

Date and Time	Street Address: N. Velidhoo Council City: N.Velidhoo Country: Maldives The deadline for bid submission is: Date: 27 th June 2019 Time: 10:00 AM
Contact details for further information	Please contact; Procurement Department, Telephone: 3015351, 3017488, 3015359 Email address: Procurement@bml.com.mv
Bid Opening	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.
E. Evaluation, and Comparison of Bids	
Confidentiality	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.
Documents Establishing the Qualifications of the Bidder	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.
F. Award of Contract	
Award Criteria	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.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	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.

Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

Price = 100%

Note:

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- 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.

Form 1 - Schedule of Requirement

(Not Applicable)

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	Duration	Location	Required Arrival Date of Goods or Completion Date for Related Services
1	Outsourcing cleaning service of N.Velidhoo ATM booth			

Form 1 C

Technical Specifications

Detailed information session will be held on 18th June 2019 (Tuesday) at N. Velidhoo Council.

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/2019/022*

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, 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	Total price (MVR) (including 6% GST price)	Duration
1	Outsourcing cleaning service of N.Velidhoo ATM Booth 02 years agreement		
Grand total price			

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.