



## 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>	Bank of Maldives PLC invites sealed bids from eligible bidders for the BML renewable energy projects. An open competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders located in Maldives.
<b>Procurement Reference and Name</b>	BML/PD/OPN-BID/2018/014  BML renewable energy projects 1- K. Kaashidhoo Branch 2- Lh. Naifaru Branch 3- Th, Veymandoo Branch
<b>Eligible Bidders</b>	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.
<b>B. Preparation of Bids</b>	
<b>Language</b>	The language of the Bid is: English or Dhivehi
<b>Documents Comprising the Bid</b>	The Bidder shall submit the following completed documents with its Bid:  Form 1 – Schedule of Requirement (not applicable) 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 opening the bids.
<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: Head of Procurement Street Address: Bank of Maldives PLC, Seatracs Building Floor/Room number: - 4 <sup>th</sup> floor City: - Male'

	<p>Country: Maldives</p> <p><b>The deadline for bid submission is:</b></p> <p>Date: 23<sup>rd</sup> December 2018</p> <p>Time: 11:00 AM</p>
<b>Contact details for further information</b>	<p><b>Please contact;</b></p> <p>Procurement Department,</p> <p>Telephone: 3015351, 3015349, 3015359</p> <p>Email address: <a href="mailto:tenders@bml.com.mv">tenders@bml.com.mv</a></p>
<b>Bid Opening</b>	<p>BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.</p>
<b>E. Evaluation, and Comparison of Bids</b>	
<b>Confidentiality</b>	<p>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.</p>
<b>Documents Establishing the Qualifications of the Bidder</b>	<p>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.</p>
<b>F. Award of Contract</b>	
<b>Award Criteria</b>	<p>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.</p>
<b>G. Appeals and complaints</b>	
<b>Regarding conduct of a bid</b>	<p>Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.</p>
<b>Regarding outcome of a bid (an award or decision to award)</b>	<p>Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.</p>

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## Evaluation and Qualification Criteria

### Table of Criteria

#### Evaluation Criteria

Price = 80%  
Delivery = 10%  
Warranty =10%

Proposals will be evaluated and awarded separately for each project/branch.

#### **Note:**

Bids will be opened in the presence of the bidders and/or representatives of the bidders.

## 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
1	Renewable energy Project at K. Kaashidhoo Branch	
2	Renewable energy Project at Lh. Naifaru Branch	
3	Renewable energy Project at Th. Veymandoo Branch	

## Form 1 C Technical Specifications

Information will be provided at the information session to be held on 12<sup>th</sup> December 2018 at SeaTracs Building, 4<sup>th</sup> Floor, Meeting Room.



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## 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/2018/014*

<b>Legal Name of Bidder</b>	
<b>Bidder's Authorised Representative Information</b>	<b>Name:</b> <b>Address:</b> <b>Telephone/Fax Numbers:</b> <b>Email Address:</b>
<b>List of bid documents to be submitted: as per vendor registration application form.</b>  <u>In case of new vendors</u> , application for registration as vendor and all related documents must be submitted along with proposal.  Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	



## Form 2C

### Price Schedule of Service

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

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

TIN no: \_\_\_\_\_

#	Description	Duration (Calendar days)	Total price (MVR) (including 6% GST price)
1	Renewable energy Project at K. Kaashidhoo Branch  (Panels & Inverter warranty period ____ years) (Service warranty period ____ years)		
2	Renewable energy Project at Lh. Naifaru Branch  (Panels & Inverter warranty period ____ years) (Service warranty period ____ years)		
3	Renewable energy Project at Th. Veymandoo Branch  (Panels & Inverter warranty period ____ years) (Service warranty period ____ years)		
		<b>Grand total</b>	

#### **Note**

- Please submit a quotation/BOQ with the detail specification given in the information sheet.
- 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.
- No advance payment.
- For projects where cost is equal or more than MVR 2 million, the winning vendor should submit a Performance Bank Guarantee for 10% of the total project cost.