



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE
IULAAN NO: (IUL)88-CCD/88/2025/33

Procurement of a conference facility and services for CBIT Maldives Project

Requesting for proposal (RFP) – Single Envelope

Issued on: 17th March 2025

Issued By: Capacity Building for Improved Transparency of Climate Change Mitigation and
Adaptation Actions in the Maldives Project (CBIT Maldives)



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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	<u>Tender Name:</u> Procurement of a conference facility and services for CBIT Maldives Project		
2	<u>Bid Registration Timeline:</u> Time: NA	Date: NA	Email: NA
3	<u>Pre-Bid Data:</u> Location: NA	Time: NA	Date: NA
4	<u>Bid queries submission timeline and Address:</u> Date: 07 th April 2025 (Monday) Time: 12:00pm Email: tenders@environment.gov.mv CC: cbit@environment.gov.mv Telephone No: 3018300		
5	<u>Bid Clarification Deadline and Address:</u> Location: NA	Date: 08 th April 2025 (Tuesday)	Time: NA
6	<u>Proposal submission deadline:</u> Location: Ministry of Tourism and Environment – Dharubaaruge Faashanaa Maalam	Date: 14 th April 2025 (Monday)	Time: 10:00am
7	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 14th April 2025 at 10:05 hours – Procurement of a conference facility and services for CBIT Maldives Project - (IUL)88-CCD/88/2025/33” and the submitting party’s name and address Late proposals will be rejected.		

8	<u>Submission address</u> Procurement Section Ministry of Tourism and Environment Faashanaa Maalam, Dharubaaruge, Henveiru Male', 20392, Republic of Maldives Email: tenders@environment.gov.mv Website: www.environment.gov.mv Project name: Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives)	
7	<u>Bid Opening:</u> Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.	Time: 10:05 am Date: 14 th April 2025
8	<u>Evaluation Criteria on Annex 14</u>	
9	<u>Bid Security amount: NA</u>	
10	<u>Performance Guarantee amount: NA</u>	
<u>Note:</u>		

Section 2

Instruction for Bidders

A. General Information

- | | | | | | | | | |
|-----------------------------|--|--|-------|---|-------|--|-------|---|
| 1. Introduction | 1.1 | This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet. | | | | | | |
| 2. Eligible Bidders | 2.1 | This bid is opened to all the registered businesses. | | | | | | |
| | 2.2 | If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet. | | | | | | |
| 3. Bid Document and signing | 3.1 | The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document. | | | | | | |
| | 3.2 | Bids must be typed in English or Dhivehi in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered to indicate the number of pages. | | | | | | |
| | 3.3 | <table border="0"><tr><td>3.3.1</td><td>For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.</td></tr><tr><td>3.3.2</td><td>For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.</td></tr><tr><td>3.3.3</td><td>If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.</td></tr></table> | 3.3.1 | For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted. | 3.3.2 | For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted. | 3.3.3 | If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted. |
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| 3.3.2 | For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted. | | | | | | | |
| 3.3.3 | If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted. | | | | | | | |

4. Number of Bids submitted	4.1	Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled.
5. Cost of preparing Bid	5.1	All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard.
6. Other principles	6.1	If the bidder is a close relative of an employee who works in the Ministry or any affiliated office under the Ministry the bidder must disclose it.

B. Documents relating to the bid

7. Sections of the tender book	7.1	Documents related to bid are included in the list below and in amendments.
	7.1.1	Bid Sheet (Section-1)
	7.1.2	Instructions to Bidders (Section-2)
	7.1.3	General and Special Provisions of the Agreement (Section-3)
	7.1.4	Annex (Section 4)
	7.1.5	Works Related Information (Section-5)
8. Clarification of information regarding the bid	8.1	It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid.
	8.2	Amendments issued in accordance with Section 9.1 shall form part of the Bid.
9. Changes to the tender	9.1	If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) may be made.
10. Language used in the tender	10.1	The bidder shall prepare the bid in Dhivehi or English in accordance with the templet given with the TOR.

C. Preparation of bids

- | | | |
|---------------------------|------|---|
| 11. Money used in the bid | 11.1 | The bidder shall submit the bid price in a Currency stated in the TOR. |
| 12. Proposing the price | 12.1 | If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated. |
| 13. Duration | 13.1 | Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays. |
| | 13.2 | The period offered for the work shall be reasonable for the performance of the work. |
| | 13.3 | The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid. |
| | 13.4 | If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations. |

D. Submission of bids

- | | | |
|-------------------------------------|------|--|
| 14. How to close the bid | 14.1 | The name, address and telephone number of the bidder shall be written on the outside of the envelope. |
| | 14.2 | Bids should be submitted in a closed envelope addressed as per the bid sheet. |
| 15. Deadline for submission of bids | 15.1 | The Bid sheet shall state the deadline for bid submission (work or Services) |
| 16. Procedure for late bids | 16.1 | Bids submitted after the deadline will not be accepted. |
| | 16.2 | Except otherwise, any law or regulation specified, any bid submitted electronically shall not be accepted. |

E. Bid opening and evaluation

- | | | |
|-----------------|------|--|
| 17. Bid opening | 17.1 | If the date scheduled for the opening of bids is fixed as a public holiday by the Government for any reason, the |
|-----------------|------|--|

opening of bids will be held on the deadline specified in the bid sheet of the next official day.

17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.

- (i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.
- (ii) If the amount in the bid differs from the amount stated in the proposal submission form the correct amount shall be deemed as the amount in the bid submission form.
- (iii) Arithmetic errors in the bid can be corrected in the evaluation process.

18. Bid Evaluation 18.1

The Ministry may reject the bids in accordance with the public Finance Regulation as follows;

- (i) if the required information and documents are not submitted as stated in the TOR; or
- (ii) if the prices offered are inadequate; or
any other reason specified by the Ministry.

19. Determination of the bidder 19.1

The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.

19.2 The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.

- | | |
|---|---|
| 20. Selection and notification of the successful bidder | 20.1 The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1. |
| 21. Signing the agreement | <p>21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.</p> <p>21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.</p> <p>21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.</p> |

F. securities to be Submitted

- | | |
|--|--|
| 22. Bid Security
(Excluding consultancy services) | <p>22.1 The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.</p> <p>22.2 If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.</p> |
| 23. Advance and Advance payment guarantee | <p>23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.</p> <p>23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)</p> |

- 23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.
- 23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.
- 23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.
24. Performance guarantee (Excluding consultancy services)
- 24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.
- 24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.
25. Case filing and case investigation
- 25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.
- 25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.
- 25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex

- 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).
26. Submitting for Independent Review Committee for reconsideration 26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01 The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage).

Section 3

General and special provisions of the agreement

27. Definitions

- 27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
- 27.2 "Contractor" means the person submitting the tender for the performance of the work.
- 27.3 "Work" means the service or works described in the tender sheet.
- 27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
- 27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

28. Exchange of documents

- 28.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, the notification shall be in writing and in the Dhivehi or English language.
- 28.2 Upon request by either party, documents sent from one party to the other party shall be submitted physically to a specified address or person or by registered post, or to the designated email address specified in the bid.

	28.3	If the parties to the agreement wish to change the address in this Agreement, either party must notify the other party in writing.
29. Assignment of work to a third party	29.1	No assignment under this Agreement may be assigned to another party.
30. Taking over of goods and services	30.1	The date and time of delivery of the materials to the Ministry shall be notified to the Contractor before the materials are delivered to the Ministry.
	30.2	Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.
	30.3	The owner of the work will check that the goods/services have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.
31.Contract Duration	31.1	The goods/services shall be delivered within the period specified in the agreement.
	31.2	In the event of force majeure or manufacturing related matter or any other reason, either party shall notify in writing the other party the delays and the reason for the delay. The notification shall be initiated within the contract period.
	31.3	Any request for the contract extension shall be awarded in accordance with the public Finance Regulation.

- 32. Penalty and cancellation of agreement**
- 32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.
- 32.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.
Liquidated Damages = CP*0.005*LD
If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.
Liquidated Damages = CP*0.0025*LD
CP (Contact Price): Total contract value
LD (Late Duration): days beyond the term of the contract
- 32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.
- 32.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.
- 33. Termination of the Agreement**
- 33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.
- 33.2 If the agreement terminates for whatever reason within 3 (three) working days, both parties must sign a statement detailing the completed and unfinished work. A list of all the contractor's items on the work site must be taken within 3 (three) days. The Ministry will not be held liable for any issues with any of these matters after this period.

34. Other things	34.1	If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision.
35. Taxes and other fees	35.1	Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor.
36. Modification of the agreement (Amendments)	36.1	Any provision of this Agreement may be modified only by agreement signed between the parties.
37. The law applicable to the agreement	37.1	This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives.
38. Dispute	38.1	If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.
	38.2	Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives.
	38.3	In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.

Section 4

Annex 1

Documents and checklist to be submitted by the bidder

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

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX 1.

#	Documents to be submitted	✓ / ✗	Page No:
Technical Proposal			
1	Proposal submission form - (Annex 2) (signed by the owner of the entity or person with power of attorney to sign)		
2	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
3	Tax Clearance Report		
4	Experience Letter		
5	Documentation of conflict or non-conflict of interest – (Annex 8)		
Financial Proposal			
6	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
	- Details of Financial Situation- (Annex 8 - FIN FORM - 2) - Average Annual Turnover – (Annex 9 - FIN FORM – 3) - Line of Credit Letter – (Annex 10 - FIN FORM - 4) - Business entities that have not completed one year (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)		
	<u>Supporting Documents</u> Financial statements of the business for the year 2023,2022 & 2021		
7	Current Contract Commitments / Work in Progress (Annex 7 - Fin Form 5)		

Note 01:

- Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**

- **In case of price conflict in Proposal submission form - Annex 2 -Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**

Annex 2

Proposal Submission Form			
1. Bidder Information			
1.1	Name:		
1.2	Address:		
2. Project Information			
2.1	Project Name:		
2.1	Tender No:		
3. Minimum quantity, price and duration of the goods/services offered			
Detail		Price	GST (8%)
Duration:			
Warranty:			
Guarantee:			
4. Declaration:			
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.		
4.2	I / We agree to accept and comply with this tender for 120 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.		
5. On Behalf			
Name:		Signature	Stamp
Designation			
Date			

Annex 3

FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

Hall Hire Costs					
Event	Capacity of Venue	Hall Hire Duration	Number of event	Rate per event	Total
Training	70	8:00 am to 5pm	9		
Stakeholder consultation	70	8:00 am to 3pm	7		
Project Steering Committee Meeting	30	9:00 am to 1pm	2		
Launching Ceremony	70	8:30 am to 1pm	3		
Catering Costs					
Catering Requirement	Total Catering Pax for All Events			Rate per Pax	Total
Morning Tea	800				
Lunch	1000				
Evening Tea	450				
Grand Total (Hall Hire + Catering):					
GST 8%					
Total with GST					

The quotation is valid for **120 days** from the date of bid opening.

Indicate the total cost with detail cost to be paid in **Maldivian Rufiyaa (MVR)**.

Note:

- The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.
- **Details of the venue and catering will be specified under Section 5 of this TOR.**

Authorized Signature and Stamp

Annex 4
FIN FORM 2

Details of Financial Situation

If the business has been registered for more than a year, the bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2023	Year 2022	Year 2021

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

Annex 5

FIN FORM 3

Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2023		
2022		
2021		
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.

Annex 6
FIN FORM 4

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[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 7
FIN FORM 5

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Annex 8
DISCLAIMER FOR CONFLICT OF INTEREST
Each Applicant must fill in this form

Tender Name:	Click here to enter text.		
Advertisement No:	Click here to enter text.		
Advertisement Date:	Click here to enter text.		
<i>I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:</i> <i>that should I/We have any “close relative” or “close associate” working at Ministry of Tourism and Environment, I/We will disclose that information with this form. In this instance “close relative” and “close associate” represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);</i> <i>that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;</i> <i>that I/We will inform the at Ministry of Tourism and Environment, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;</i> <i>that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;</i> <i>that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;</i> <i>that I/We understand that the at Ministry of Tourism and Environment reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.</i>			
☐ YES, I/We have “close relative” or “close associate” please find the Details below. Name of the Staff(s): NID Card No.: Relationship with the Staff: ☐ NO, I/We do not have “close relative” or “close associate”			
Details of the Bidder			
Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

Annex 9
Criteria to be used for evaluation of bids

Preliminary Evaluation

- 1) The Client will determine if the Bidder has the financial capacity to undertake this consultancy according to the “**FINANCIAL SITUATION EVALUATION**” presented below. If the bidder does not meet the financial capacity evaluation, then the party will be disqualified.
- 2) The Client will determine if the Bidder’s proposal includes all the services required in section 5 - Details of services/materials/work required by completing the “**Checklist of requirements**” presented below. If the Bidder’s proposal does not include any of the listed requirements, then the party will be disqualified.

Checklist of Requirements	Check (yes/no)
Venue requirements:	
a. Hall is available for the durations specified	
b. The hall should accommodate the specified number of pax in group style seating workshop arrangement	
c. The hall should be air conditioned	
d. Tables and chairs arranged in group style seating with tablecloth	
e. LCD projector, projector screens with HDMI connection cable	
f. 3 portable microphones and a dedicated sound technician should be available for the entire duration of the workshop	
g. Stationery (Pencils, A4 paper)	
h. High-speed Wi-Fi internet access for all participants in all conference areas for the duration of the Workshop	
i. Podium with flower bouquet	
j. ICT support for the duration of the workshop	
Catering requirements:	

k. Morning Tea / Lunch / Evening Tea provided for the specified number of pax	
l. Availability of Coffee, tea and water throughout the workshop	

Evaluation of Experience and Price		
- Evaluation of experience and price will be conducted for proposals which meet all financial capacity requirements and service requirements from the preliminary evaluation. - Marks will be awarded to the proposals as follows:		
Category	Description	Marks
Company/Firm experience	- Experience in relevant events - Experience in delivering similar event services <i>1 event = 10 point, (max 20 points)</i> - Experience will count only above MVR 35,000 similar works for assignments with supporting documents.	20
Financial proposal	1. The formula for determining the financial scores is the following: $Sf = 80 \times [Fm/F]$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration	80
Total		100%

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 520,000.00**, for the year 2023,2022 and 2021. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR 520,000.00, for liquid asset, for the year 2023,2022 and 2021. – **(Form FIN -2: Financial Situation)**

(or)

Business entities that have not completed one year (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 520,000.00**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than **MVR 520,000.00** – **(Form Fin -4: Line of Credit Letter)**

PRIORITY TO MSME'S

Below MVR 2,500,000

Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: 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.

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: 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.

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: 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.

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. The bidder with the highest ranking with the lowest proposed price will be awarded

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. The bidder with the highest ranking with the lowest proposed price will be awarded

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: 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

(b) 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: 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.

(c) 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. The bidder with the highest ranking with the lowest proposed price will be awarded.

(d) 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.

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 the business was first registered will be considered.

ADDITIONAL INFORMATION

Ministry of Tourism and Environment has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Tourism and Environment.

Section 5

Details of services/materials/work required

Introduction and Background

The Government of Maldives represented by the Ministry of Tourism and Environment (MOTE) has received funding from the Global Environment Facility (GEF) towards the implementation of the project “Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives)” and intends to apply part of the proceeds for “ **Procurement of a conference facility and services for CBIT Maldives Project**”.

The CBIT Maldives project is implemented by MOTE with assistance from the United Nations Environment Program (UN Environment). The objective of the project is to strengthen institutional capacity for tracking mitigation and adaptation actions and establishing climate finance tracking system in the Maldives.

The CBIT Maldives project aims to establish and enhance the Maldives’ transparency system in line with the Enhanced Transparency Framework (ETF) of the Paris Agreement (PA). To achieve this objective, efforts are needed to strengthen and formalize long-term institutional arrangements, systematize data collection and processing, develop indicators, advance methodologies, and improve overall data quality and management procedures for preparing GHG inventories, tracking mitigation and adaptation actions, and monitoring climate finance in an integrated manner. The ultimate goal is to inform the national decision-making process and ensure regular reporting to the UNFCCC.

The project includes two components:

- Component 1: The Maldives’ National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives’ Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.

Objective

The objective of this contract is to procure hall hire and catering services to support various training sessions, stakeholder consultations, committee meetings, and ceremonies to be held under the CBIT Maldives project. The selected service provider must ensure that venues are well-equipped and that catering services meet the required standards to facilitate efficient, comfortable, and productive engagements for participants.

Scope of Assignment

The selected service provider will be responsible for providing hall hire and catering services for the following events.

Hall Requirements

Event	Capacity of Venue	Hall Hire Duration	Number of events
Training	70	8:00 am to 5pm	9
Stakeholder consultation	70	8:00 am to 3pm	7
Project Steering Committee Meeting	30	9:00 am to 1pm	2
Launching Ceremony	70	8:30 am to 1pm	3

Hall Arrangements and Hall Service Requirements

- a. Hall is available for the specified durations
- b. The hall must be ready for use at least 30 minutes prior to the scheduled start time.
- c. The hall should accommodate the specified number of pax in group style seating workshop arrangement
- d. The hall should be air conditioned
- e. Tables and chairs arranged in group style seating with tablecloth
- f. LCD projector, projector screens with HDMI connection cable
- g. 3 portable microphones and a dedicated sound technician should be available for the entire duration of the workshop
- h. Stationery (Pencils, A4 paper)
- i. High-speed Wi-Fi internet access for all participants in all conference areas for the duration of the Workshop
- j. Podium with flower bouquet
- k. ICT support for the duration of the workshop

- l. Clean Washrooms within close vicinity of the hall.
- m. Charging ports should be available at all tables to accommodate participants' use of laptops, with extensions provided if needed to ensure accessibility to charging points for all participants.

Catering Requirements

Catering Requirement	Total Catering Pax for All Events
Morning Tea	800
Lunch	1000
Evening Tea	450

Catering service expectations.

- a. Tea, coffee, and water should be available throughout the event.
- b. Catering must be set up at least 15 minutes before the scheduled service time.
- c. The service provider must adhere to health and safety regulations for food preparation and hall setup.
- d. Single use plastics should not be used in the events.
- e. Morning Tea Break Minimum Requirements
 - Two types of Savoury items (Pastries)
 - 1 type of Sandwich
 - 2 types of desserts
- f. Lunch Buffet Minimum Requirements
 - Salad with Balsamic/ French dressing
 - 2 types of rice
 - Pasta or Spaghetti
 - Sauté vegetables
 - 2 types of meat dishes
 - 3 types of desserts
 - Juice
 - Fresh fruits
- g. Evening Tea Break Minimum Requirements
 - Two types of Savoury items (Pastries)
 - 1 type of Sandwich
 - 2 types of desserts

The number of events and their durations will remain unchanged. However, the exact dates and the final number of participants for each event will be communicated to the service provider with sufficient prior notice.
Requirements for Experience and Qualifications Only similar works with a contract value exceeding MVR 35,000 will be considered for evaluation.
Duration of the Work The duration of the contract is six (6) calendar months.
Budget The maximum allocated budget for the activity is MVR 2,600,000.00
Deliverables • Hall hire for all events as specified. • Catering services for each event as required. • Timely setup, delivery, and cleanup after each event.
Payment Terms • Payments will be made following the completion of each event upon submission of invoices and relevant documentation. • The service provider must submit a document along with each invoice that outlines the remaining number of events and pax. ensuring proper tracking of services delivered versus pending events.