIME:	No Pre-bid Meeting Scheduled.
BID OPENING DATE & TIME	16 June 2022, Thursday at 1000 hrs
BID OPENING VENUE	Business Center Corporation, M. Kaneeru Villa, Orchid Magu 20212, Male', Maldives

Malé,
Republic of Maldives
June 2022

1. Bid Data

1.1	The name of the project is: Technical Consultancy for the establishment of Co-Shared Kitchen
1.2	For <u>clarification purposes</u> only, the BCC's address is: Mr. Zabeehullah Ahmed Manager, Procurement Business Center Corporation M. Kaneeru Villa, 1 st 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 <u>no later than</u> : 1600 Hours, Tuesday 14 June 2022
1.3	Period of Completion/Supply & Delivery: The maximum delivery period allowed under this bid is 20 Calendar days.
1.4	Penalty for delays: 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	Bid language: English
1.6	Pre-Bid meeting: 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	Bid Validity: All bids submitted shall have a validity period of: 90 Calendar Days

1.8	<p>Bid Submission For bid submission purposes only, the BCC's address is:</p> <p>Mr. Zabeehullah Ahmed Manager, Procurement Business Center Corporation M. Kaneeru Villa, 1st Floor (A), Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 3010613, (960) 3305555 E-Mail: procurement@bcc.mv</p> <table border="1"> <thead> <tr> <th data-bbox="373 524 868 562">Time / Deadline</th><th data-bbox="868 524 1409 562">Activity</th></tr> </thead> <tbody> <tr> <td data-bbox="373 562 868 786">1 Thursday, June 16, 2022 Time: 1000 hrs</td><td data-bbox="868 562 1409 786">Submit the documents specified in Clause 1.13 in sealed envelopes to: Business Center Corporation M. Kaneeruvilla, 1st Floor (A), Orchid Magu, 20212, Male', Maldives</td></tr> <tr> <td data-bbox="373 786 868 965">2 Monday, June 20, 2022</td><td data-bbox="868 786 1409 965">Score sheet will be sent to all bidders notifying the party selected. Appeals and/or complaints shall be sent to procurement@bcc.mv</td></tr> <tr> <td data-bbox="373 965 868 1043">3 Sunday, June 26, 2022 Time: 1600 hrs</td><td data-bbox="868 965 1409 1043">Deadline for appeals and/or complaints.</td></tr> </tbody> </table>	Time / Deadline	Activity	1 Thursday, June 16, 2022 Time: 1000 hrs	Submit the documents specified in Clause 1.13 in sealed envelopes to: Business Center Corporation M. Kaneeruvilla, 1 st Floor (A), Orchid Magu, 20212, Male', Maldives	2 Monday, June 20, 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 26, 2022 Time: 1600 hrs	Deadline for appeals and/or complaints.
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1.9	<p>Payment Terms: Payments will be made upon completion and acceptance of the work and within 30 days of submission of Tax Invoice</p>								
1.10	<p>Eligibility:</p> <ol style="list-style-type: none"> The bidder shall be a Small or Medium Enterprise registered at Ministry of Economic Development. Submission of all the required documents in clause 1.13 <p>Late submission of any of the above-mentioned documents will not be entertained.</p>								
1.11	<p>Bid Evaluation Criteria</p> <table border="1"> <thead> <tr> <th data-bbox="373 1464 652 1503">Criteria</th><th data-bbox="652 1464 810 1503">Percentage</th></tr> </thead> <tbody> <tr> <td data-bbox="373 1503 652 1541">Price</td><td data-bbox="652 1503 810 1541">70%</td></tr> <tr> <td data-bbox="373 1541 652 1579">Experience & Portfolio</td><td data-bbox="652 1541 810 1579">30%</td></tr> <tr> <td data-bbox="373 1579 652 1617">Total</td><td data-bbox="652 1579 810 1617">100%</td></tr> </tbody> </table>	Criteria	Percentage	Price	70%	Experience & Portfolio	30%	Total	100%
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1.12	<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 10 marks. A maximum 03 valid reference letters will be considered for evaluation. When awarding points for experience, reference letters for similar nature of works will be considered</p>								

1.13	<p>Documents to be Submitted</p> <ol style="list-style-type: none"> 1. Completed Bid Submission Form with prices inclusive of Goods and Service Tax (GST) (If registered for GST) and quotation in MVR (Appendix 1) 2. Completed Declaration of Ethical Conduct (Appendix 2) 3. Profile and work portfolio or evidence of previous work 4. Reference letters 5. Certificate of Incorporation 6. Tax Clearance Report (Issued within three months from date of bid submission) 7. SME Registration Document
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INFORMATION TO BIDDERS

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 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.

2. 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.

3. ELIGIBILITY

This invitation to bid is open to all local businesses registered at the Ministry of Economic Development as SME's.

4. SCOPE OF SERVICE & DELIVERABLES

4.1 Scope of Work

- i. Load Calculation for the Co-Shared Kitchen electricity usage, and design of the Electricity Distribution System including a lighting and power layout plan.
- ii. Technical Survey for the establishment of the cooling, air circulation and ventilation system at the Co-shared Kitchen including design of the cooling, air circulation and ventilation system.
- iii. Technical Survey for the establishment of the fire detection and suppression system including design of an adequate fire detection and suppression system.
- iv. Technical Survey for the establishment of a gas bank and gas circulation system including design of an adequate gas bank and gas circulation system.

4.2 Deliverables

- i. Electrical Load calculation report including electrical layout plan & drawings
- ii. Design, layout, architectural and Service drawing, and diagrams with technical calculations for cooling and ventilation system
- iii. Design, layout, architectural and Service drawing, and diagrams with technical calculations for fire detection and suppression system.
- iv. Design, layout, architectural and Service drawing, and diagrams with technical calculations for gas bank and gas circulation system.

- v. Details of all safety standards, local and international legal requirements to be followed when installing the systems.
- vi. Detailed Bills of Quantities for each system.
- vii. Detailed Requirements and Technical Specification for each system.
- viii. A logical workflow plan detailing the order in which each system can be installed and what parts of the works can be carried out concurrently.
- ix. Provide all the CAD files of the drawings

5. RESPONSIBILITIES OF THE BIDDING PARTY

- i. The selected bidding party will be required to closely observe the site and take the required measurements to gather all data, along with the requirements of the BCC, and make detailed calculations and equipment selection as required to design an efficient system which conforms to the relevant codes and the requirements of all relevant regulations.
- ii. The selected bidding party shall be wholly responsible for ensuring that the design and type of system proposed for each deliverable is inline with the BCC's requirements while also conforming to all relevant standards.
- iii. Shall provide all clarifications necessary to any party that BCC assigns the work of implementing the systems and work closely with such parties to ensure that the system is built exactly as designed and all aspects are as intended in the original concept.

6. INPUT FOR THE PROJECT

The BCC shall provide the bidding parties with the following documents.

- i. A floor plan of the Co-shared Kitchen included as Annex 1 of this documents.
- ii. A detailed list of equipment which will be used in the Co-shared kitchen. (This list will be provided to the successful bidding party after award of bid)
- iii. Input and assistance on the BCC's preference on how the systems is to be including vent and gas bank locations. This information will be provided during the execution of contract on an as-needed basis.

7. DURATION OF THE PROJECT

The maximum duration allowed under this project for the delivery of services in entirety is 20 (twenty) calendar days from the date of signing the contract.

8. REJECTION CRITERIA

Submissions will be subject to rejection under the following circumstances.

- i. The documents stated in bid data clause 1.13 not being included. BCC reserves the right to reject partial quotations.
- ii. Bid submissions which does not meet the requirements will be rejected.
- iii. 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.

9. BCC'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

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.