



## 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.

<b>A. Introduction</b>	
<b>Scope of Bid</b>	<p>Bank of Maldives Plc invites sealed bids from eligible bidders for:</p> <ol style="list-style-type: none"> <li>1. POS Paper roll Optimum M-2100EDC Terminals Mobile 55 x 50 x 14 mm,</li> <li>2. ATM MDS Machine big rolls - Thermal paper , 76 x 218 x 25 mm,</li> <li>3. ATM Big rolls - Normal paper sensor Diebold 70 x 210 x 12 mm,</li> <li>4. ATM Big rolls - Thermal paper sensor 80 x 200 x 25 mm</li> </ol> <p>A local &amp; international competitive bidding will be conducted in accordance with Bank of Maldives Plc's bidding procedure and is open to all Bidders.</p>
<b>Procurement Reference and Name</b>	<p><i>BML/ADMIN-BID/2012/006</i></p> <p><b>Procurement of Token Rolls and ATM Paper Rolls</b></p> <p><b>Details:</b></p> <ul style="list-style-type: none"> <li>- POS Paper roll Optimum M-2100EDC Terminals Mobile 55 x 50 x 14 mm,</li> <li>- ATM MDS Machine big rolls - Thermal paper 76 x 218 x 25 mm,</li> <li>- ATM Big rolls - Normal paper sensor Diebold 210 x 70 x 12 mm,</li> <li>- ATM Big rolls - Thermal paper sensor 200 x 80 x 25 mm</li> </ul>
<b>Eligible Bidders</b>	<p>This invitation is open to all interested bidders 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.</p>
<b>Supplementary Forms</b>	<p>The following supplementary forms are issued with this document;</p> <p>Form 1 - <u>Evaluation and Qualification Criteria</u> These specify criteria to be used to determine the most acceptable bid.</p> <p>Form 2 - <u>Schedule of Requirement</u> This includes List of Goods &amp; Related Services and Technical Specification required for procurement.</p> <p>Form 3 - <u>Bidding Forms</u> These include standard forms mandatory for bid submission. These forms must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p>
<b>B. Preparation of Bids</b>	
<b>Language</b>	The language of the Bid is: English
<b>Documents Comprising the</b>	The Bidder shall submit the following completed documents with its Bid:

<b>Bid</b>	Form 1A :- List of Goods and Related Services Form 1B :- Delivery and Completion Schedule Form 1C :- Technical Specifications Form 2A :- Bidder Information Sheet Form 2B :- Bid Submission Form Form 2C :- Price Schedule for Goods & Services
<b>Bid Prices and Currency</b>	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.
<b>Bid Validity</b>	The bid shall remain valid for 30 days from the date of bid submission.
<b>D. Submission and Opening of Bids</b>	
<b>Bid Submission</b>	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
<b>Acceptance of Bids</b>	BML shall not accept bids before or after the specified closing time.
<b>Location, date and Time</b>	For <b>bid submission purposes</b> only, the BML's address is : Attention: Mr. Hassan Shaam Street Address: Boduthakurufaanu Magu, Sea Tracs Building Floor/Room number: 4 <sup>th</sup> Floor, meeting room City: Malé Post Code: 20251 Country: Maldives <b>The deadline for bid submission is:</b> Date: 29 <sup>th</sup> February 2012 Time: 10:00 am
<b>Bid Opening</b>	BML shall conduct the bid opening on the Date of Bid Submission.
<b>E. Evaluation, and Comparison of Bids</b>	
<b>Confidentiality</b>	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
<b>Documents Establishing the Qualifications of the Bidder</b>	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in <i>Evaluation and Qualification Criteria</i> to determine the most acceptable bid. No other criteria or methodology will be permitted.
<b>F. Award of Contract</b>	
<b>Award Criteria</b>	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.

# Evaluation and Qualification Criteria

## Table of Criteria

### Evaluation Criteria

Price = 85%

Duration (Delivery) = 10%

Past performance with Bank of Maldives Plc = 5%

### Note:

Bid will be evaluated item wise.

Bids are to be opened in the presence of the bidders and / or representatives of the bidders

### Qualification Criteria

Any legal entity (including individuals) provided all documents are presented.

# **Form 1 - Schedule of Requirement**

## **Contents**

- A. List of Goods and Related Services**
- B. Delivery and Completion Schedule**
- C. Technical Specifications**

## Form 1 A

### List of Goods and Related Services

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
<b>Item No.</b>	<b>Name of Goods or Related Services</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
<b>Item No.</b>	<b>Name of Goods or Related Services</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>

<b>Lot No. : [if applicable]</b>				
<b>Lot Name : [if applicable]</b>				
<b>Item No.</b>	<b>Name of Goods or Related Services</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>

## 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	POS Paper roll Optimum M- 2100EDC Terminals Mobile size (55 x 50 x 14mm)		Seatracs Building 3 <sup>rd</sup> Floor	30 days
2	ATM MDS Machine big rolls (76 x 218 x 25mm) (Thermal paper )		Seatracs Building 3 <sup>rd</sup> Floor	30 days
3	ATM Big rolls - Nomal paper sensor Diebold ( 70 x 210 x 12mm )		Seatracs Building 3 <sup>rd</sup> Floor	30 days
4	ATM Big rolls - Thermal paper sensor (80 x 200 x 25 mm)		Seatracs Building 3 <sup>rd</sup> Floor	30 days

---

**Form 1 C****Technical Specifications**

<b>Item No.</b>	<b>Name of Goods or Related Services</b>	<b>Technical Description, Specifications, and Standards</b>
<b>1</b>	<b>POS Paper roll Optimum M-2100EDC Terminals Mobile</b>	<b>55 x 50 x 14 mm</b>
<b>2</b>	<b>ATM MDS Machine Big rolls - Thermal paper</b>	<b>76 x 218 x 25 mm</b>
<b>3</b>	<b>ATM Big rolls - Normal paper sensor Diebold</b>	<b>70 x 210 x 12 mm</b>
<b>4</b>	<b>ATM Big rolls - Thermal paper sensor</b>	<b>80 x 200 x 25 mm</b>

## **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/ADMIN-BID/2012/006*

<b>1. Legal Name of Bidder</b>					
<b>2. In case of Joint Venture or partnership, legal name of each party:</b>					
<b>3. Country of Registration:</b>					
<b>4. Year of Registration:</b>					
<b>5. Legal Address in Country of Registration:</b>					
<b>6. Bidder's Authorised Representative Information</b>				<b>Name:</b> <b>Address:</b> <b>Telephone/Fax Numbers:</b> <b>Email Address:</b>	
<b>7. Attached are copies of the following documents :</b>					
<b>Individual</b>	<b>Sole Proprietor</b>	<b>Local Investment</b>	<b>Partnership</b>	<b>Company</b>	
ID card	ID Card	ID card of owner	ID card of all partners	ID cards of Shareholders & Directors	
Financial Statements (latest financial year) (if available)	Financial Statements (latest financial year) (if available)	Financial Statements (latest financial year) (if available)	Financial Statements (latest financial year) (if available)	Audited Financial Statements (latest financial year)	
	Business / Trade Registration Certificate / Permit	Certificate of Registration	Certificate of Registration	Certificate of Registration	
	Annual Fee Receipt	Annual Fee Receipt	Annual Fee Receipt	Annual Fee Receipt	
				Memorandum & Articles of Association	
				List of current shareholders and directors (with name, address and share %)	
<b>Documents required from all bidders:-</b>					
<ul style="list-style-type: none"> <li>• Business Profile (include business objectives, details of past &amp; ongoing projects, list of references &amp; certificates of performances)</li> <li>• Details of indebtedness to the Bank</li> </ul>					

# Form 2B

## Bid Submission Form

Date: \_\_\_\_\_

Invitation for Bid No.: *BML/ADMIN-BID/2012/006*

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 submission 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 anyway 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) 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 \_\_\_\_\_

# Form 2C

## Price Schedule of Service

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

Procurement Reference and Name \_\_\_\_\_

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	Item Quantity	Description	Unit Price	Total Price per item (With GST)
				(A x C)
1.	20,000	POS Paper roll Optimum M-2100EDC Terminals Mobile 55 x 50 x 14 mm		
2.	500	ATM MDS Machine Big rolls - Thermal paper 76 x 218 x 25 mm		
3.	600	ATM Big rolls - Normal paper sensor Diebold 70 x 210x 12 mm		
4.	600	ATM Big rolls - Thermal paper sensor 80 x 200 x 25 mm		
			<b>Total Amount</b>	