

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.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Outsourcing cleaning service of HA. Baarah ATM booth. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2019/034 Outsourcing cleaning service of HA. Baarah ATM booth
Eligible Bidders	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. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	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
Bid Prices and Currency	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
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
Acceptance of Bids	BML shall not accept bids before or after the specified closing time.

<p>Location, Date and Time</p>	<p>For bid submission purposes only, the BML's address is : Attention: Head of Procurement Street Address: HA. Baarah Council City: HA. Baarah Country: Maldives The deadline for bid submission is: Date: 12th September 2019 Time: 10:00 AM</p>
<p>Contact details for further information</p>	<p>Please contact; Procurement Department, Telephone: 3015350, 3015349, 3015359 Email address: tenders@bml.com.mv</p>
<p>Bid Opening</p>	<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>
<p>E. Evaluation, and Comparison of Bids</p>	
<p>Confidentiality</p>	<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>
<p>Documents Establishing the Qualifications of the Bidder</p>	<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>
<p>F. Award of Contract</p>	
<p>Award Criteria</p>	<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>
<p>G. Appeals and complaints</p>	
<p>Regarding conduct of a bid</p>	<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>
<p>Regarding outcome of a bid (an award or decision to award)</p>	<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>

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 HA. Baarah ATM booth			

Form 1 C

Technical Specifications

Detailed information session will be held on 03rd September 2019 (Tuesday) at HA. Baarah 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/2019/034*

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. <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	Monthly fee (MVR) (including 6% GST)
1	Outsourcing cleaning service of HA. Baarah ATM booth (2 years agreement)	

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.