



Business Center Corporation  
Male'  
Republic of Maldives

## **Bid Data**

### **Project Management Consultancy for the Proposed Trade Facilitation Center (11 Storey Building in Male')**

**ANNOUNCEMENT NUMBER:** (IUL)-BCC/PRC/2022/29

**ANNOUNCEMENT DATE:** 31 August 2022 (Wednesday)

**PRE-BID MEETING DATE & TIME:** 11 September 2022, Sunday 1400hrs

**BID OPENING DATE & TIME:** 15 September 2022, Thursday, 1400hrs

**ADDRESS:** Business Center Corporation, M. Kaneeru Villa, First Floor (A), Orchid Magu

Malé,  
Republic of Maldives  
August 2022

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## Section 1. Bid Data

Clause	Details
1	<p>Company Information:</p> <p>A state-owned enterprise incorporated and registered in the Maldives with company number C-0511/2017.</p> <p>Name: <b>Business Center Corporation</b></p> <p>Address: M.Kaneeru Villa, Orchid Magu, 20212, Male', Republic of Maldives</p>
2	<p>The name of the project is:</p> <p><b>Project Management Consultancy for the Proposed 11 Storey Trade Facilitation Center in Male'</b></p>
3	<p>Work Location:</p> <p>The Construction Project is Located at: Chaandhanee Magu, No. 23, Male', Maldives</p>
4	<p>Duration of Consultancy:</p> <p>The Project Management Consultancy shall span over the Construction Period and Defects Liability Period of the Trade Facilitation Center.</p> <ul style="list-style-type: none"> <li>- The Construction Period is 400 Days</li> <li>- The Defects Liability Period 365 Days</li> </ul>
5	<p>Retention Schedule:</p> <p>The proportion of payments to be retained is 5% of each monthly payment up to a maximum of 5% of the total payable amount.</p> <p>50% of the total retained payment will be released upon completion of all deliverables related to construction stage.</p> <p>The remaining 50% will be released upon completion of the defects liability stage.</p>
6	<p>Pre-bid Meeting:</p> <p>The pre-bid meeting will be held at BCC's headquarters address as follows:</p> <p style="padding-left: 40px;">Business Center Corporation Kaneeru Villa, 1<sup>st</sup> Floor (A) Orchid Magu, Male', 20212 Republic of Maldives Tel: (960) 333 0587 / 9843749 E-Mail: procurement@bcc.mv 1400 Hours, Sunday, 11<sup>th</sup> September, 2022</p> <p><b>Bid submission will be restricted only to parties who attend the pre-bid meeting</b></p>

7	<p>Requests for clarifications:</p> <p>Requests for clarification should be received by BCC <u>no later than</u>: 1600 Hours, Tuesday, 13 September 2022</p>
8	<p>Price of the bid:</p> <p>The prices shall be quoted by the bidder in: <b>Maldivian Rufiyaa (MVR)</b>  Bid price should indicate amount of GST (Goods and Services Tax).  Where GST amount is not indicated, quoted bid price shall be deemed to be inclusive of GST.</p>
9	<p>Validity period:</p> <p>The bid validity period shall be: <b>90 Days</b>  <i>In exceptional circumstances, BCC may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing.</i></p>
10	<p>Bid Security:</p> <p>A Bid Security <b>is not required for this engagement.</b></p>
11	<p>For <b><u>bid submission purposes</u></b> only, the BCC's address is:</p> <p style="text-align: center;">Zabeehullah Ahmed  Manager, Procurement  Business Center Corporation, Kaneeru Villa, 1<sup>st</sup> Floor (A) Orchid Magu, Male',  20212, Republic of Maldives  Tel: (960) 333 0587 / 9843749  E-Mail: procurement@bcc.mv</p> <p><b>The deadline for bid submission is:</b>  Date: <b>Thursday, September 15, 2022</b>  Time: <b>1400 Hours Maldives Time</b></p>
12	<p>Evaluation Criteria:</p> <p><b>1. Proposed Price (80 marks)</b>  <b>2. Experience (20 mark)</b>  Marks for this category will be awarded based on the total value of cumulative projects carried out by the party.  The bidding party shall submit letters or certificates of completion to support experience claims. Engagement letters or agreements shall not be accepted.  The maximum value of cumulative sales to be considered for this criterion is <b>MVR 10,000,000 (Ten Million Rufiyaa)</b>  The experience should have been accumulated within the past 10 years.</p>

13	<p>Payment:</p> <p>The payment for this engagement is to be released as fixed monthly payments subject to retention as per clause 6 of Bid Data.</p>
14	<p>Performance Security:</p> <p>A Performance Security <b>shall be required</b> from the winning party within 10 calendar days of issuance of letter of intent to award the contract.</p> <p>The amount and currency of the performance security shall be:  Currency: <b>Maldivian Rufiyaa</b>  Amount: <b>MVR 35,000.00 (Thirty-Five Thousand Rufiyaa)</b>  The validity of the performance security shall be:  <b>500 Days from date of engagement</b></p>
15	<p>Documents to be submitted along with the bid:</p> <ul style="list-style-type: none"> <li>a) Bid Submission Form (Appendix 1)</li> <li>b) Details of similar work experiences with supporting documents.</li> <li>c) Project Proposal and Business Profile of the Bidder.</li> <li>d) Filled and signed Declaration of Ethical Conduct Form (Appendix 2)</li> <li>e) Tax Clearance Report issued by Maldives Inland Revenue Authority obtained not more than 1 month prior to bid submission date</li> <li>f) Certificate of incorporation issued by relevant government body</li> <li>g) Document designating the signatory as an authorised representative of the bidding entity (only if the signatory is NOT the Managing Director/Partner or Sole Proprietor)</li> <li>h) Proposed team for the project as per Clause 6.2 of the TOR</li> <li>i) CV, Qualification certificates and Experience letters of the proposed team as per Clause 6.1.4 and 6.1.5 of the TOR (with attested education certificate copies)</li> </ul>

**Appendix 1 – Bid Submission Form****BID SUBMISSION FORM**

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**Announcement No.:** (IUL)-BCC/PRC/2022/29

**Procurement:** Project Management Consultancy for the Proposed 11 Storey Trade Facilitation Center.  
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**1. Business Type**

Company <input checked="" type="checkbox"/>	Partnership <input checked="" type="checkbox"/>	Sole Proprietor <input checked="" type="checkbox"/>
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**2. General Information**

Name:	Email:
Reg No. / NID:	Phone:

**3. Proposed price**

#	Item / Description	Total (MVR)
1	Project Management Consultancy for the Proposed 11 Storey Trade Facilitation Center	
Subtotal		
GST 6%		
Total		

**4. Proposed Duration (in days)**

N/A

**5. Declaration**

I certify that the information I have provided above is true and complete to the best of my knowledge. I am aware that this self-declaration is subject to review and verification and if such information has been falsified, I may be disqualified from the bid.

Name:

Designation:

Date:

Signature:

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**Appendix 2 – Declaration of Ethical Conduct****Declaration of Ethical Conduct**

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to the Procuring Entity.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow the Procuring Entity to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## **TERMS OF REFERENCE**

### **PROJECT MANAGEMENT CONSULTANCY SERVICE FOR**

### **The Proposed 11 Storey Trade Facilitation Center**

**31 August 2022**

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## Table of Contents

1. Introduction.....	3
2. Project Background .....	3
2.1 Current Project Details .....	3
3. Scope of Services.....	4
3.1 General.....	4
3.1.1 Contract Management Framework.....	4
3.2 Detail of Service .....	5
3.2.1 The Service is divided as.....	5
3.2.1.1. Service During Construction Stage .....	5
3.2.1.2. Service During Defects Liability Stage.....	7
4. Deliverables .....	8
4.1 Construction Stage.....	9
4.2 Defects Liability Period.....	10
5. Duration .....	10
6. Consultant’s Qualification and Team .....	10
6.1 Qualification and experience .....	10
6.2 The Consultant Team.....	11
7. Language & Currency .....	12
8. Payment Terms .....	12
8.1 During Construction stage .....	12
8.2 During Defects Liability period.....	12
8.3 Payment Schedule.....	12
9. Performance Security .....	13
10. Evaluation Method: .....	13
10.1 Bid Evaluation Criteria:.....	13
10.1.1. Price.....	13
10.1.2. Experience.....	13
11. Attachments .....	14
12. General Instruction to Bidders.....	14

## 1. Introduction

Business Center Corporation (BCC) is a State-owned Enterprise incorporated in 2017 by Presidential Decree as the implementing body of MSME development projects initiated by the Ministry of Economic Development. The main objective of BCC is to create an enabling and inclusive business environment for Micro, Small and Medium-sized Enterprises (MSMEs), through various support mechanisms geared towards assisting small businesses to sustain, scale, and grow.

## 2. Project Background

BCC is seeking a qualified Consultancy firm, to provide project management consultancy services for the construction of the Trade Facilitation Center, a proposed 11 Storey Building during construction period and defects liability period.

### 2.1 Current Project Details

- 2.1.1 Trade Facilitation Center is a proposed 11 Storey building by BCC in Chaandhanee Magu, Male', Maldives.
- 2.1.2 The plot area of the building is 1,509Sqft.
- 2.1.3 The building is to be utilised for commercial purposes.
- 2.1.4 The architectural drawings and designs of the building have been finalised and a party has been assigned for the construction of the building.
- 2.1.5 The proposed construction period of the building is 400 calendar days with a defect liability period of additional 365 days.

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## 3. Scope of Services

The scope of services is divided into two main parts, which are Part I; Normal Services and Part II; Additional Services

### **PART I: NORMAL SERVICES**

#### **3.1 General**

##### **3.1.1 Contract Management Framework**

- 3.1.1.1 BCC will be the principal owner of the Project and site with the “Project Management Consultant” in short “Consultant” as the Project Manager, Engineer, technical Consultant and as an advisor to BCC during Construction and defects liability period. Thus, the key assignment for the Consultant will be the overall management of the Project and making all the technical and engineering decisions in the management of the contract for the execution of the Project
- 3.1.1.2 The Consultant will act on behalf of the BCC, overseeing, managing, and monitoring the BCC’s Contractor’s performance of the Project (during Construction and Defects Liability Stage).
- 3.1.1.3 The Consultant generally will be required to seek prior approval from the BCC in each instance, generally with regard to the following (but not limited to) matters;
  - a) Variation orders, both in terms of work quantities and especially those pertaining to financial implications.
  - b) Sanction of additional items, sums or cost variations of rates and prices.
  - c) Approve time extensions for the contract.
  - d) Permanent or temporary halts (suspension) to work, or the overall termination of the contract.
  - e) Notice for claim and claims on behalf of the BCC.
  - f) Replying to Contractor’s notice of claim and claims.
  - g) Approval of materials in respect to the aesthetical view of the building
- 3.1.1.4 The consultant shall undertake full administration of the contract and supervise the works, assuming the role “Engineer” as defined in the “Client/Consultant Model Service Agreement”, fourth edition 2006, published and own the copy rights by Fédération Internationale des Ingénieurs-Conseils (FIDIC).

## 3.2 Detail of Service

### 3.2.1 The Service is divided as

#### 3.2.1.1 Service During Construction Stage

#### 3.2.1.2 Service During Defects Liability Stage

##### *3.2.1.1. Service During Construction Stage*

During this stage, the Consultant's key responsibilities will be for the administrative and technical implementation of the project on behalf of BCC through management and supervision of the selected Contractor in alignment with the stipulated time prescribed in the construction contract. The key responsibilities of the Consultant during this stage are as follows (but not limited to):

- (a) Review the Construction contract and provide feedback to the BCC in respect to drawbacks and improvements.
- (b) Advice and assist in obtaining all the necessary documents from the awarded Contractors for the fulfillment of the legal and contractual requirements such as but not limited to work schedule (with manpower plan, equipment schedule, & material supply schedule), guarantees, list of Contractor's representative & personnel's, work methodologies, quality Management plan, safety, health and environment plan, payment milestone schedule, cash flow forecast, etc.
- (c) Organize and manage the kick-off meeting (start-up meeting) and conduct regular weekly meetings and management meetings (upon request) with the Contractor.
- (d) Maintain minutes and records of all meetings and discussions held with the Contractor and forward the same to BCC highlighting any key issues that were or need to be addressed with regards to such meeting and discussions.
- (e) Maintain correspondence of all letters and mails, and ensure timely reply of the same
- (f) Maintain design submissions, forward to the BCC or BCC's design Consultant and ensure timely reply of the same.
- (g) Coordinate with service providers, to assist the Contractor in fulfilling the contract obligations in respect to requirement of the service providers.
- (h) Carry out detailed checking and verification of the setting-out of the BCC's Contractor work in conjunction with data available with BCC and Consultant, with respect to any additional reports, studies or guidelines to ensure conformity with the requirements.
- (i) Implement a system of monitoring and quality assurance and quality control of the Project to ensure the details of the work is being carried out as per planned scheduled and in alignment with

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- the required drawings and technical specifications, and maintain a permanent record of all progress, inspection, instructions, reports and approval forms
- i. Carry out regular inspections of the Contractor's equipment, plant, machinery, installations, manpower and other requirements to ensure compliance with the agreed contract details.
  - ii. Implement a system of monitoring the progress of work based on computer-based project management techniques.
  - iii. Monitor the day-to-day site activities progress, site conditions, site incidents, issue site instruction, notice to correct in respect to work progress, safety, environmental and technical matters.
  - iv. Maintain an up-to-date status of all activities related to work, to be made available to BCC when needed.
  - v. Carry out comprehensive technical inspections of the works by carrying out and certifying construction activities to ensure the quality and conformity as per the drawings, standards and specifications given in the contract
  - vi. Carry out comprehensive technical supervision of the works by carrying out regular site visit and to assess, instruct, check and certify all laboratory and field tests to ensure the quality and conformity as per the standards and specifications given in the contract.
  - vii. Maintain material approval submissions and approve/comment the submissions to ensure the quality and conformity as per the drawings, standards and specifications given in the contract
  - viii. Supervise and ensure that the Contractor complies with all measures required in terms of safety and care of the labor force, environmental aspects and the existing population on Male'.
- (j) Investigate and initiate early remedial actions with regards to any delays in the execution or if falling behind from the original schedule with such delays or remedial measure to be documented and forwarded to BCC at the earliest.
- (k) Take immediate measures to firstly notify BCC of any non-compliance in terms of the agreed Standards and specifications for all components of the works being carried out by the Contractor, to take any immediate remedial measures to rectify the discrepancy and to follow-up to ensure no further repetition of such issues.
- (l) Evaluate variations, Contractor's proposal and carryout value engineering, issue variations orders and/or work orders on behalf of the BCC.
- (m) Verify all advance, interim, variations, and final payment at completion to be released by BCC to the Contractor and maintain a permanent record of all such measurements/inspections of the work quantities, tests and any other records as per the requirements in the contract for the verification of the payments.
- (n) Maintain up to date records of completed and remaining work to be carried out, and
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- monitor expected Project costs based on work carried out, ongoing and work pending.
- (o) Plan and monitor the expected payment schedule to ensure BCC has adequate information to manage the cash flow to ensure sustained operations of the contract as per the original schedule.
  - (p) Maintain and manage Claims ensuring timely response of Contractor's notice of claim and detail claim throughout the project and timely issuing of notice for claim on behalf of the BCC and preparation of detail claim on behalf of the BCC.
    - i. Review and analyze the Contractor's and BCC's claims and notices and provide expert opinion
    - ii. Preparation, defense and negotiation of Contractor's claims for extension of time, indirect (consequential loss) and direct loss and/or expense, or general damages.
    - iii. Preparation, defense and negotiation of BCC's claims for extension of time (defect notification period), indirect and direct loss and/or expense, or general damages.
    - iv. Assist/advise the BCC in the assessment of Contractor's claims and provide expert opinion
    - v. Assist/advise the BCC in the preparation and substantiation of BCC's claims
    - vi. Assist in preparation of negotiating planning and negotiations with the Contractor for amicable settlement a fair determination.
    - vii. Review and analyze Contractor's and BCC's claims case and give advice and expert opinion whether to proceed with Adjudication process, arbitration and litigation.
    - viii. Advising the BCC with the matters related to any disputes or any work or matter arise due to taking of any step in or towards litigation or arbitration relating to the works.
  - (q) Prepare final inspection report including defect lists and verify rectification of same and issue of taking over certificate.
  - (r) On completion of the works, certify the final completion certificates and obtain the final drawings, documents, charts, calculations, photos, videos, recorded drawings, Operation and Maintenance Manuals, and any other relevant information from the Contractor and forward to BCC prior to conclusion of the Project.

#### *3.2.1.2. Service During Defects Liability Stage*

- (s) Carryout defect inspections, prepare defects list and submit the same to the Contractor and BCC at time of practical completion and just prior to expiry date of Defects Liability period (as brought to notice by the BCC) and verify rectification of same.
- (t) Verification of all payment related to final account to be released by BCC to the Contractor and issue of Performance certificate.

**PART II: ADDITIONAL SERVICES**

In the event the Construction stage exceeds the maximum prescribed period, the Consultant shall continue his services at the same rate that is agreed for the construction period

**4. Deliverables**

The following covers a broad list of key deliverables required from the Consultant either as parts of the Consultant's direct work or outputs delivered from the Contractor through the Consultancy Service.

## 4.1 Construction Stage

- 4.1.1.A commencement report outlining drawbacks and improvements of the contract, possible variations, potential claims and risk within 14 days of commencement of Construction work or assignment of service.
- 4.1.2.Minutes of meeting (signed by Contractor, Consultant and BCC) for all meetings mentioned under Scope of Service
- 4.1.3.Daily reports, showing the work carried with progress percentage for each work, number of direct and indirect manpower separately for each class, machineries, plant and equipment, weather condition, and any other incident happened at site. Reports to be obtained from Contractor and submitted to BCC by end of each week.
- 4.1.4.Monthly progress reports,
  - (i) showing the progress; outlining the work carried out over the month with photos, percentage progress with respect to the planned schedule, highlighting any deviation, be it actual or foreseeable & Milestone achieved, propose any changes required in the schedule due to extraneous reasons beyond the control of the Contractor
  - (ii) addressing quality control/assurance measures taken; with test reports, approved materials providing, site instructions,
  - (iii) addressing health, safety and environment measures taken; with incident/accident reports, toolbox talk,
  - (iv) payments and claim status; payments applied and paid, Claims and variations, cash flow summaries for ongoing works,
  - (v) details of materials brought at site and shipments, and
  - (vi) weather reports to be obtained from Contractor and submitted to BCC by 5<sup>th</sup> day of every month
- 4.1.5.Certificates for advance payments, interim payment with progress bill & quantity statement (measurement sheet/inspection sheets) and any other document required for the verification of the payment certificate within the stipulated time in the construction contract.
- 4.1.6.Final report within 21 days of the completion.
- 4.1.7.Final quantity statement (measurement/inspection reports) works carried within 28 days of the completion.
- 4.1.8.Defects list at time of practical completion and submit its rectification report within 21 days of the completion.
- 4.1.9.Certificate for final payment for construction works to be released by BCC to the Contractor

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within the stipulated time in the construction contract.

- 4.1.10. Final as-built drawings (Civil, Architectural and Services), Operation and Maintenance Manuals for the project within the stipulated time in the construction contract.

## 4.2 Defects Liability Period

4.2.1. Defects list just prior to expiry of defects liability period and submit its rectification report.

4.2.2. Verified payments related to final account to be released by BCC to the Contractor.

## 5. Duration

The Consultant is expected to provide their services for a period of 400 calendar days for construction period and expected to provide additional service for extended period of construction contract, plus 12 months for defects liability period.

## 6. Consultant's Qualification and Team

### 6.1 Qualification and experience

6.1.1. The Consultancy firm should have been in operation at least for 1 year.

6.1.2. All members of the team should have a minimum years' of experience stipulated in the table below & must have worked on at least 5 projects of similar scope after acquiring the required qualification educational certificate (graduation).

6.1.3. The Consultant shall engage minimum 1 Site engineer dedicated for this project. The Consultant must ensure that the required, professional, technical and administrative inputs, required to deliver on the project are considered, made available when required during (to fulfill the Deliverables) throughout construction period and the Defects Liability stage.

6.1.4. The Consultant shall provide sufficient evidence and detail of qualifications, certification, experience and availability for personnel, which must be available for the required time. Where personnel are no longer available, the Consultant must provide similar evidence to assure that replacement personnel are of similar or exceed the qualifications and experience of the previously submitted. BCC reserves the right to accept or reject based on changes to the Consultant personnel.

6.1.5. The Consultant shall provide evidence satisfactory to BCC and as outlined in the Bidding document to indicate the following:

- Qualifications of the personnel
- Certifications of the personnel
- CV of the personnel
- Professional registrations
- Project experience certificates
- The Consultancy Team (the “Consultancy Team”) shall consist of the following key personnel (the "Key Personnel") who shall discharge their respective responsibilities as specified below:

## 6.2 The Consultant Team

The Consultant Team should consist of the following minimum number of personnel for the project

<b>Proposed Position</b>	<b>Minimum Desirable Qualification</b>	<b>Total years of experience after graduation</b>	<b>Experience in similar works after graduation</b>	<b>Number of Positions required</b>
Project manager	Masters in Project Management	5 years	5 years	1
Civil Engineer	Bachelor degree in civil engineering	5 years	5 years	1
Quantity surveyor	Bachelor degree in Quantity Surveyor  OR  Civil Engineering, Construction Management, Project management (Construction Field), Architecture, Building Construction, Any other relevant field which will be at the discretion of the BCC	5 years	5 years	1
Site engineers	Diploma in civil engineering/architect/construction management	5 years	5 years	1
Administrative staff	Completed A level	2 years	2 years	1

*Failure to meet the requirement given for “Consultant’s qualification and team” will lead to disqualification of the bid.*

## 7. Language & Currency

All the documents, documentation and communications for this engagement shall be in English.

All prices are to be quoted in Maldivian Rufiyaa (MVR) and should be inclusive of Goods & Service Tax

## 8. Payment Terms

### 8.1 During Construction stage

The Consultant should quote a lump sum amount for the construction stage in the bid documents. This lump sum amounts will be distributed monthly throughout the construction stage and payment will be made on monthly basis during the construction period. From each bill amount, 5 % will be retained up to a limit of 5 % of the total quoted lump sum amount. Half of this total retained will be released at the completion of the project.

### 8.2 During Defects Liability period

The remaining half of the retained amount will be released after the completion of Defects Liability period.

### 8.3 Payment Schedule

Activity Stages	Milestones	Fee (MVR)	Payment Terms
<i>Construction Stage</i>	Monthly fee for the performance of deliverables 4.1.1 to 4.1.8	<i>Proposed Lumpsum Figure</i>	<i>Lump sum figure to be distributed throughout the same construction project duration and paid on a monthly basis with 5% of payments withheld</i>
	Payment upon completion of deliverable 4.1.9		<i>Release 50% of the total cumulated retention money upon completion of project.</i>
<i>Defects Liability Stage</i>	Payment upon completion of deliverable 4.2.1 and 4.2.2		<i>Release balance 50% of the total cumulated retention money upon completion of the Defects Liability stage.</i>

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## 9. Performance Security

Performance security of this project is MVR 35,000.00 (Thirty-Five Thousand Rufiyaa) in the form of a Guarantee from a reputable bank or a financial institute selected by the bidder and acceptable to the BCC. Performance security shall remain valid through the entire contract period.

## 10. Evaluation Method:

- All Bids shall be evaluated on the following basis for a total maximum of 100 points (pts). Points shall be given according to the following.

### 10.1 Bid Evaluation Criteria:

#### 10.1.1. Price

10.1.1.1. A Total of 80% will be allocated for this criteria

10.1.1.2. In calculating the score under this criterion, the party quoting the lowest collective Price will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis in descending order.

10.1.1.3. The formula thus used for the computation of the score is as follows:

$$\text{Price Score} = \frac{\text{Lowest Proposed Price Among the Bids Received}}{\text{Particular Bidders Proposed Total Price}} \times 80\%$$

#### 10.1.2. Experience

10.1.2.1. A total of 20% will be allocated for this criteria.

10.1.2.2. Supporting documents shall consist of letters, certificates etc. (with the required signatures and stamps) from previous clients, indicating the total contract value and the completion date.

10.1.2.3. Letters of Award or Agreement Copies or Notifications of Award will only be used for clarification purposes and will not be considered for awarding any points.

10.1.2.4. Past experience simply stated in tabular or other format will not be awarded any points.

10.1.2.5. The experience should have been acquired within the time period as given in the Bid Data clause 13.

10.1.2.6. The experience score will be based on the cumulative value of sales within the above period and will be considered up to the minimum/maximum value as given in the Bid Data clause 13

10.1.2.7. Any Bidder who has a total accumulated value of sales not less than the limit stated in Bid Data Clause 13 will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis.

10.1.2.8. The formula thus used for the computation of the score is as follows:

$$\text{Experience Score} = \frac{\text{Particular Bidder's total accumulated value of sales (up to the limits as specified in Bid Data)}}{\text{Highest total accumulated value of sales among the bids received (up to the limits as specified in Bid Data)}} \times 20\%$$

10.1.2.9. Further, it is up to the sole discretion of BCC to determine the relevance and similarity of Past Experience to the current scope of works, and the score awarded by BCC will be final and shall not be contested.

10.1.2.10. Time period and maximum sales considered for awarding points:

Time Period Considered	10 Years
Maximum Limit of Accumulated Sales	MVR 10,000,000.00

## 11. Drawings

- Drawings will be provided at the Bid Information Session

## 12. General Instruction to Bidders

- 12.1 This Invitation to Bid is open to all local and international consultancy firms
- 12.2 All Bidders shall include the information and the documents required in clause 16 of the bid data. Bids with incomplete/inaccurate documents will be deemed non-responsive and subject to rejection in the evaluation stage.
- 12.3 If it is determined at any stage of evaluation that any of the documents submitted are fraudulent, inaccurate or modified the submission will be disqualified.
- 12.4 A consistent history of litigation or arbitration awards against the bidder will result in disqualification of the bid.

- 12.5 Before the deadline for submission of bids, BCC may modify the bidding documents by issuing addenda.
- 12.6 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all concerned parties.
- 12.7 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the BCC shall extend, as necessary, the deadline for submission of bids.
- 12.8 BCC reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for BCC's action.

-END-