



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

## **TERMS OF REFERENCE**

(IUL)438-ENV/438/2023/374

# **PROCUREMENT FOR THE VENUE & CATERING FOR TRAINING OF TEACHERS**

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI)  
Project”**

**Issued on:** 1<sup>st</sup> August 2023

**Issued By:** Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

Project – Project Management Unit



## Table of Contents

SCHEDULE OF CRITICAL DATES .....	3
SUBMISSION REQUIREMENTS .....	3
a. Technical Proposal – Standard Forms .....	3
b. Financial Proposal – Standard Forms .....	3
TECH FORM 1 – Proposal Submission Form .....	11
FIN FORM 1 – Financial Proposal Submission Form .....	12
FIN FORM 2 – Financial Breakdown Form .....	13
FIN FORM 3 – Financial Situation .....	14
FIN FORM 4 – Average Annual Turnover.....	15
FIN FORM 5 – Financial Resources .....	16
FIN FORM 6 – Line of Credit Letter.....	17
FIN FORM 7 – Current Contract Commitments / Work in Progress.....	18



## SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	1 <sup>st</sup> August 2023
Bid queries submission timeline	1 <sup>st</sup> to 6 <sup>th</sup> August 2023 at 1200hrs
Bid clarification deadline	6 <sup>th</sup> August 2023 at 1200hrs
Proposal submission deadline	10 <sup>th</sup> August 2023 at 1000hrs

## SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

### a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Copy of Business (company/partnerships/institutions) registration certificate.
3. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
4. Tax payer registration Certificate / Notification Copy
5. SME Registration Certificate (If any)

### b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. FIN FORM – 2 Financial Breakdown Form
3. FIN FORM 3: Details Financial Situation (if applicable)
4. Financial statements of the business for the year 2019, 2020 & 2021 (if applicable)
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter (If applicable)
9. FIN FORM -7 Current Contract Commitments / Work in Progress

**Note 01: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 02: After the evaluation, highest scoring party will be notified to submit tax clearance report.**

**Tender will be awarded upon submission of tax clearance report.**



## 1. INTRODUCTION

The Ministry of Environment is seeking bids from qualified suppliers who are experienced in supplying a function hall and catering for a training/workshop.

## 2. SCOPE OF WORKS

Ministry of Environment, Climate Change and Technology seeks to engage a competent party to supply a function hall and catering with the requirements stated under this section.

#		Quantity
1)	A function hall with a capacity of 120 pax as per schedule in Section 3	2 days
2)	Tables and chairs (with table cloth) with group style arrangement for 5 - 7 individuals per group for 120 pax	2 days
3)	Catered lunch and evening Tea for 120 pax (Buffet arrangement)	2 days (120 pax per day)
4)	Laptop	1 per day (for 2 days)
5)	Projector and screen set up	1 per day (for 2 days)
6)	Wireless microphone	2 per day (for 2 days)
7)	Speakers/sound system	1 per day (for 2 days)
8)	Wifi for all participants	2 days
10)	Podium	1 per day (for 2 days)
11)	Podium Bouquet	1 per day (for 2 days)

## 3. VENUE HIRE AND CATERING

### a) Venue hire

Date	Day	Hall Time
24 <sup>th</sup> and 26 <sup>th</sup> August 2023	Thursday and Saturday	09:00am – 05:00pm

### b) Catering

Date	Day	Catering
------	-----	----------



		Type	Time	No. of Pax
24 <sup>th</sup> and 26 <sup>th</sup> August 2023	Thursday and Saturday	Lunch and Tea	12: 30pm and 3:30pm	120 per day (for 2 days)

- In addition to the above schedule, tea, coffee and water should be available to the attendees throughout the event duration.
- Single use plastic items should not be used.
- Final price should be inclusive of transport fares for 240 Pax if the venue is outside of Male' or Hulhumale'.

## 4. EVALUATION CRITERIA

### 4.1 Pre-Evaluation

- Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Final Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
  - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
  - Bidder meets all requirements identified under Section 2 and 3. Scope of Work and Venue hire and catering.
- Substantially non-responsive bids at this pre-evaluation stage will be rejected from evaluation.
- Evaluation will be undertaken for substantially responsive bids identified at this pre-evaluation stage

### 4.2 Evaluation

The proposal which fulfills the pre-evaluation requirements would be qualified to this stage after being assessed in pre-evaluation.

Proposals will be ranked according to:

#	Description	Points (percentage)
1	Experience $\frac{\text{Total experience points}}{100} \times 10$	10%



2	Price	$\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 100$	90%
---	-------	---	-----

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points each out of a total of 10 points.

The proposal with the lowest financial quote will get the maximum Financial Score of 90 points.

Financial Score:

The formula for determining the financial scores is the following:  $S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

#### **Financial Situation evaluation:**

To be eligible the financial statements of the bidding party must show, average annual turnover of MVR 44,000 for the last 3 years. (Submit FORM FIN-1 Annual Turnover)

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR 44,000 for liquid asset, for the year 2021 ,2020 and 2019. – (Submit FORM FIN -2: Financial Situation)

(OR)

Business entities that have not completed one years (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum MVR 44,000

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than MVR 44,000 – (Submit FORM Fin - 6: Line of Credit Letter)

#### **Selection Criteria of Regional Based business and MSME business**

Between MVR 2,500,000 – MVR 5,000,000



- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:  
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:  
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.  
The bidder with the highest ranking with the lowest proposed price will be awarded.
- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.  
The bidder with the highest ranking with the lowest proposed price will be awarded.

#### Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:  
The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:  
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:  
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.



d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

### **Criteria on classifying regional based business**

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
  - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1<sup>st</sup> January of the year the invitation for bid was issued will be considered OR
  - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1<sup>st</sup> January of the year the invitation for bid was issued will be considered  
OR
  - If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

### **Additional Information**

Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.





All outputs and materials produced as part of this TOR shall be handed over to the ENDhERI project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.



## 5. Submission

<b>Bid submission</b>	<b>On or before 10<sup>th</sup> August 2023, 1000 hours local time</b>
<b>Bid opening</b>	Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening. Proposals must be delivered in both soft and hard copies. Hard copy of the proposal should be in a sealed envelope titled below.
<b>Submission instruction</b>	Proposals must be delivered in sealed envelopes titled <b>“Do not Open Before 10th August 2023 1005 hours – supply of a function hall” and the submitting party’s name and address</b>  Late proposals will be rejected.
<b>Submission address</b>	<b>Procurement Section</b> Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: <u>Enhancing National Development through Environmentally Resilient Islands (ENDhERI).</u>  <a href="#">Announcement number:</a> (IUL)438-ENV/438/2023/374



## ANNEX A

### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, would like to express my interest for the ‘**to supply a training hall**’ in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2023/374 (date), I am hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Name of Individual:

Address:



## FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer the express my interest for the **‘to supply a training hall’** in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2023/374 (date), in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature:

Name and Title of Signatory:

Address:



## FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	MVR
1	A function hall with a capacity of 120 Pax as per schedule in Section 3 (for 2 days)	
	<b>Total</b>	
	<b>GST</b>	
	<b>Total with GST</b>	

**The quotation is valid for 90 days from the date of Application.**

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp



## FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

### Financial Data for Previous 3 Years [MVR Equivalent]

	Year 2022:	Year 2021:	Year 2020:

### Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods



## FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		

Average Annual Turnover

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.



## FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		





## FIN FORM 6 – Line of Credit Letter

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

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

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

Name of Agency: \_\_\_\_\_



## FIN FORM 7 – Current Contract Commitments / Work in Progress

### Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					



## GENERAL INFORMATION

<b>1</b>	<b>Bid Awarding</b>	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds <b>MVR 500,000</b> the bidder will be required to submit a performance guarantee of ( <b>.... %</b> ) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.  <b>(Excluding Consultancy Service)</b>
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
<b>2</b>	<b>Liquidated Damages (Excluding Consultancy Service)</b>	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the Public Procurement Regulation</b> for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount <b>defined in the Public Procurement Regulation</b> . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
<b>3</b>	<b>Securities (Excluding Consultancy Service)</b>	
	3.1	If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days.  Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.  Bank Cheques, Bonds and Cash will not be accepted as bid security.
<b>4</b>	<b>Advance Payment (Excluding Consultancy Service)</b>	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.



	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
<b>5</b>	<b>Arithmetic</b>	
	5.1	Provided that the Tender is substantially responsive, the <i>Employer</i> shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.