

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 Printing of BML Calendar 2023. 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/2022/056 Printing of BML Calendar 2023. |
| 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, Meeting Room Island: Male' The deadline for bid submission: Date: 22nd August 2022 Time: 01:00pm (Maldivian Standard Time)</p> |
| Contact details for further information | <p>Please contact; Procurement Department, Telephone: 3015359, 3015349 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 | 60% |
| Sample Quality | 40% Should submit 01 sample calendar printed for business/Institution with similar scale in the last three years. |
| Eligibility Criteria | Should submit minimum 02 reference letters for printing calendar for business/Institution with similar scale in the last three years |
| Delivery | 30 calendar days |

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. | Printing of BML Calendar 2023 | | | |

Form 1 C Specifications

Desktop Calendar

| | |
|------------|--|
| Quantity | 3500 |
| Size | W 17 X H20 cm (portrait) |
| No. sheets | 13 sheets (26 pages) |
| Printing | both side, four color CMYK print |
| Paper | 300 gsm Stucco Acquerello |
| Finish | Cover (spot UV on image area and logo) |
| Stand | 130 gsm art paper printed in red colour, matte laminated and pasted on 2mm board with wire binding |
| Binding | White spiral bound |

Envelope

| | |
|------------------|--------------------------|
| Quantity | 500 |
| Size | 21x29 cm |
| Printing | Single color on one side |
| Type of envelope | Self- adhesive |

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/2022/056*

| | |
|--|---|
| 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. <u>In case of new vendors</u> , 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/2022/056*

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. | Printing of BML Calendar 2023 | | |
| 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
 - 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.

REQUEST FOR PROPOSALS – PRINTING OF BML CALENDAR 2023

1. Description

Bank of Maldives is looking for vendors interested in printing of BML desktop calendar and envelopes for the year 2023.

2. Project deliverables

Printing and delivery of desktop calendar and envelopes for the specification provided below;

Desktop calendar

| | |
|------------|--|
| Quantity | 3500 |
| Size | W 17 X H20 cm (portrait) |
| No. sheets | 13 sheets (26 pages) |
| Printing | both side, four color CMYK print |
| Paper | 300 gsm Stucco Acquerello |
| Finish | Cover (spot UV on image area and logo) |
| Stand | 130 gsm art paper printed in red colour, matte laminated and pasted on 2mm board with wire binding |
| Binding | White spiral bound |

Envelope

| | |
|------------------|--------------------------|
| Quantity | 500 |
| Size | 21x29 cm |
| Paper | 130gsm |
| Printing | Single color on one side |
| Type of envelope | Self- adhesive |

3. Requirements

Interested parties will be required to submit the following:

- Minimum 02 reference letters for printing calendar for businesses/Institutions with similar scale in the last three years
- Quotation for the project in the following format

| Qty | Description | Rate in MVR | Total in MVR |
|------|------------------------------------|-------------|--------------|
| 3500 | Printing and delivery of calendar | | |
| 500 | Printing and delivery of envelopes | | |
| | GST | | |
| | Grand total | | |

4. Evaluation Criteria

All proposals submitted would be evaluated based on the information provided and by verification of the claims outlined. The evaluation would be based as follows:

| Category | Marks |
|-------------------------------|--|
| Price quoted for the printing | 60% |
| Sample quality | 40% Should submit 01 sample calendar printed for business/Institution with similar scale in the last three years. |
| Eligibility Criteria | Should submit minimum 02 reference letters for printing calendar for business/Institution with similar scale in the last three years |
| Delivery to BML | 30 calendar days |