



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2023/572

BUILDING AND INSTALLATION OF 7 OUTDOOR SIGNBOARDS IN LAAMU ATOLL

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
Project”**

Issued on: 24th December 2023

Issued By: Enhancing National Development through Environmentally Resilient Islands
(ENDhERI)

Project – Project Management Unit

Table of Contents

- SCHEDULE OF CRITICAL DATES 3
- SUBMISSION REQUIREMENTS 3
- a. Technical Proposal – Standard Forms 3
- b. Financial Proposal – Standard Forms 3
 - 1. INTRODUCTION 4
 - 2. SCOPE OF WORKS 4
 - 4. TECHNICAL SPECIFICATIONS 4
 - 5. DELIVERABLES 6
 - 6. EVALUATION CRITERIA 7
 - 8. CLARIFICATIONS 8
- ANNEX A 8
- TECH FORM 1 – Proposal Submission Form 9
- FIN FORM 1 – Financial Proposal Submission Form 10
- FIN FORM 2 – Financial Breakdown Form 11
- FIN FORM 3 – Financial Situation 12
- FIN FORM 4 – Average Annual Turnover 13
- FIN FORM 5 – Financial Resources 14
- FIN FORM 6 – Line of Credit Letter 15
- FIN FORM 7 – Current Contract Commitments / Work in Progress 16

SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	24 th December 2023
Bid queries submission timeline	24 th December 2023 to 31 st December 2024 at 1200hrs
Bid clarification deadline	02 nd January 2023 at 1200hrs
Proposal submission deadline	10 th January 2024 at 1000hrs

SUBMISSION REQUIREMENTS

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 A.

a. Technical Proposal – Standard Forms

1. Proposal submission form **(signed by the owner of the entity or person with power of attorney to sign) – (Tech Form 1)**
2. Copy of Business (company/partnerships/institutions) registration certificate.
3. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
4. Tax payer registration Certificate / Notification Copy
5. SME Registration Certificate (If any)

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form **(signed by the owner of the entity or person with power of attorney to sign)**
2. FIN FORM – 2 Financial Breakdown Form
3. FIN FORM 3: Details Financial Situation (if applicable)
4. Financial statements of the business for the year 2022, 2021 & 2020 (if applicable)
5. 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)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter

9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 02: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report.

1. INTRODUCTION

The Ministry of Climate Change, Environment and Energy is seeking bids from qualified companies who are experienced in construction and woodworking to build and install seven frames for outdoor signage boards.

2. SCOPE OF WORKS

The tasks to be undertaken by the selected party under this Terms of Reference are build and install seven frames for signage boards in three islands of Laamu Atoll for Ministry of Climate Change, Environment and Energy (MCCEE).

1. List of items / goods to be procured under this project:

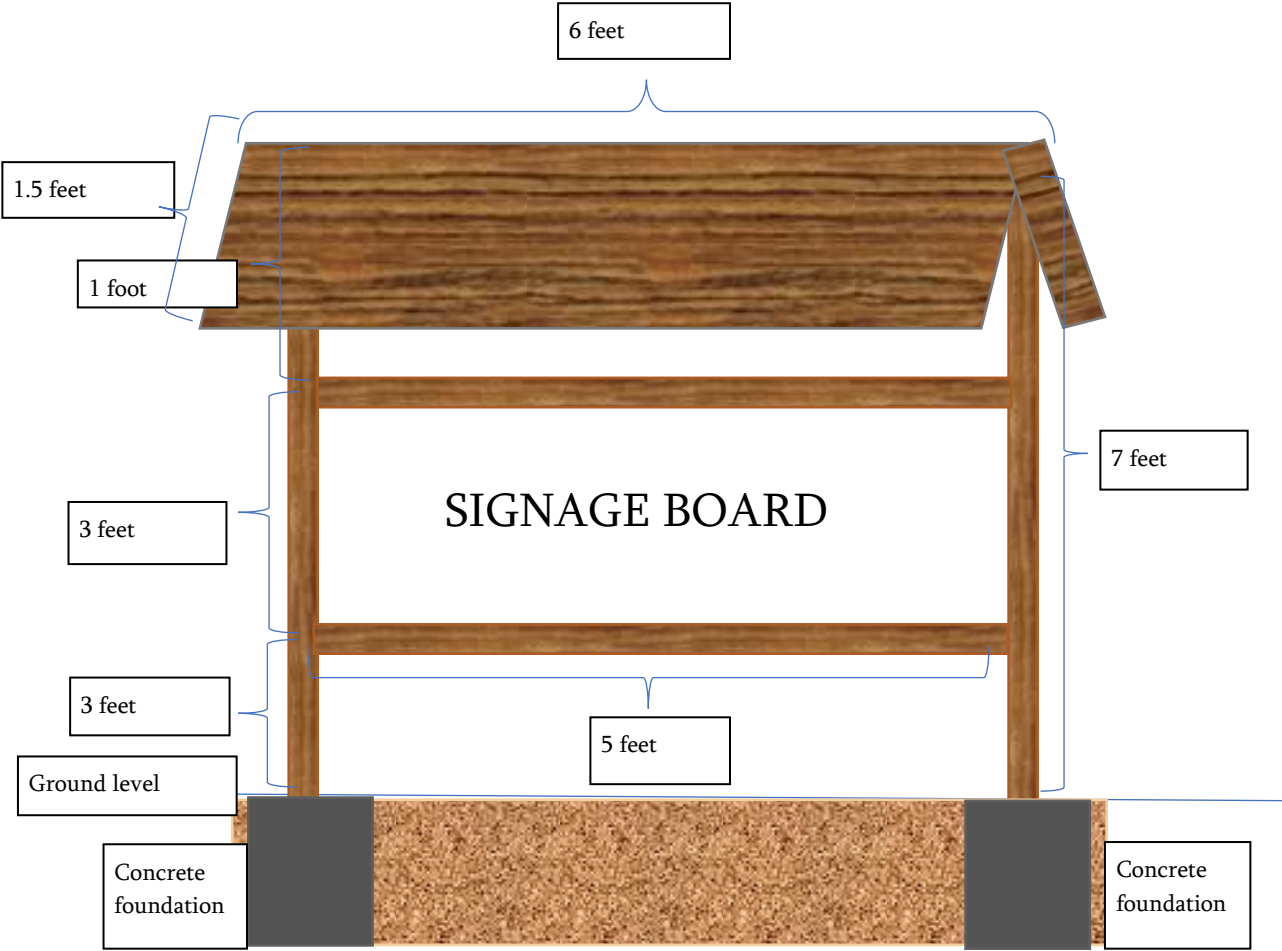
#	Item	Quantity
1	Wooden frame for signage board in Laamu Gan	1
2	Wooden frame for signage boards in Laamu Hithadhoo	3
3	Wooden frame for signage board in Laamu Fonadhoo	1
4	Wooden frame for signage board in Laamu Maavah	1
5	Wooden frame for signage board in Laamu Isdhoo	1

3. TECHNICAL SPECIFICATIONS

- Frame should fit signage boards of size 62 inches wide by 38 inches high with a thickness of 6mm.
- Frame should insert and cover one inch of the signage board from each side.

- Frame should be made from chemical treated pine wood.
- Signage board should be attached to the frame via screws or glue in a way that does not damage or obstruct the signage board.
- The frame should be installed in the ground on two concrete foundations.
- The concrete foundations should be 1 square foot in size (1 foot length, 1 foot width, 1 foot height)
- Concrete used for the foundation should have a minimum ratio of 1 part cement, 2 parts sand and 4 parts aggregate.
- No part of the foundation should be visible above the ground.
- Bottom edge of the Signage board should have a 3 foot clearance from the ground
- There should be a double sloped (gable) roof covering the entire width of the signboard, each side of the roof should extend 1.5 feet front and back from the center, and should extend 6 inches from each side.
- Bottom edge of the roof slope should be above the top of the signboard, and top of the roof slope should be two feet higher than the top of the signboard.
- The wood used for the frame should be treated with chemicals or otherwise treated to increase durability in outdoor conditions.

Diagram of dimensions:



4. DELIVERABLES

The selected party under this Terms of Reference are to build and install the following items at specific locations in three islands of Laamu atoll as advised by the Ministry of Climate Change, Environment and Energy (MCCEE).

#	Item	Quantity
1	Construction and installation of frames for signage boards	7

5. EVALUATION CRITERIA

1. Pre-Evaluation

- a. Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - i. Bidder conforms to all requirements identified under Section A Mandatory Documents and requirements.
- b. Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation.
- c. Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

2. Technical Evaluation

- a. Technical evaluation is to confirm if the proposed server does comply with all the requirements listed under the technical requirements. Ministry of Climate Change, Environment and Energy holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non-responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation

- a. The proposal would be qualified to this stage after being assessed in pre-evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 85$	85%
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 10$	10%
3	Experience $\frac{\text{Total experience points}}{100} \times 5$	5%

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 10 points.

6. SUBMISSION:

Bid submission	On or before 10th January 2024 at 1000 hours local time
Bid opening	10 th January 2024 at 1005 hours local time. 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.
Submission instruction	Proposals must be delivered in sealed envelopes titled "Do not Open Before 10th January 2024 at 1005hrs hours- Build and Installation of seven outdoor signage boards" and the submitting party's name and address Late proposals will be rejected.
Submission address	Procurement Section Ministry of Climate Change, Environment and Energy Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

7. CLARIFICATIONS

Any clarification regarding this Terms of Reference shall be addressed to;

Procurement Section

Email: procurement@environment.gov.mv

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives

Email:

Website: www.environment.gov.mv

Project name: Enhancing National Development through Environmentally Resilient Islands

(ENDhERI)

ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, would like to express my interest for the **'BUILDING AND INSTALLATION OF 7 OUTDOOR SIGNBOARDS'** in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2023/572 dated 7th January 2024, I am hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Name of Individual:

Address:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer the express my interest for the **“BUILDING AND INSTALLATION OF 7 OUTDOOR SIGNBOARDS** ‘in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2023/572 dated 7th January 2024 in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature:

Name and Title of Signatory:

Address:



FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	MVR
1	BUILDING AND INSTALLATION OF 7 OUTDOOR SIGNBOARDS	
	Total	
	GST	
	Total with GST	

The quotation is valid for 120 days from the date of Application.

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.

Authorized Signature and stamp



FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2022:	Year 2021:	Year 2020:
Information from Balance Sheet			

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



FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		

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.



FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No	Source of financing	Amount (MVR equivalent)
1		
2		
3		



FIN FORM 6 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[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: _____



FIN FORM 7 – Current Contract Commitments / Work in Progress

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.					



GENERAL INFORMATION

1	Bid Awarding	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	<p>If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (.... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.</p> <p>(Excluding Consultancy Service)</p>
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
3	Securities (Excluding Consultancy Service)	



	3.1	<p>If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days.</p> <p>Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.</p> <p>Bank Cheques, Bonds and Cash will not be accepted as bid security.</p>
4	Advance Payment (Excluding Consultancy Service)	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the <i>Employer</i> shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.