

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 Maintenance of mobile app for BML City Bike project. 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/2022/075 Maintenance of mobile app for BML City Bike project
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.

Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

Stage 1: Technical Bid- Proof of experience and expertise

Detail	Weightage
<ul style="list-style-type: none"> 50% - Evidence of previous development work on similar projects 30% - Project Team 20% - Experience in working with large organisations 	100%

Only the technical bid will be opened initially. After evaluation of the technical bid, the parties who scores above 60% will be shortlisted. The pricing bid of only the shortlisted parties with 60% will be opened in the presence of the shortlisted bidders / representative of the shortlisted bidders and the remaining will be returned unopened.

Stage 2: Pricing bid proposal

Price	100%
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The final selection from the short listed parties will be 100% based on price.

Deliverables

- Project portfolio for similar work
- Team profile
- Reference letter (minimum 2 letters)
- Maintenance fee for 1 year - should cover the following;
 - o Support, maintenance and bug fixing
 - o New features and enhancements up to 100 man days. (for enhancements exceeding 100 man days a separate quote to be submitted)

Note: -

- Bids will be opened:
 - o Stage 1- Technical Bid in the presence of the bidders and/or representatives of the bidders.
 - o Stage 2- Pricing bid proposal in the presence of the shortlisted 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.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email 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.
- 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.	Maintenance of mobile app for BML City Bike project			

Form 1 C Specifications

As per RFP attached

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/2022/075*

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. In case of new vendors, 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/2022/075*

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	Maintenance of mobile app for BML City Bike project			
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.



RFP for BML CityBike App Maintenance

Purpose

Bank of Maldives is seeking a reliable party to submit a proposal for BML CityBike app maintenance works. It has been decided to outsource support and maintenance work of the app to a third-party local vendor for 1 year period. The application will be used to rent and pay for bikes.

About Bank of Maldives

Bank of Maldives is the leading financial institution in Maldives. We are a full-service bank engaging across the complete spectrum of personal, SME and corporate financial services. Shariah compliant banking services are offered through our BML Islamic window. With over 300,000 customers, we are privileged to touch the lives of almost every citizen and business in Maldives through our extensive network of branches, agents, relationship managers and online banking facilities. We have lent over MVR 3 billion last year to Maldivian individuals and businesses and therefore play a pivotal role as an engine of growth for the local economy.

Today we are focusing on using technology to create change and create sustainable financial inclusion. We were the first to introduce Internet and Mobile Banking as well as 24-hour self-service banking. We were the first to issue international debit, credit, and prepaid cards.

Our aim is to be a partner for success for our customers, to actively participate in community development and to create long-term value for our shareholders.

App information

Software Environment: Java 1.8, Redis, RabbitMQ, MySQL5.7-8.0, Java, Flutter, Objective-c, Vue.

Hardware Environment: MySql, Device control system, Bike manage system

Platform: Android & iPhone

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982

Tel: 333 0200 Fax: 332 8233 SWIFT: MALBMVMV Email: info@bml.com.mv





Scope of Works

Selected party will be required to maintain the provided mobile application. Scope of work includes:

- Bug fixing, OS updates and device compatibility
- Additional developments and UIUX improvement/enhancements.
- Server and backend management.
- Keeping applications up to date with the latest releases and in line with industry standards.
- Monitoring the performance of the applications to ensure that they are functioning as required.
- Updating permissions regularly to grant access to the apps and data we need.
- Ensuring cybersecurity protection.
- Technical support.

Deliverables

- Project portfolio for similar work
- Team profile
- Reference letter (minimum 2 letters)
- Maintenance fee for 1 year - should cover the following;
 - o Support, maintenance and bug fixing
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Stage 2: Pricing Bid Proposal

Criteria	Weightage	Details
Price	100%	The final selection from the shortlisted parties will be 100% based on the price

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Clarifications

Request for clarifications may be submitted via email to tenders@bml.com.mv before 05th October 2022 @14:00hrs (Maldives Time) (Wednesday)

Answer to the clarifications

- Answer to the clarifications will be published on website before 09th October 2022 @14:00hrs (Maldives Time) (Sunday)

Submission of Proposal

- For submission, vendor is required to attend Bank of Maldives Plc, Head Office, 5th Floor, Procurement Department meeting room at 16th October 2022 @14:00hrs (Maldives Time) (Sunday)

This RFP document is not a recommendation, offer or invitation to enter into a contract agreement or any other arrangement

Head Office, 11 Boduthakurufaanu Magu, Male', Republic of Maldives, REG No: C-22/1982
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