

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 procurement of nos. 04 Vans. 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/2022/024-1 Procurement of nos. 04 Vans |
| 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. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none"> - Companies/Partnership - Sole Proprietors |
| 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: <ul style="list-style-type: none"> 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' The deadline for bid submission via email is: Date: 01st August 2022 Time: 11:00am (Maldivian Standard Time)</p> |
| Contact details for further information | <p>Please contact; Procurement Department, Telephone: 3015352, 3015359 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 | 100% |
| Delivery Duration | Maximum 06 months |

Eligibility Criteria

- 05 years experience in related field (Should provide atleast 01 reference letter)

Bid Security

- All bidders should submit a Bid Security of MVR 100,000.00
- Bid security shall be valid for period of (90) calendar days beyond the validity period of the bid.
- The security shall be in the form of a Bank Guarantee, from a Bank (includes Bank of Maldives) or from an Insurance company based in Maldives.
- The bid security will be returned to:
 - Successful bidder - upon receipt of performance security
 - Unsuccessful bidder - upon award of the contract to the successful bidder

Performance Security

- Winning vendor should submit a Performance Bank Guarantee for 10% of the total project cost.

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.
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are Prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- 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 the email 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.
- 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. | Procurement of nos. 04 Vans | | | |

Form 1 C Specifications

1. 01 nos. Van for Male' Area

| | |
|--------------------|----------------------------------|
| Preferred Brand | TOYOTA, ALPHARD / VELLFIRE |
| Condition | Excellent |
| Driving type | 2 wheel drive |
| Steering position | Right hand |
| Power Steering | Electric Steering |
| Transmission | Automatic |
| Fuel | Petrol OR Petrol-Electric Hybrid |
| Engine Capacity | 2000 – 4000cc Petrol |
| ECO standard | Euro 6 |
| Rear Break | Disk & ABS Breaks |
| No. of Doors | 5 Door |
| Mirror | Electric mirrors full option |
| Interior Color | Black / Dark Grey |
| Passenger capacity | 7 pax |
| Type | Van |
| Manufacturing date | 2020 or later |
| Color options | White, Silver, or Black |
| Warranty | 12 months |
| Mileage | Less than 10,000 KM |

Note: Van shall be delivered to Male'

3. 01 nos. Cargo Van for Male' Area

| | |
|---------------------------|----------------------------------|
| Preferred Brand | TOYOTA, NISSAN |
| Condition | Excellent |
| Driving type | 2 wheel drive |
| Steering position | Right hand |
| Power Steering | Electric Steering |
| Transmission | Automatic |
| Fuel | Petrol OR Petrol-Electric Hybrid |
| Engine Capacity | 2000 – 4000cc Petrol |
| ECO standard | Euro 6 |
| Rear Break | Disk & ABS Breaks |
| No. of Doors | 5 Door |
| Mirror | Electric mirrors full option |
| Interior Color | Black / Dark Grey |
| Tonnage | 750KG and above |
| Passenger capacity | 2/3 pax |
| Type | Van |
| Manufacturing date | 2020 or later |
| Color options | White, Silver, or Black |
| Warranty | 12 months |
| Mileage | Less than 10,000 KM |

Note: Van shall be delivered to Male'

04. 01 Van for L.Fonadhoo Branch

| | |
|---------------------------|----------------------------------|
| Preferred Brand | TOYOTA, ALPHARD / VELLFIRE |
| Condition | Excellent |
| Driving type | 2 wheel drive |
| Steering position | Right hand |
| Power Steering | Electric Steering |
| Transmission | Automatic |
| Fuel | Petrol OR Petrol-Electric Hybrid |
| Engine Capacity | 2000 – 4000cc Petrol |
| ECO standard | Euro 6 |
| Rear Break | Disk & ABS Breaks |
| No. of Doors | 5 Door |
| Mirror | Electric mirrors full option |
| Passenger capacity | 7 pax |
| Type | Van |
| Manufacturing date | 2020 or later |
| Color options | White, Silver, or Black |
| Warranty | 12 months |
| Mileage | Less than 10,000 KM |

Note: Van shall be delivered to L. Fonadhoo

Additional Requirement

- Registration fees should be included in the quote separately.
- Specification of the physical vehicle must meet the quotation provided by the vendor during the bidding process.
- The vehicle must be available for inspection by BML employee or any party assigned by BML and signed off by BML before registration. BML has the right to reject the vehicle during the inspection and after delivery if the vehicle does not meet the specification.
- Van shall be delivered to the respective delivery location mentioned above and the quoted price must include the delivery cost.
- Payment can be processed once the vans are delivered to above mentioned locations, van is registered under banks name and the original registry is received to the bank.

| <u>Required Accessories</u> | <u>Options and Accessories</u> |
|--|---|
| <ul style="list-style-type: none"> • Fully Air-conditioned • Driver Airbag • Passenger Airbag • Power Steering • Retractable power mirrors • Power Windows • Power Steering • Reversing camera • Remote & Central Locking • Radio & Car Stereo, CD(s), | <ul style="list-style-type: none"> • Illuminated entry • Alloy Wheels • Tool kit with Jack set and Spare Wheel |

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/2022/024-1*

| | |
|--|---|
| 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/2022/024-1*

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 | QTY | Total price (MVR) (including 6% GST) | Delivery Duration (In Calendar days) |
|--------------------------------|-------------------------------------|-----|---|---|
| 1. | Van for Male' Area | 01 | | |
| 2. | Van for H.Dh. Kulhudhuffushi Branch | | | |
| 3. | Cargo Van for Male' Area | | | |
| 4. | Van for L.Fonadhoo Branch | | | |
| Grand Total Price (MVR) | | | | |

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
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - 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.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).
- No advance payment.

Guarantee no: BML/CREDIT/MAIN-BG-.../....

[date]

To:
Male'

LETTER OF GUARANTEE FOR MVR----- (MALDIVIAN RUFYAA-----)

WHEREAS, [customer name] (hereinafter called "the Bidder") has submitted his Bid dated to bid for the --
----- (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that We the Bank of Maldives Plc, having our registered office at 11, Boduthakurufaanu Magu, Male' 20094, Republic of Maldives (hereinafter called "the Bank") are bound unto the -----of the Republic of Maldives (hereinafter called "the Employer") in the sum of MVR...../- (Maldivian Rufiyaa only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this [date].

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder, having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) does not accept the correction of the Bid Price pursuant to Clause 26 of the contract.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer's having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force upto and including the date 148 (one hundred and forty eight) days after the deadline for submission of bids, i.e. (the 'Expiry Date'), as such deadline is stated in the Instruction to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the Expiry Date.

Notwithstanding anything here above contained, our liability under this guarantee is restricted to MVR...../-, and will expire on This guarantee will become null and void after the Expiry Date whether it is returned to us or otherwise, unless we have extended its validity. Unless a claim is lodged with us in writing on or before the Expiry Date, our liability under this guarantee will cease without any further notice to you.

.....
AUTHORISED SIGNATURE

.....
AUTHORISED SIGNATURE