
Information Sheet

To hire a party to do Interior works on MSS new office building (2nd Floor, STO Trade Center)

21 July 2022

Note: All timings mentioned are Maldivian timings (GMT+05:00)

SECTION 1 - INSTRUCTION TO TENDERERS		
1.	General	
1.1	Announcement Number:	MSS-ANN/2022/003
1.2	Announcement Date:	17 July 2022
1.3	Project:	To hire a party to do Interior works on MSS new office building at 2nd Floor, STO Trade Center, Orchid Magu, K. Malé, Maldives (Total 2538.43 Sqft)
1.4	Deadline (Date & Time)	31 July 2022, 12:00hrs
1.5	Contact Info	Captain Mohamed Nazim General Manager Maldives State Shipping Company 3 rd Flr, STO Trade Center, Orchid Magu, K. Malé Republic of Maldives Telephone: +960 3029200 Email: info@stateshipping.mv
2.	Procedure of Tendering	
2.1	Eligible Tenderers:	<p>a) A Tenderer may be a sole proprietor, private entity, a registered company, a foreign company, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture</p> <p>b) The tenderer should not have any dues that needs to be paid to and/or the Tenderer should not be paying debts owed to any relevant tax authority in accordance with an agreed payment schedule (should not be in default).</p>
2.2	Amendments to Tender Documents:	

	<p>(a) At any time prior to the deadline for submission of Tenders, MSS may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MSS</p> <p>To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>
2.3	<p>Registration of Tenderers:</p> <p>Registration will take place at the pre-bid meeting. Only the Tenderers who attend the pre-bid meeting will be registered and eligible to submit the bid.</p>
2.4	<p>Pre-bid meeting:</p> <p>Pre-bid meeting will take place at;</p> <p>Venue: 3rd Flr, STO Trade Center, Orchid Magu, K. Malé, Maldives</p> <p>Date: 25 July 2022</p> <p>Time: 11:00hrs</p>
2.5	<p>Clarifications of Bidding document, Scope of work:</p> <p>All clarifications must be addressed on or before 28 July 2022 before 1200hrs, through email (info@stateshipping.mv).</p> <p>Unless specifically stated otherwise in this information sheet, all queries, and communications in respect to the information sheet or the Tender Process shall be addressed by any Respondent to MSS, by e-mail.</p>
2.6	<p>Submission of Tenders:</p> <p>Submission of tenders will take place via email. All bidders are advised to send in their proposals to the following email before the deadline mentioned below. <u>The tenders email will be open from 10:00hrs of 29 July 2022 till 12:00hrs of 31 July 2022.</u></p> <p>Email: tenders@stateshipping.mv</p> <p>Deadline: 31 July 2022</p> <p>Time: 1200hrs</p>

2.7	<p>Late Tender:</p> <p>MSS shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 2.6. Any Tender received by MSS after the deadline for submission of Tenders shall be declared late and rejected.</p>
2.8	<p>This Information sheet and all the entities participating in the Bid Process shall be governed by the laws of Maldives, without having regard to its principles of conflict of laws. Only the courts in Maldives shall have exclusive jurisdiction to entertain, hold trial, and adjudicate upon any dispute in relation to the information sheet, Bid Process, or any other aspect in relation thereto.</p>
3.	Preparation of Tenders
3.1	Each Respondent shall submit a single proposal.
3.2	All documents must be a clear copy and must be compiled in the order of a checklist.
3.3	<p>Cost of Tendering:</p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MSS shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.4	<p>Language of Tender:</p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MSS, shall be written in English or Dhivehi Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Dhivehi, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.5	<p>Documents Comprising the Tender:</p> <p>1. Quotation</p> <p>1.1 Quotation must contain the following.</p> <ul style="list-style-type: none"> - Total Price (The prices shall be quoted inclusive of GST.) - Period of completion in calendar days - Authorized signatory and stamp - Validity of 90 days from date of submission <p>1.2 Tender proposal will be <u>disqualified</u> if the documents is not submitted.</p>

1.3 All calculations and costing should be in Maldivian Rufiyaa or United States Dollars.

2. Copy of a valid registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society

2.1 Tender proposal will not be eligible if the document is not submitted.

2.2 If certificates are in other language, English translation should be provided and should be attested.

3. Profile of the Tenderer

3.1 Must include the following;

- Relevant work portfolio
- The organizational capacity (Financial capabilities / technical capacity)

3.2 Tender proposal will be disqualified if the document is not submitted.

Marks will be deducted if the document is not as per the information sheet.

4. Copy of Tax Registration Certificate and Tax Clearance Certificate issued by MIRA or Relevant tax Authority

4.1 The Tax Clearance Certificate should be a recent certificate (not earlier that 1 month from the date of this announcement.)

4.2 Tender proposal will be disqualified if the document is not submitted with the Tender.

5. Past-Experience Letters

5.1 Must submit projects of similar projects undertaken within the past 5 years.

5.2 Similar projects are presumed as projects having a contract value above MVR1,000,000.00 (One million Maldivian Rufiyaa).

5.3 The reference letter should include the name/ details of the project along with the contact details of the referee. Marks will be deducted if the document is not submitted or is not submitted as per the information sheet.

5.4 E-mails, Work order forms, agreements or award letters will not be considered as reference.

6. Tender Security

	<p>6.1 Tenderers shall submit a bank guarantee letter, or a bank endorsed cheque for the amount MVR 100,000.00 (One hundred thousand Maldivian Rufiyaa) as tender security.</p> <p>6.2 All such documents shall be addressed to the following beneficiary details.</p> <p>Bank name: Bank of Maldives Plc</p> <p>Bank Address: Bank of Maldives, Boduthakurufaanu Magu, Male', 20094, Maldives</p> <p>Bank Account Name: Maldives State Shipping Company Private Limited</p> <p>Bank a/c no (MVR): 7730000318486</p> <p>Bank a/c no (USD): 7730000318488</p> <p>Swift Code: MALBMVMV</p>
3.6	<p>Work completion Requirement:</p> <p>a) Work should be completed within 30 calendar days upon signing the agreement.</p>
3.7	<p>Period of Validity of Tender:</p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MSS. A Tender valid for a shorter period shall be rejected by MSS as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MSS may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.8	<p>Tender Security:</p> <p>a) Tenderers shall submit a bank guarantee letter, or a bank endorsed cheque for the amount MVR 100,000.00 (One hundred thousand Maldivian Rufiyaa) as tender security.</p> <p>b) All such documents shall be addressed to the following beneficiary details.</p> <p>Bank name: Bank of Maldives Plc</p> <p>Bank Address: Bank of Maldives, Boduthakurufaanu Magu, Male', 20094, Maldives</p> <p>Bank Account Name: Maldives State Shipping Company Private Limited</p> <p>Bank a/c no (MVR): 7730000318486</p>

	<p>Bank a/c no (USD): 7730000318488</p> <p>Swift Code: MALBMVMV</p>
3.9	<p>Format of Signing of Tender:</p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.5, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.10, shall be clearly marked “Alternative”.</p>
3.10	<p>Alternative Tenders:</p> <p>It is not permitted to submit Alternative Tenders.</p>
3.11	<p>Conflict of Interest:</p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> (a) they have a controlling partner in common; or (b) they receive or have received any direct or indirect subsidy from any of them; or (c) they have the same legal representative for purposes of this Tender; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or (e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender; or (f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or (g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MSS.
3.12	<p>The Tenderer shall not engage in corrupt or fraudulent practices in the preparation or lodgment of a Bid.</p>

3.13	<p>Authorization:</p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<p>Submission and Opening of Tenders</p>
4.1	<p>Deadline for Submission of Tenders:</p> <p>(a) Tenders must be received by MSS at the email mentioned in clause 2.6 and no later than the date and time in clause 1.4 of this document.</p> <p>(b) MSS may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of MSS and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
5.	<p>Disqualification</p>
	<p>MSS shall have absolute discretion to disqualify any Proposal made by a Respondent on any one or more of the following grounds;</p> <ul style="list-style-type: none"> a) The Proposal is not accompanied by documents required to be submitted (as detailed in clause 3.5) in accordance with this RFP; b) If the Respondent submits incorrect/ inaccurate/ misleading information or conceals/suppresses any relevant information c) Where the Respondent seeks to modify the Proposal after Proposal Due Date without the consent of MSS d) Any Proposal that is received after the Proposal Due Date e) Pending, active, or previous legal action by/ against a Tenderer /Respondent that may prevent its participation in the Tender Process or prevent it from fulfilling its respective obligations as specified and/ or as required in/under this RFP and the Agreement; and/ or f) If the Respondent is in breach of any of its material contractual obligations at any of its previous contracts with the Government of Maldives or MSS g) If Tenderer is found to be engaged in corrupt or fraudulent practices in the preparation or lodgement of a Bid.

6.	Evaluation
6.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
6.2	To assist in the examination, evaluation, and comparison of Bids, MSS may, at its discretion, ask any Tenderer for clarification of its Bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by MSS in the evaluation of the Bids.
6.3	From the Bid Due Date until the issue of the Letter of Award, if any Tenderer wishes to contact MSS on any matter related to the Bid or the Bid Process, it should be done via email to info@stateshipping.mv
6.4	Any effort on the part of the Tenderers to influence MSS in the examination, evaluation, ranking of Bids may result in the rejection of the respective Tenderer's Bid.
7.	Tender Security and Performance Guaranty
7.1	Tenderers shall submit a bank guarantee letter, or a bank endorsed cheque for the amount MVR100,000.00 (One hundred thousand Maldivian Rufiyaa) as tender security.
8.	Advance Payment and Advance Payment Guarantee (Not applicable)
9.	Award of Contract
9.1	MSS will issue the Letter of Award to the Respondent whose Proposal has been determined to be responsive and has the highest score (the "Selected Respondent").
9.2	The Letter of Award will be issued to the Selected Respondent or posted to the Selected Respondent's address, or a scanned version of the Letter of Award shall be sent via e-mail at the address given in the Proposal and such handing or posting or e-mail shall be deemed good service of such a notice.
9.3	If the Selected Respondent fails to sign the Letter of Award and the Agreement within the given period, MSS shall have the right at its absolute discretion to select the Proposal with the highest score among the remaining responsive Respondents or annul the Tender Process.

9.4	MSS reserves the right to annul the Tender Process and reject all Proposals, at any time prior to signing of the Agreement, without thereby incurring any liability to the Respondents, or any obligation to inform the Respondents of the grounds for MSS's action.
10	Penalty & Contract Termination
10.1	Penalty: MSS shall have the right to withhold any payment of the Contract Price, if the Selected party fails to deliver any Works in accordance with the terms of the Agreement.
10.2	Contract Termination: If the Select Party fails to carry out any obligation under the Agreement, MSS may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.

SECTION 2 – EVALUATION CRITERIA

Area	Details	Marks
Contract Price	The party that proposes the lowest contract price shall receive a maximum mark of Sixty (60), and for remaining proposals marks will be allocated on pro rata basis.	60
Profile	Marks will be given as follows; a) Qualification of the Tenderer (2 Marks) b) Capacity of the Tenderer (1Mark) c) Relevance of the Tenderer to the required job (1 Mark) d) Reliability of the Tenderer (1 mark)	5
Delivery Period	Marks will be given as follows; a) Full marks will be given if proposed completion period is in accordance with the completion requirement in clause 3.6 b) Tenders will be disqualified if Tenderer fails to fulfil the delivery requirement in clause 3.6.	20
Past-Experience	Marks will be given as follows; a) Maximum mark of 15 will be given for a minimum of 3 experience projects (as per clause 3.5) is submitted. b) For tenderers who partially fulfils the requirements for experience projects (as per clause 3.5), maximum marks awarded shall be 50% and less of the maximum marks awarded.	15
TOTAL		100

SECTION 3 –SCOPE OF WORK

<p>MSS new office: Scope of works</p>	<p>Please refer to the attached floor plan and size guideline which will be provided in the information session.</p>
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