

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 Head Office Renovation Works. 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/2022/067 Head Office Renovation Works
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: 11th September 2022 Time: 10:00 hrs (Maldivian Standard Time)</p>
Contact details for further information	<p>Please contact; Procurement Department, Telephone: 3015349, 3015350 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 Evaluation and Qualification Criteria 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	90%
Duration	10%

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.
- 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. (if applicable)
- 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.	Head Office Renovation Works			

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 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2022/067*

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/2022/067*

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	Unit	Total price (MVR) (including 6% GST price)	Duration
1	Head Office Renovation Works			
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 (no advance payment)
 - 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).

Head Office Toilet Renovation

MALE

BILL OF QUANTITIES

Bill No. 1 : 5 Toilet Renovation (Ground and 2nd Floor)

SI No.	Description	Unit	Qty	Rate (MVR)	Amount (MVR)
1.1	DEMOLITION WORKS				
(a)	Rates shall include for: removal of , sanitary fixtures without damage and demolition walls, floor tiles and clearing the area by disposing off debris away from site. Rate shall also include for making good of any affected areas.				
(b)	Rates shall include for the proper stacking & storage of the removed items which are to be reused. The contractor shall be responsible for safe removal of all reusable items.				
(c)	Rates for supply material, tool and labor				
1.1.1	Removal of WC	No.	3.00		
1.1.2	Removal of Wash basin	No.	3.00		
1.1.3	Removal of Floor & wall tiles	LS	1.00		
Total carried over to summary					
1.2	FINISHING WORK				
1.2.1.1	Floor Tiling-300x300 Porcelain Tiles				
1.5.1.1.1	Male Toilet	m ²	2.70		
1.5.1.1.2	Female Toilet	m ²	2.70		
1.5.1.1.3	Ground Floor Toilet	m ²	5.50		
1.2.2	Wall Tiling-300x600 Porcelain Tiles				
1.5.2.1	Male Toilet	m ²	16.20		
1.5.2.2	Female Toilet	m ²	16.20		
1.5.2.3	Ground Floor Toilet	m ²	20.50		
1.2.3	Waterproofing				
	Charges for supply and applying 2 coats of under tile water proofing admixture to the toilets.				
1.5.3.1	Male Toilet	m ²	2.70		
1.5.3.2	Female Toilet	m ²	2.70		
1.5.3.3	Ground Floor Toilet	m ²	5.50		
Total carried over to summary					
1.3	PAINING WORKS				
(a)	Rates shall include for: the provision, erection and removal of scaffolding, preparation, rubbing down between coats and similar work, the protection and/or masking floors, fittings and similar work, removing and replacing door and window furniture.				
(b)	All painting work shall be carried in accordance with the Specifications				
(d)	Rate shall include for approved putty and Emulsion paint or Equivalent finish for interior surfaces of the wall and ceilings complete including application of two coats of wall sealer, two coats of putty finish and two coats of emulsion paint finish on top for Interior painting.				
1.3.1	Interior painting				
1.3.1.1	Interior Ceilings	m ²	10.90		
Total carried over to summary					

SI No.	Description	Unit	Qty	Rate (MVR)	Amount (MVR)
1.4	PLUMBING WORKS				
(a)	Rates shall include for: sockets, running joints, connectors, elbows, junctions, reducers, expansion joints; backnuts and similar; incidental fittings, clips, saddles, brackets, straps, hangers, screws, nails and fixing complete.				
(b)	All pipework shall be uPVC.				
(c)	The work shall be executed strictly in accordance with the rules and regulations set by the relevant local authorities.		-		
(f)	After all plumbing fixtures and equipment have been set ready for use, and before the Contractor leaves the job, he shall thoroughly clean all fixtures installed by him, removing all plaster, stickers, rust stains and other foreign matter of discolouration on fixtures, leaving every part in acceptable condition and ready for use to the satisfaction of the Consultants		-		
(g)	All new and existing connections to mains, Pits, pumps etc. and meter installation shall be arranged by the Contractor and payment of fees thereof, if any, shall also be made by him.		-		
(h)	Contractor shall design, Provide and install plumbing network for the area complete in accordance to standard set by the local governing body MWSC		-		
(i)	The Contractor shall be responsible for the watch and ward of all fittings until the Works is fully completed and handed over to the owner.				
(l)	Rates shall include testing the entire system as per MWSC regulations.				
1.4.1	Water supply Supply, fixing and testing pipes of an approved make including all fittings such as tees, crosses, plugs, sockets, elbows, reducers, unions, sleeve pieces, check nuts etc. including trench excavation, sand filling around the pipes as required.				
1.4.1.1	38mm & 12.5mm dia. UPVC high pressure fresh water pipe network	Item	1.00		
1.4.3	Sanitary Fixtures Supply and fixing of all below mentioned sanitary fixtures, complete with all plumbing works required for completion of work complete with fittings concealed in chase, spreaders, domical waste, bottle trap and pipe to wall with flange, screws and washers complete, including cutting and making good the walls and floors where required. rates to include all accessories, making good the fixing area and necessary works required.				
1.4.3.1	Complete set for water closet including angle valve and hoses.	No.	3.00		
1.4.3.2	Floor drain	No.	4.00		
1.4.3.3	Wash basin-counter top	No.	3.00		
1.4.3.4	wash basin tap	No.	3.00		
1.4.3.5	Mirror- Male & Female toilets	No.	3.00		
1.4.3.6	Muslim shower	No.	3.00		
1.4.3.7	Grab bars Towel bar	No.	3.00		
1.4.3.8	Cloth hanging Hook	No.	3.00		
1.4.3.9	Toilet paper holders	No.	3.00		
Total carried to summary					
				GST 6%	
TOTAL OF TOILET RENOVATION WORKS					