



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE
(IUL)88-ENV/88/2026/67

**CONTRACTOR FOR CIVIL WORKS AND SITE PREPARATION FOR AN AIR
QUALITY MONITORING STATION**

Requesting for proposal (RFP) – Single Envelope

Issued on: 25th March 2026

Issued By: Environmental Management and Conservation Department

Contents

Section 1.....	3
Tender Sheet	3
Section 2.....	5
Instruction for Bidders	5
Section 3.....	11
General and special provisions of the agreement	11
Section 4.....	16
Annex 1	16
Documents and checklist to be submitted by the bidder.....	16
Annex 2	18
Proposal Submission Form	18
Annex 3	19
FIN FORM 1	19
Annex 4	20
FIN FORM 2.....	20
FIN FORM 3.....	21
Annex 6	22
FIN FORM 4.....	22
Annex 7	23
FIN FORM 5.....	23
Annex 8	24
DISCLAIMER FOR CONFLICT OF INTEREST	24
Annex 9	25
Criteria to be used for evaluation of bids.....	25
Section 5	29
Details of work required	29

Section 1

Tender Sheet

Reference No:			
1	<u>Tender Name: Contractor for Civil Works and Site Preparation for an Air Quality Monitoring Station</u>		
2	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Tourism and Environment Date: 31 st March 2026 (Tuesday) Time: 12:00pm Email: tenders@mote.gov.mv CC: airquality@environment.gov.mv Telephone No: 3018300		
3	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Tourism and Environment	Date: 1 st April 2026 (Wednesday)	Time: -
4	<u>Proposal submission deadline:</u> Location: Ministry of Tourism and Environment - Reception	Date: 6 th April 2026 (Monday)	Time: 10:00am
5	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 6th April 2026 at 1005 hours – Contractor for Civil Works and Site Preparation for an Air Quality Monitoring Station – (IUL)88-ENV/88/2026/67” and the submitting party’s name and address Late proposals will be rejected.		
6	<u>Submission address</u> Procurement Department Ministry of Tourism and Environment Faashanaa Maalam, Dharubaaruge, Henveiru		

	Male', 20344, Republic of Maldives Email: tenders@mote.gov.mv Website: www.environment.gov.mv Project name:		
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.	Date: 6 th April 2026 (Monday)	Time: 10:05am
10	<u>Evaluation Criteria on Annex 09</u>		
11	<u>Bid Security amount: 3000 MVR</u>		
12	<u>Performance Guarantee amount: 5%</u>		
<u>Note:</u> If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids.			

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
 - 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.

- | | | |
|-----------------------------|-----|---|
| 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) can 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. |
| | 14.3 | Bids submitted without an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or as required by law. |
| 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 specifies, any bid submitted electronically shall not be accepted.

E. Bid opening and evaluation

17. Bid opening
- 17.1 If the date scheduled for 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 in 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 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 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.
- 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.
- 21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security (Excluding consultancy services) 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.
- 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.
23. Advance and Advance payment guarantee 23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.

- 23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)
- 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.

$$\text{Liquidated Damages} = \text{CP} * 0.005 * \text{LD}$$

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.

$$\text{Liquidated Damages} = \text{CP} * 0.0025 * \text{LD}$$

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 Letters		
5	Documentation of conflict or non-conflict of interest – (Annex 8)		
Financial Proposal			
6	Financial Breakdown Form – (Annex 3 - Form FIN – 1)		
	<ul style="list-style-type: none">• Details of Financial Situation - (Annex 4 - FIN FORM - 2)• Average Annual Turnover – (Annex 5 - FIN FORM – 3)• Line of Credit Letter – (Annex 6 - FIN FORM - 4)		
	<u>Supporting Documents</u> <ul style="list-style-type: none">• Financial statements of the business for the year 2024, 2023 & 2022		
7	Current Contract Commitments / Work in Progress (Annex 7 - Fin Form 5)		
8	Bid Security – MVR 3000		

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 3 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**

Note 02: Awarded party should submit performance guarantee of 5% of the total awarded contract.

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%)	Total
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)

No.	Description	Price/Unit (MVR)	Total
1	Preliminaries		
2	Ground Works		
3	Insitu Concrete Works		
4	Mechanical and Electrical Services		
5	Additions and Omissions		
6	Transport		
Total:			
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 taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and Stamp

Annex 4
FIN FORM 2

Details of Financial Situation

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

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2024	Year 2023	Year 2022

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
2024		
2023		
2022		
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/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *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);*
- *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;*
- *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;*
- *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;*
- *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;*
- *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.*

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

Areas	Details	Points
Price	Lowest Offered Price/ Offered Price ×50 (The lower the price, the more points.)	50
Experience	<p>Points will be awarded based on the document of completion of the works given by the contractor in respect of these types of works done during the last 3 years (2024,2023 & 2022) for more than MVR 400,000. Work-related documents shall be deemed to be related civil works. Submitted documents should state the cost of the work, the level of completion and the date of award and completion.</p> <p>5 points will be awarded for each submission. The maximum score for this section is 20 points.</p>	20
Duration	Lowest Offered Duration / Offered Duration ×30 (The shorter the period, the more points.)	30

***Note: Bidders who fail to submit any qualified experience as per criteria given above shall be subject to disqualification, and the Ministry reserves the right to exclude such bids from further review**

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 400,000** for the year 2024, 2023 and 2022. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 400,000** for liquid asset, for the year 2024, 2023 and 2022– **(Form FIN -2: Financial Situation)**

(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 400,000– (Form Fin -4: Line of Credit Letter)**

Note:

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 4
- For businesses registered within the aforementioned years, the evaluation of minimum annual turnover and liquid assets shall be calculated proportionately, based on the actual duration from the date of registration to the relevant assessment period.

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 work required

Introduction and Background
The Government of the Republic of Maldives through the Ministry of Tourism and Environment wishes to engage a contractor to carry out civil works and site preparation required for the installation of an Air Quality Monitoring Station (AQMS)
Objective
Main objective of the assignment is to prepare the designated site and supporting infrastructure necessary for the installation and operation of an AQMS. This includes constructing the required civil structures, transporting the monitoring equipment to the site, and providing basic electrical connectivity for the system.
Scope of Assignment
The scope of work involves the following tasks to achieve the above objective: The contractor will be responsible for all civil works related to site preparation, including construction of the foundation or base for the AQMS installation. The scope also includes transportation of the AQMS equipment to the site and establishing the necessary electrical connection to enable system setup.
Requirements for Experience and Qualifications
<p>The bidder must demonstrate relevant experience in civil or construction works of a similar nature. Evidence shall be provided through completion certificates, contracts, or other official documents indicating the project value, scope of work, date of award, and completion status.</p> <p>The bidder must have successfully completed at least one construction-related project within the last three (3) years (2022–2024) with a value of not less than MVR 400,000.</p> <p>The bidder must also demonstrate the capacity to carry out civil works, equipment transportation, and installation of basic electrical infrastructure required for the assignment.</p>
Indicative Tasks
<ol style="list-style-type: none">1. Construct the required foundation/base and any related civil structures at the designated AQMS site.2. Transport the AQMS equipment provided by the Ministry to the installation location.3. Install necessary electrical infrastructure required to support the setup and operation of the AQMS system.

Deliverables & Payment Schedule
According to BOQ below

SUMMARY OF BILLS OF QUANTITIES

DESCRIPTION	AMOUNT	%
Bill №: 01 - PRELIMINARIES		
Bill №: 02 - GROUND WORKS		
Bill №: 03 - INSITU CONCRETE WORKS		
Bill №: 04 - MECHANICAL & ELECTRICAL SERVICES		
Bill №: 05 - ADDITIONS AND OMMISIONS		
Bill No: 06 - TRANSPORT		
Sub-Total		
GST 8%		
Grand-Total		

PREAMBLE NOTES

1.1 Discrepancies

All participants in the Tender exercise are deemed to have read the Specifications and BOQ carefully in conjunction with all the Contract Drawings. Any discrepancies between these documents are to be brought to the attention of the Employer and clarified prior to the closing of the Tender. Should any said discrepancies be discovered at a later date, the decision of the Employer is final and any extra cost due to the contractor as a result of such discrepancies will NOT be entertained whatsoever. The Contractor shall, at all times, exercise with care and professional scrutiny to ensure that there are no discrepancies and/or divergence between Contract Drawings and specifications prior to execution of any portion of the Works on site. The Contractor shall immediately give the Employer a written notice specifying any such discrepancies or divergence should he discovered such issues and the Employer shall issue instructions in regard thereto. The Contractor should exercise due diligence in this matter as a failure and/or negligence in complying with the above stated requirements may result in extra costs. Any extra costs incurred in respect therefore shall be borne solely by the Contractor.

1.2 General Notes

1. The Bill of Quantities shall be read in conjunction with the Instruction to Bidders, General Conditions of Contract, Appendix to bid, Technical Specification and Tender Drawings.

2. The rates and prices tendered in the priced Bill of Quantities shall, except in so far as it is otherwise provided under the Contract, include all constructional plant, labour, supervision, materials, transportation, installation/erection, profit, together with all general risks, liabilities and obligations set out or implied in the Contract.

3. The Tenderer is deemed to have visited the site/s and fully acquainted himself as to the location of each of the items and works to be carried out and to all conditions which may affect the performance of the works, including but not limited to:

-Access to each of the roads where solid waste transfer process will be carried out, and Access for the dump site.

-Restrictions applicable to working in proposed area.

-All safety regulations and employer site safety procedures.

4. A rate or price shall be entered against each item in the Bill of Quantities, whether quantities are stated or not. All quantities given herein shall be deemed to be estimated quantities of the work to be done. Tenderer shall check and verify the quantities before submitting the tender.

5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no items are provided but required for completion of contract works, the cost shall be deemed to be distributed among the rates and prices entered for the related item of work. Only properly executed variation orders shall be recognized for additional payment for items not entered in the Bill of Quantities.

6. General directions and descriptions of work and materials are not necessarily repeated or summarized in the Bill of Quantities. The Bidder shall refer to relevant sections of the Contract Document to fully understand the item requirements before entering rates or prices against each item in the Bill of Quantities. No variation is allowed for the given scope of work.

7. If an item is missing in BOQ, but shown in the drawings, Tenderer shall add that items to the additional bills in BOQ.

8. Measurement standard applied for calculation of quantities are according to NRM-2, RICS.

BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL	LABOUR RATE	AMOUNT
1.0.00	Bill №: 01 - PRELIMINARIES					
1.1.00	GENERAL NOTES <u>Abbreviations</u> m - metre nr - numbers m3 - cubic metres m2 - Square metres m - linear metre t - tons inc. - including mm - millimetre SS - stainless steel GI - galvanized iron LS - Lumpsum					
1.2.00	SITE MANAGEMENT COSTS Allow for all on and off site management cost including costs of foreman and assistants, temporary services, telephone, fax, hoardings & similar.					
1.3.00	SIGN BOARD Allow for sign board.					
1.4.00	CLEAN-UP Allow for clean-up upon completion of works.					
1.5.00	INSURANCE, BONDS, GUARANTEES AND WARRANTIES Insurance as stated in the general conditions.					
1.6.00	SAFETY ON SITE					
1.6.01	Safety on site:- Providing and maintaining adequate safety measures on site for all workers and all authorized visitors on site and protecting adjoining properties and people against falling objects or other with regard to the construction works					
1.6.00	TOTAL OF BILL №: 01 - Carried Over To Summary					

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL	LABOUR RATE	AMOUNT
2.0.00	Bill №: 02 - GROUND WORKS					
2.1.00	GENERAL					
	(a) Rates shall include for: leveling, grading, trimming, compacting to faces of excavation, keep sides plumb, backfilling, consolidating, and disposing surplus soil.					
2.2.00	SITE CLEARING					
2.2.01	Clear the area of site from rubbish and vegetable matters, stumps, roots. Rates shall include for removal of trees and tree stumps and disposal of such items.					
2.3.00	EXCAVATION					
	Excavation quantities are measured to the faces of concrete members. Rates shall include for all the additional excavation required to place the formwork. Rates shall include for backfilling.					
2.3.01	Excavation for Foundation pads					
2.4.00	FILLING					
	Rate shall include for: levelling, grading, trimming, compacting and similar					
2.4.01	Compacted earth filling under ground slab					
2.5.00	DAMP-PROOF MEMBRANE					
	Rate shall include for: dressing around and sealing to all penetrations,laps and turnups.					
2.5.01	Polythene damp proof membrane (500 gauge)					
2.7.00	TOTAL OF BILL №: 02 - Carried Over To Summary					

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL	LABOUR RATE	AMOUNT
3.0.00	Bill №: 03 - INSITU CONCRETE WORKS					
3.1.00	GENERAL					
	(a) Rates shall include for: placing in position, making good after removal of formwork, mortar touch up to all concrete and casting in all required items; additional concrete required to conform to structural and excavated tolerances					
	(b) Mix ratio for reinforced concrete shall be based on given Concrete Grade.					
	(c) All structural concrete shall be GRADE M25 and lean concrete shall be GRADE M15					
	(d) Rates shall include for: concrete, formwork, reinforcement, cleaning, fabrication, placing, the provision for all necessary temporary fixings and supports including tie wires and chair supports, laps, distribution bars and wastage.					
	(e) Rates shall include for: all necessary boarding, supports, erecting, framing, temporary cambering, cutting, perforations for reinforcing bars, bolts, strabs, ties, hangers, pipes and removal of formwork.					
	(f) Rates shall include for: cleaning, fabrication, placing the provision for all necessary temporary fixings and supports including tie wires and chair supports, laps, distribution bars and wastage.					
	(g) All reinforcing bars shall be high strength bars.					
	(h) Slab soffits to be finished fairfaced, use plasteciser and formwork with reducing agent.					
	(i) All exposed & external concrete members shall be casted with Masterpel 777 or equivalent water proofing chemical.					
	(j) Rate shall include for applying 2 coats of waterproofing chemical to substructure.(Below ground level)					
3.1.01	Allow for Concrete Testing.					
3.2.00	MASS CONCRETE					
	Quantity is measured to the edges of concrete foundation members. Rates shall be inclusive for any additional concrete required to place the formwork.					
3.2.01	150 mm Lean Concrete					
3.3.00	REINFORCED INSITU CONCRETE					
	CONCRETE SLAB					
3.3.01	300mm Concrete slab					
	CONCRETE TOPPING					
3.3.02	50mm Concrete topping					
3.8.00	TOTAL OF BILL №: 03 - Carried Over To Summary					

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL	LABOUR RATE	AMOUNT
4.0.00	Bill №: 04 - MECHANICAL & ELECTRICAL SERVICES					
4.1.00	GENERAL					
	<p>(a) Design, provide and install electrical network for the entire building complete in accordance to standards set by the local governing body STELCO.</p> <p>(b) The following items and description and the drawings are given as a guidance as to the nature of the information required to be returned by the contractor. Should they not be appropriate the contractor should provide a similar BOQ using the Additions/Omissions sheets provided at the back of this BOQ.</p> <p>(c) The cost shall include for: screws, nails, bolts, nuts, standard cable fixing or supporting clips, brackets, straps, rivets, plugs and all incidental accessories.</p> <p>(d) Rate shall include for necessary chasings, trenching, conduits, cables, cable trays, fittings and clips, cutting holes and chases in brick work/ block work/ concrete work complete with all necessary accessories such as sockets, connections, cable glands and boxes, hardware clips, soldering and jointing materials etc., for proper installing and laying of cables.</p> <p>(e) Rates for electrical isolators, conduits, fittings, equipment and similar items shall include for: all fixings to various building surfaces.</p> <p>(f) All under ground cables directly buried in ground/run in trenches to be properly laid and covered with cable tiles/trench covers. Rate for under ground cables shall include for all necessary excavation, sand layers, concrete tiles, warning strips and back filling with approved quality earth properly compacted, hot dipped galvanized brackets for trenches, accessories, etc as applicable.</p>					
4.2.00	Electrical Connection					
4.2.01	40mm Feeder cable with in corrugated pipe from main electrical source					
4.4.00	TOTAL OF BILL №: 04 - Carried Over To Summary					

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL	LABOUR RATE	AMOUNT
5.0.00	Bill №: 05 - ADDITIONS AND OMMISIONS					
5.1.00	ADDITIONS					
5.1.01	Bill №: 01 - PRELIMINARIES					
5.1.02	Bill №: 02 - GROUND WORKS					
5.1.03	Bill №: 03 - INSITU CONCRETE WORKS					
5.1.04	Bill №: 04 - MECHANICAL & ELECTRICAL SERVICES					
	TOTAL					
5.2.00	OMISSIONS					
5.2.01	Bill №: 01 - PRELIMINARIES					
5.2.02	Bill №: 02 - GROUND WORKS					
5.2.03	Bill №: 03 - INSITU CONCRETE WORKS					
5.2.04	Bill №: 04 - MECHANICAL & ELECTRICAL SERVICES					
	TOTAL					
5.3.00	TOTAL OF BILL №: 5 - Carried Over To Summary					

Item	Description	Unit	Qty	Material	Labour Rate	Amount
6.0	Bill No. 6 - TRANSPORT					
6.1	Transport of shed from the storage site to the work site					
6.2	Total of Bill No. 6 Carried Over to Summary					