



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2022/12

Procurement of Advertising Services

[12th January 2022]

Prepared by:

Project Management Unit

Strengthening Low Carbon Energy
Island Strategies (LCEI) Project



Table of Contents

1. Introduction.....	3
2. Scope of work.....	3
3. Evaluation Criteria	3
4.1 Pre-Evaluation.....	3
4.2 Evaluation	4
4. Payment.....	4
5. Application.....	5
6. Queries	5
7. Submission.....	5
Annex 1 - Financial Breakdown Form	7
Annex 2– Assessment of Financial Capability of Bidder	8
Evaluation criteria.....	8
FORM – FIN – 1: Annual Turnover.....	9
FORM – FIN – 2: Financial Situation	10
FORM – FIN – 3: Line of Credit Letter	11

1. Introduction

Ministry of Environment, Climate Change and Technology seeks to engage a competent party to advertise public awareness materials on LED billboards at various public locations and TV Channels.

2. Scope of work

Advertising of 30-second awareness videos on the following LED billboards and TV channels for a period of 3 months;

#	Mode	Period
1)	LED Billboard at Ekuveni	3 months
2)	LED STELCO MaaTV	3 months
3)	Primetime on PSM TVM Channel	3 months
4)	Primetime on one private TV Channel	3 months

The material to be displayed will be provided by the Ministry.

3. Evaluation Criteria

4.1 Pre-Evaluation

- a) Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Final Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 2 for details.
 - Bidder has submitted all the required documents as per section 5 of the TOR
- b) Substantially non-responsive bids at this pre-evaluation stage will be rejected from evaluation.
- c) Evaluation will be undertaken for substantially responsive bids identified at this pre-evaluation stage

4.2 Evaluation

The proposal which fulfills the pre-evaluation requirements would be qualified to this stage after being assessed in pre-evaluation.

Proposals will be ranked according to:

#	Description	Points (percentage)
1	Experience $\frac{\text{Total experience points}}{100} \times 10$	10%
2	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 90$	90%

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 2 points.

The proposal with the lowest financial quote will get the maximum Financial Score of 90 points.

4. Payment

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
1. Submission of report providing evidence that the awareness materials were displayed for 1 month	30%
2. Submission of report providing evidence that the awareness materials were displayed for 1 month	30%
3. Submission of report providing evidence that the awareness materials were displayed for 1 month	40%
Total	100%

5. Application

Proponent should submit their proposals containing the following:

- a) Business profile
- b) Copy of SME registration certificate
- c) Copy of business registration certificate
- d) Tax registration certificate
- e) Copy of Notification of Tax Registration
- f) Tax clearance certificate
- g) Financial Breakdown Form, provided in Annex 1
- h) Form FIN -1: Financial situation, provided in Annex 2
- i) Form FIN – 2: Average annual turnover, provided in Annex 2
- j) Financial documents stated in Annex 2

6. Queries

For any queries please email to procurement@environment.gov.mv and CC to low.carbon@environment.gov.mv before **1200 hrs on 16th January 2022**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **17th January 2022**.

7. Submission

Bid submission	On or before 23rd January 2022 at 1100 hours local time
Bid opening	23rd January 2022 at 1100 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 <i>“Do not Open Before 23rd January 2022 at 1100 hours - Procurement of Advertising Services”</i> and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu

	<p>Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv CC: low.carbon@environment.gov.mv Website: www.environment.gov.mv Project name: Strengthening Low Carbon Energy Island Strategies (LCEI) Announcement number: (IUL)438-CCD/438/2022/12</p>
--	---

Annex 1 - Financial Breakdown Form

Reference No: (generated by the proponent)

Quotation validity: 60 days

No.	Quantity	Description	Price/Unit (MVR)	Total
		Total:		
		GST		
		Total with GST		

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

Annex 2– Assessment of Financial Capability of Bidder

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 30,000.00**, for the year 2021 – **Submit Form FIN - 1: Annual Turnover**

(OR)

- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 30,000.00**, for liquid asset, for the year 2021 – **Submit Form FIN - 2: Financial Situation**

(OR)

- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement), to be eligible the business's bank statement must show a credit balance of minimum **MVR 30,000.00**

(OR)

- d. 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 3. (credit limit shall be no less than **MVR 30,000.00**– **Submit Form FIN – 3: Line of Credit Letter**

FORM – FIN – 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data		
Year	Amount Currency	MVR Equivalent
2021		

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.

FORM – FIN – 2: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2020

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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

FORM – FIN – 3: 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/supplier issuing the letter) 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: _____