

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 Name Boards. 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/2022/063 Procurement of Name Boards |
| 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 | For bid submission Bank of Maldives, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 01 st September 2022 Time: 11:00am (Maldivian Standard Time) |
| Contact details for further information | Please contact; Procurement Department, Telephone: 3015359, 3015349 Email address: openbidding@bml.com.mv |
| Bid Opening | 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. |
| E. Evaluation, and Comparison of Bids | |
| Confidentiality | 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. |
| Documents Establishing the Qualifications of the Bidder | BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted. |
| F. Award of Contract | |
| Award Criteria | 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. |
| G. Appeals and complaints | |
| Regarding conduct of a bid | Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid. |
| Regarding outcome of a bid (an award or decision to award) | 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. |

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 Name Boards | | | |

Form 1 C Specifications

Information sheet attached with the announcement

Form 2 – Bidding Forms

Table of Forms

- A- Bidders Information Form.
- B- Bid Submission Form.
- C- Price Schedule for Goods and Services.



Form 2B

Bid Submission Form

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2022/063*

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 _____


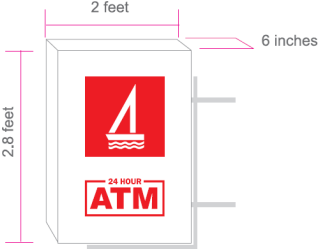



Duly authorized to sign the Bid for and on behalf of _____

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.

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| Item | General Specification | Unit | Unit Price | GST6 % | Total price |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|--------|-------------|
| Main Name Board  | Main Name board 3D Letters Thickness: 3 inches Material: White Plastic front lit Lighting: evenly distributed LED lighting BACK Red cladding BOX LOGO Thickness 3 inches Material: Clear plastic with Red Sticker Dhoni Mark: 3D (10 mm white plastic) Lighting: evenly distributed LED lighting | SQM | | | |
| Outdoor 24H ATM sign  | Double Sided Backlit Edgeless Frame Size: 2'x2' 8" Thickness: 6" (Inches) Material : White Plastic Printing : Spray Print Finishing: Wall mountable Fixing: SS brackets | 1 | | | |
| SELF SERVICE BANKING  | Lettering Box letters "SELF SERVICE BANKING" (small size) Thickness: 3cm Material : Stainless Steel 316 Grade Finishing: Polished To be provided with layout print | 1 | | | |
| SELF SERVICE BANKING  | Lettering Box letters "SELF SERVICE BANKING" (large size) Thickness: 3cm Material : Stainless Steel 316 Grade Finishing: Polished To be provided with layout print | 1 | | | |
| Counter back logo  | Material: 3mm plastic Finishing: wrapped with red sticker Size: 16 x 16 inches Dhoni: 3mm white plastic | 1 | | | |

