



# MINISTRY OF CLIMATE CHANGE ENVIRONMENT AND ENERGY

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MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2024/24

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## Procurement of a conference facility with conference services and catering to conduct an Inception Workshop

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21 January 2024

*Issued by:*

**Biennial Transparency Report (BTR1) Project**

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**i. Schedule of Critical Dates**

<b>Activity</b>	<b>Action Date</b>
Advertised date	21 January 2024
Deadline for submission of bid queries	24 January 2024 13:00hrs
Deadline for publishing answers to bid queries	25 January 2024
Proposal submission deadline	31 January 2024 10:00hrs

**ii. Bid Clarification Instruction**

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [ccdprojects@environment.gov.mv](mailto:ccdprojects@environment.gov.mv) before the 24 January 2024 13:00hrs. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)) on 25 January 2024 .

**iii. Bid Submission Instruction**

**Proposals must be delivered in sealed envelopes titled;**

“Do not Open Before 31 January 2024 10:05 hours – Procurement of a conference facility with conference services and catering to conduct an Inception Workshop – (IUL)438-CCD/438/2024/24 and the submitting party’s name and address.

Electronic submission is not permitted. Late proposals will be rejected.

**Submission address;**

Procurement Section  
 Ministry of Climate Change, Environment and Energy  
 Green Building, Handhuvaree Hingun, Maafannu  
 Male’, 20392, Republic of Maldives  
 Email: [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)  
 Website: [www.environment.gov.mv](http://www.environment.gov.mv)  
 Announcement no: (IUL)438-CCD/438/2024/24

#### **iv. Submission Requirements**

The following documents shall be submitted for the bids to be considered sufficiently responsive.

Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Reference letters demonstrating experiences listed in this TOR.
4. Documents to determine financial capacity of bidder (minimum requirement given in section “10.1 Preliminary Examination”):
  - a. For Business entities that have completed one year or more
    - i. FIN FORM – 1- Annual Turnover
    - ii. FIN FORM – 2 – Financial Situation;
    - iii. Financial Statements for the year 2020,2021,2022
  - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
    - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
  - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
    - i. FIN FORM – 3 Line Credit Letter
5. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
6. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
7. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
8. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

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

**Note 02: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.**

**Note 03: Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for hosting this workshop.**

## **1. Introduction & Background**

The Ministry of Environment Climate Change & Technology, is conducting an inception workshop for the official launching and for sensitizing the stakeholders of the “Preperation of the Initial Biennial Transparency Report (Maldives BTR 1) ” project. The workshop will be held on 20<sup>th</sup> of February 2024. The meeting will be held in-person.

The objective of BTR project is to support Maldives prepare and submit its First Biennial Transparency Report (BTR1) that comply with the United Nations Framework Convention on Climate Change (UNFCCC).

In this regard, The Ministry is seeking the services outlined in this TOR for hosting the inception workshop.

## 2. Scope of Services Required

The scope of the assignment will include the following:

### 2.1 Meeting hall

Detail	No.	Size	Date and time
Meeting hall	1	to accommodate 120 pax in group style seating workshop arrangement	20 Feb 2024, 0800 hrs - 1700 hrs

### 2.2 Equipment, Supplies and Utilities for Meeting hall

- a. LCD projector, projector screens and a dedicated laptop with English OS and MS Office 365 for the presentations for the duration of the workshop;
- b. Sufficient high-speed Wi-Fi internet access for all participants in all conference areas for the duration of the Workshop to be set-up, at the latest, by 15:00 hrs on 19<sup>th</sup> February 2024 (the internet speed should be at least 10 Mbps and set-up as a closed system so that only the Workshop participants have access)
- c. 6 portable microphones and a dedicated sound technician should be available for the entire duration of the workshop
- d. Six flipcharts with flipchart stand and Twelve markers;
- e. Podium with flower bouquet ;
- f. ICT support for the duration;

### 2.3 Catering

Date	Details	No of pax
20 <sup>th</sup> February 2024 (BTR Inception Workshop)	Morning coffee break	120
	Lunch	100
	Evening Coffee break	100

- Include vegetarian options with all food items labelled with allergens also specified

- No single-use plastic should be used during the workshop
- Availability of Coffee, tea and water throughout the workshop

### 3. Deliverables & Payment schedule

Payments will be made upon completion.

### 4. Evaluation and comparison of proposals

#### 4.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;

1. Proposal is received on or before the date and time specified
2. Proposal is properly sealed / un-tampered
3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal

- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** 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 40,000** for liquid asset, for the year 2022 ,2021 and 2020. – (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 40,000**

(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 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

#### 4.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. The Client will determine if the services described in the scope of this TOR are included in the bidder’s proposal.
- C. Marks will be awarded to the proposals as follows:

Category	Description	Marks
Company/Firm experience	<ul style="list-style-type: none"> <li>• Experience in relevant events                             <ul style="list-style-type: none"> <li>○ Experience in delivering similar event services <i>1 event = 10 point, (max 20 points)</i></li> <li>○ Experience will count only above MVR 35000 similar works.</li> </ul> </li> </ul>	20
Financial proposal	<ul style="list-style-type: none"> <li>• The formula for determining the financial scores is the following: <math>Sf = 80 \times [Fm/F]</math>, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration</li> </ul>	80
<b>Total</b>		100%

- D. The winning bidder will be the bidder with the highest score.

# ANNEX 1: STANDARD FORMS

## 1. STANDARD FORMS

### TECH FORM-1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Procurement of a conference facility with conference services and catering to conduct an Inception Workshop**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. My 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.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

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

Name of Company: \_\_\_\_\_

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

## TECH FORM-2: FINANCIAL BREAKDOWN

**Date:**

**Reference No:** (generated by the proponent)

	<b>Description</b>	<b>MVR</b>
1	Hall	
2	Services in the hall	
3	Catering	
	<b>Total :</b>	
	<b>GST/Applicable tax :</b>	
	<b>Total with GST/Applicable tax:</b>	

The above quotation is for the total scope of works defined in the TOR.

Authorized Signature and stamp

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

### FIN FORM – 1: 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 – 2: Financial Situation

Each Bidder must fill in this form

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

	Year 2022:	Year 2021:	Year 2020:
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#### 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 – 3: 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: \_\_\_\_\_

## ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

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

#### **Above 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:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) 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.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) 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:
- b) 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.
- c) 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:
- d) 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.



- e) 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:
- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) 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 1st 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 1st 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