

Installation of informative billboards in 4 islands

Terms of Reference

Introduction

The outer islands of the Maldives experiences drinking water shortages during dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. In response to this climate challenge, the Government of the Maldives, with the support of the UNDP received financing from Green Climate fund (GCF) is undertaking the “Supporting Vulnerable Communities in the Maldives to Manage Climate Change-Induced Water Shortages” project. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households;
- b. Introduction of decentralized and cost-effective dry season water supply systems;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between Ministry of Environment, Climate Change and Technology and UNDP. Under this project’s objectives Ministry of Environment, Climate Change and Technology is implementing community water awareness, sensitization and capacity building among the selected islands.

General Objectives of the Assignment

Installation of informative billboards across the selected 04 islands (H.dh Nolhivaranfaru, SH. Foakaidhoo, B. Dharavandhoo, R.Maduhvaree). This should include all works and materials required to the works of erecting the billboards.

Specific Objectives

- a. All materials including printing of canvas for the billboards are to be provided by the bidder. The quality of the printed materials should be as per the information given in the bid evaluation criteria.
- b. Fabrication of frame for the billboards as specified in the annex 1
- c. Construction of the foundation works as specified in information sheet in annex 1 (Foundation mix to be in the ration of 3:2:1 with 1 cement bag, 2 river sandbags and 3 aggregate bags. River sand used in the foundation should be imported M Sand)
- d. The bidder shall be responsible for all the transportation costs associated with the works.
- e. The Bidder should provide the details of print method and technology in accordance to the following;
 - a. Type of facing material/substrate
 - b. UV / weather protection
 - c. Colour guard technology
 - d. Lifespan

Note: Authenticated certificate and sample must be provided before printing.

Method statement

The method statement should outline how the bidder intends to execute the works, clearly indicating the method of execution and allocation of key experts, support staffs, laborers, sub-contractors/suppliers and equipment/machineries for each activity. The following key components of the scope of works should be covered in the method statement.

- A. General Works
- B. Fabrication of Steel structure
- C. Civil works and footings
- D. Printing and installation of Billboards

Client's scope

The client shall be responsible for the following

- a. Provide design of print materials
- b. All approvals required for land and site allocations.
- c. Site demarcations

List of Islands

No.	Island	Size	
		16ftx8ft	8ftx4ft
1.	B.Dharavandhoo	1	
2.	R.Maduhvaree	1	
3.	Sh. Foakiadhoo		1
4.	H.dh Nolvhivanfaru		1

Pre- bid evaluation Criteria

Pre-Evaluation

- a) Pre-Evaluation will be carried out based on the documentation requirement prior to the Final Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - b)
 - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
 - Bidder submit all requirements identified under **Documents to be submitted with proposals**
- Substantially non-responsive bids at this pre-evaluation stage will be rejected from further evaluation.
- c) Evaluation will be undertaken for substantially responsive bids identified at pre-evaluation stage

Bid Evaluation Criteria

Particulars	Point
Minimum quoted price / Quoted price *40	40
Shortest Delivery period / Quoted delivery period *35	35
Experience: Each reference is valued at 5 point and will be considered if the submitted reference is similar in nature (value higher than MVR 50,000) and carried out within the past 5 years	25
Total	100%

The proposal with the lowest financial quote will get the maximum Financial Score of 40 points.

Documents to be submitted with proposals

- a. If a company the company profile
- b. Completion Certificates of similar work carried out if any
- c. If a company, registration copy, if a sole proprietor SP certificate, SME registration Certificate
- d. GST Registration Certificate
- e. Tax registration Certificate and Tax clearance Certificate
- f. BOQ (Annex)
- g. Delivery period of the work
- h. Method Statement
- i. Work Schedule and Timeline
- j. Completed proposal submission form (Form-1)
- k. Financial Breakdown Form, provided in Annex 2
- l. Form FIN -1: Financial situation, provided in Annex 3
- m. Form FIN – 2: Average annual turnover, provided in Annex 3
- n. Financial documents stated in Annex 3
- o. Checklist of services stated under Scope of Work, provided in Annex 4

REGISTRATION AND CLARIFICATIONS

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address proc.gcfws@environment.gov.mv not later than 1200 hours on 26th June, 2022. Unregistered parties will not be able to participate in the bid.
2. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv on or before 1400 hours on 26th June, 2022.

SUBMISSION

Interested individuals may submit their proposals on or before **1100hrs 30th June, 2022**, to the following address in a sealed envelope. Proposals will be opened at **1100hrs 30th June, 2022** **in a meeting room of the Ministry of Environment in front of bidders.**

GCF PMU

Water and Sanitation Department

Ministry of Environment

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives

ANNEX 1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

[I/We], the undersigned, offer to provide the “ ” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. [I am/We are] hereby submitting [my/our] Proposal; [my/our] financial offer is for the sum of [***Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)***] which is inclusive of the all applicable taxes.

[I/We] hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to [my/our] disqualification.

Proposal validity is for a period of [***Insert number of days, 45 days minimum***] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the price and work plan. [My/Our] Proposal is binding upon [me/us] and subject to the modifications resulting from Contract negotiations.

[I/We] undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

[I/We] understand you are not bound to accept any Proposal you receive.

[I/We] remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Company/Partnership/Institution/Individual: _____

Address: _____

Annex 2– Assessment of Financial Capability of Bidder

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 100,000.00, for the year 2020 – Submit Form FIN - 1: Annual Turnover
(OR)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of MVR 100,000.00, for liquid asset, for the year 2020 – Submit Form FIN - 2: Financial Situation
(OR)
- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business’s bank statement must show a credit balance of minimum MVR 100,000.00
(OR)
- c. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in FIN form 3. (Credit limit shall be no less than MVR 100,000.00– Submit Form FIN – 3: Line of Credit Letter

Annex 3 – Checklist

	Check (Y/N)
a. Company profile	
b. Completion Certificates of similar work carried out if any	
c. If a company, registration copy, if a sole proprietor SP certificate, SME registration Certificate	
d. GST Registration Certificate	
e. Tax registration Certificate and Tax clearance Certificate	
f. BOQ (Annex)	
g. Delivery period of the work	
h. Method Statement	
i. Work Schedule and Timeline	

FORM – Fin 1: Annual Turnover

Each bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2020		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FORM – Fin 2: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Tears (MVR Equivalent)	
	Year 2020

Information from balance sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current liabilities	
Working Capital	

Information From Income Statement

Total revenue	
Profit Before taxes	
Profit After Tax	

θ Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statement must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FORM – FIN – 3: Line of Credit Letter

[letterhead of the Bank /Financing Institution /Supplier]

To: [Name and address of the Contractor]

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:

Name and Title of Signatory:

Name of Agency: