



Business Center Corporation  
Male'  
Republic of Maldives

## **Bid Data**

### **CONSULTANTANCY TO PROVIDE TECHNICAL ASSISTANCE FOR THE DEVELOPMENT OF AN OPERATIONAL FRAMEWORK FOR THE FARM TO PLATE INCUBATION PROGRAM**

**ANNOUNCEMENT NUMBER:** (IUL)-BCC/PRC/2022/31

**ANNOUNCEMENT DATE:** 1 September 2022 (Thursday)

**PRE-BID MEETING DATE & TIME:** 12 September 2022, Monday 1400hrs

**BID OPENING DATE & TIME:** 15 September 2022, Thursday, 1500hrs

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

Malé,  
Republic of Maldives  
September 2022

---

## 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>Consultancy to Provide Technical Assistance for the Development of an Incubation Program for the Farm to Plate Incubation Program</b></p>
3	<p>Work Location:</p> <p>The project is to be carried out in AA.Thoddoo. Respective bidder shall be required to work from both Male' and AA.Thoddoo</p>
4	<p>Duration of Consultancy:</p> <p>The Consultancy shall span over a period of 45 (Forty-Five) calendar days</p>
5	<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, 12<sup>th</sup> September, 2022</p> <p><b>Bid submission will be restricted only to parties who attend the pre-bid meeting</b></p>
6	<p>Requests for clarifications:</p> <p>Requests for clarification should be received by BCC <u>no later than</u>: 1600 Hours, Tuesday, 14 September 2022</p>
7	<p>Price of the bid:</p> <p>The prices shall be quoted by the bidder in: <b>Maldivian Rufiyaa (MVR)</b></p> <p>Bid price should indicate amount of GST (Goods and Services Tax).</p> <p>Where GST amount is not indicated, quoted bid price shall be deemed to be inclusive of GST.</p>

8	<p>Validity period:</p> <p>The bid validity period shall be: <b>90 Days</b></p> <p><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>
9	<p>Bid Security:</p> <p>A Bid Security <b>is not required for this engagement.</b></p>
10	<p>For <b><u>bid submission purposes</u></b> only, the BCC's address is:</p> <p style="padding-left: 40px;">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>1500 Hours Maldives Time</b></p>
11	<p>Evaluation Criteria:</p> <p><b>1. Proposed Price (60 marks)</b> <b>2. Experience (40 mark)</b></p> <p>Marks for this category will be awarded based on the total value of cumulative projects carried out by the party.</p> <p>The bidding party shall submit letters or certificates of completion to support experience claims. Engagement letters or agreements shall not be accepted.</p> <p>The maximum value of cumulative sales to be considered for this criterion is <b>MVR 2,000,000</b> (Two Million Rufiyaa)</p> <p>The experience should have been accumulated within the past 10 years.</p>
12	<p>Payment:</p> <p>The payment for this engagement is to be released upon completion of all project deliverables and subject to approval from BCC</p>
13	<p>Documents to be submitted along with the bid:</p> <p style="padding-left: 40px;">a) Bid Submission Form (Appendix 1) b) Details of similar work experiences with supporting documents.</p>

---

	<ul style="list-style-type: none"><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 8.2 of the TOR</li><li>i) CV, Qualification certificates and Experience letters of the proposed team as per Clause 8.1 and 8.2 of the TOR (with attested education certificate copies)</li></ul>
--	--

---

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

-----  
**Announcement No.:** (IUL)-BCC/PRC/2022/31

**Procurement:** Consultancy to Provide Technical Assistance for the Development of an  
Incubation Program for the Farm to Plate Incubation Program  
-----

**1. Business Type**

Company <input checked="" type="checkbox"/>	Partnership <input checked="" type="checkbox"/>	Sole Proprietor <input checked="" type="checkbox"/>
---	---	---

**2. General Information**

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

**3. Proposed price**

#	Item / Description	Total (MVR)
1	Consultancy to Provide Technical Assistance for the Development of an Incubation Program for the Farm to Plate Incubation Program	
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:

---

**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: \_\_\_\_\_

---



## **TERMS OF REFERENCE**

### **CONSULTANCY TO PROVIDE TECHNICAL ASSISTANCE FOR THE DEVELOPMENT OF AN OPERATIONAL FRAMEWORK FOR THE FARM TO PLATE INCUBATION PROGRAM**

**01 September 2022**

---

## Table of Contents

1. Introduction.....	3
2. Project Background .....	3
3. Objective of the Work.....	4
4. Scope of Work .....	4
5. Deliverables .....	5
6. Exploratory Visit To AA.Thoddoo.....	5
7. Duration .....	6
8. Consultant’s Qualification and Team .....	6
8.1 Qualification and experience .....	6
8.2 The Consultant Team.....	7
9. Language & Currency.....	7
10. Payment Terms .....	7
11. Evaluation Method.....	8
11.1 Bid Evaluation Criteria: .....	8
11.1.1 Price.....	8
11.1.1 Experience.....	8
12. General Instruction to Bidders .....	9

---

## 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

The Project for Developing Sustainable Agricultural Economy (PDSAE), with financial support of the Government of Japan, aims to enhance food security in the Maldives, which has very limited arable land and enable more entrepreneurs interested in the agricultural businesses to enter the sector and facilitate secondary and tertiary production of related commodities including food products and textile.

The project will be implemented through partnership with the United Nations Development Programme (UNDP) in Maldives, the Ministry of Economic Development, Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA), Agro National Corporation (AgroNat), the Business Center Corporation (BCC) and Housing Development Corporation (HDC).

“Farm to plate” incubation program initiative was devised as a holistic means of entry for entrepreneurs interested in Food and Beverages and Food Production sectors and as an opportunity for entrepreneurs in the Agricultural Sector to find a market for their products, especially organic and sustainably produced crops (an important value addition to crops and an integral part of the campaign’s brand). Providing linkage between entrepreneurs in agricultural sector and Food & Beverages will create an ecosystem in which entrepreneurs of both industries can thrive.

The proposed location for Farm to plate incubation program is AA Thoddoo, one of the largest producers of agricultural products in Maldives. The aim of the project is to provide market access for fresh and value-added agricultural produce by entrepreneurs in agricultural and Food & Beverage sector in Alifu Alifu Atoll. The program also includes the establishment of a food processing facility that will enable entrepreneurs to create value added commodities from their agricultural produce. This initiative will provide the required technical assistance, knowledge and infrastructure that will create a viable ecosystem for MSMEs.

---

### 3. Objective of the Work

The overall objective of this assignment is to develop the proposed Operational Framework for Farm to plate incubation program in AA Thoddoo. BCC intends to incubate entrepreneurs of agriculture and Food & Beverage sector by establishing a Farm to plate incubation program that includes a Food processing facility and a Farmer's market.

### 4. Scope of Work

The Consultant shall complete the following key activities for this assignment

1. Develop the initial inception report for the review of BCC inclusive of the following outputs
  - 1.1 Workplan and timeline for the assignment
  - 1.2 Outline requirements of all tasks
  - 1.3 Describe methodology for data collection and sampling
2. Conduct feasibility assessment for developing incubation program for Agriculture and Fnb sector in Thoddoo inclusive of the following outputs
  - 2.1 Collection of primary data and compilation of available secondary data of MSMEs in Agricultural and Fnb sector. Data must encompass their engagement, performance, challenges and key variables useful for carrying out the assessment.
  - 2.2 Analysis and reporting of said data (including raw data)
  - 2.3 Based on the assessment, identify agricultural produce that could be processed and marketed through the Food processing facility and Farmer's market
  - 2.4 Estimate the capital cost of establishing the incubator and the recurrent cost for the following 2 years.
  - 2.5 Recommend plausible revenue earning strategies for the program and estimate the revenue earning potential of the program for the following 2 years under the recommended strategies
  - 2.6 Develop final feasibility assessment report
3. Development of the Operational Framework for the Farm to plate Incubation program. The operational framework must include following outputs:
  - 3.1 Details of Value proposition for potential incubates including the detail of services that should be offered by the program
  - 3.2 Detail how the revenue earning strategy recommended as per the feasibility assessment would be implemented for long term sustainability of the program

- 
- 3.3 Detail and establish the operational policies and procedures of the program including procedure for selection of beneficiaries, procedure for determining duration of incubation, criteria for graduation and certain common items in the facilities (Food processing facility and Farmer's market).
  - 3.4 Development of monitoring and evaluation frameworks for beneficiaries
  - 3.5 Detail of technical and skill development trainings that can be offered to the beneficiaries
  - 3.6 Identify appropriate food processing technology and machinery for the Food processing facility
  - 3.7 Specifications for the procurement of required food processing machinery and equipment
  - 3.8 Guidelines and procedure to be followed in using machinery in the facility
  - 3.9 Advise on structure and layout of the food processing facility
  - 3.10 Identify the required standards and regulatory requirements to establish the facility
  - 3.11 Financial plan including initial capital cost and recurrent costs of the Food processing facility
  - 3.12 Human resource requirements plan for the facility
- 4. Guide the Interior design development of Food processing facility
    - 4.1 Reviewing / advising on building design and recommending necessary adjustments
    - 4.2 Assisting the architect in the arrangement of the equipment and appliances
    - 4.3 Advise in the procurement and in the installation of the equipment, machinery and furniture

## 5. Deliverables

The following covers a broad list of key deliverables required from the Consultant

- 1. Inception Report
- 2. Feasibility Assessment Report
- 3. Operational Framework for the Farm to plate Incubation program
- 4. Guide in the development of Food processing facility

## 6. Exploratory Visit To AA.Thoddoo

Arrangements will be made for the team to coordinate with the relevant counterparts of BCC at AA.Thoddoo at a mutually agreed time for a period of three days. The proposed fee for this consultancy shall include all costs of travel and accommodation to AA.Thoddoo for the consultant team

## 7. Duration

The duration of the assignment is 45 (Forty-Five) calendar days. This does not include the buffer period(s) for discussions held with BCC. The consultant is expected to produce Inception report within 10 (Ten) days of signing the agreement.

## 8. Consultant's Qualification and Team

### 8.1 Qualification and experience

- 8.1.1 All members of the team should have a minimum year of experience stipulated in the table blow & must have worked on at least 2 projects of similar scope after acquiring the required qualification educational certificate (graduation).
- 8.1.2 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 the consultancy period.
- 8.1.3 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.
- 8.1.4 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:

## 8.2 The Consultant Team

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

#	Position	Required No	Qualification requirement	Minimum experience requirement
1	Project Manager	1	Bachelors degree in commerce, economics, business, project management or related field	6 years of working experience in project management or related field
2	Agricultural consultant	1	Bachelors degree in agriculture, horticulture, soil/earth sciences, agribusiness, environmental science, crop/plant science or related field	5 years of working experience in Agriculture industry

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

## 9. 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 (If registered to GST)

## 10. Payment Terms

The Consultant shall be paid in full subject to the fulfilment of deliverables pursuant to clause 5 of this TOR. Failure to complete any of the deliverables to a standard acceptable to the BCC shall constitute grounds for forfeiting of the payment to a percentage allocated to that particular deliverable as per the below schedule.

#	Deliverable	Weightage
1	Inception Report	5%
2	Feasibility Assessment Report	40%
3	Operational Framework for the Farm to plate Incubation program	50%
4	Guide in the development of Food processing facility	5%

---

## 11. 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.

### 11.1 Bid Evaluation Criteria:

#### 11.1.1 Price

11.1.2 A Total of 60% will be allocated for this criterion

11.1.3 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.

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

$$\text{Price Score} = \frac{\text{Lowest Proposed Price Among the Bids Received}}{\text{Particular Bidders Proposed Total Price}} \times 60\%$$

#### 11.1.1 Experience

11.2.2 A total of 40% will be allocated for this criteria.

11.2.3 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.

11.2.4 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.

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

11.2.6 The experience should have been acquired within the time period as given in the Bid Data clause 11.

11.2.7 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 11

11.2.8 Any Bidder who has a total accumulated value of sales not less than the limit stated in Bid Data Clause 11 will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis.

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

$$\text{Experience Score} = \frac{\text{Particular Bidder's total accumulated value of sales (up to the limits as specified in Bid Data)}}{\text{Highest total accumulated value of sales among the bids received (up to the limits as specified in Bid Data)}} \times 40\%$$

11.2.10 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.

11.2.11 Time period and maximum sales considered for awarding points:

Time Period Considered	10 Years
Maximum Limit of Accumulated Sales	MVR 2,000,000.00

## 12. General Instruction to Bidders

- 1.2 This Invitation to Bid is open to all local consultancy firms
- 1.3 All Bidders shall include the information and the documents required in clause 13 of the bid data. Bids with incomplete/inaccurate documents will be deemed non-responsive and subject to rejection in the evaluation stage.
- 1.4 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.
- 1.5 A consistent history of litigation or arbitration awards against the bidder will result in disqualification of the bid.
- 1.6 Before the deadline for submission of bids, BCC may modify the bidding documents by issuing addenda.
- 1.7 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all concerned parties.
- 1.8 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.
- 1.9 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-