



# MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

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MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2022/116

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## Procurement of Advertising Services

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[05th April 2022]

*Prepared by:*

Project Management Unit

Strengthening Low Carbon Energy  
Island Strategies (LCEI) Project



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**i. SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date	05 <sup>th</sup> April 2022
Bid queries submission deadline	11 <sup>th</sup> April 2022
Bid clarification publishing date	12 <sup>th</sup> April 2022
Proposal submission deadline	19 <sup>th</sup> April 2022 11:00Hrs

**ii. SUBMISSION REQUIREMENTS**

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

- Completed financial proposal submission form (FORM 1) – Annex 1
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references.
- Completed Financial Breakdown Form (FORM 2) – Annex 1
- Work Schedule (FORM - 3) - Annex 1
- Reference letters and pictures of previous works relevant to this TOR
- Copy of Company/Institution Registration
- Copy of SME registration certificate
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued from Maldives Inland Revenue Authority
- Documentation to determine financial capabilities as per Annex 2.

## 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.

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

The material to be displayed will be provided by the Ministry. The bidder must include the duration for which each of these services can be provided. The duration must be the same for all four modes of advertisement.

## 3. Price

This assignment must be carried out at the rate of **MVR 153,000.00** (Inclusive of all taxes)

## 4. Duration

The bidder must propose the duration for which services can be provided within the price set by the Ministry.

## 5. 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 7 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 Final 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	Duration $\frac{\text{Duration proposed}}{\text{Highest Duration Proposed}} \times 90$	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 highest duration will get the maximum Duration Score of 90 points.

## 6. 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 1/3 of the proposed duration	30%

2. Submission of report providing evidence that the awareness materials were displayed for 2/3 of the proposed duration	30%
3. Submission of report providing evidence that the awareness materials were displayed for 3/3 of the proposed duration	40%
Total	<b>100%</b>

## 7. Application

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in the Annexes):

- Completed financial proposal submission form ([FORM 1](#)) – Annex 1
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references.
- Completed Financial Breakdown Form ([FORM 2](#)) – Annex 1
- A summary of the work plan must be presented in the format in Work Schedule ([FORM -3](#)) - Annex 1 showing in the form of a bar chart the duration proposed for each activity.
- Demonstrations of required experiences listed in this TOR – reference letters and pictures of previous works
- Copy of Company/Institution Registration
- Copy of SME registration certificate
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority ( If Registered)
- Tax payer registration Certificate / Notification Copy
- Tax Clearance Report issued from Maldives Inland Revenue Authority
- Documentation to determine financial capabilities as per Annex 2.

## 8. Queries

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [low.carbon@environment.gov.mv](mailto:low.carbon@environment.gov.mv) before **1200 hrs on 11<sup>th</sup> April 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](http://www.environment.gov.mv)) on **12<sup>th</sup> April 2022**.

## 9. Submission

Bid submission	On or before <b>19<sup>th</sup> April 2022 at 1100 hours</b> local time
Bid opening	<b>19<sup>th</sup> April 2022 at 1100 hours'</b> 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 <b><i>“Do not Open Before 19<sup>th</sup> April 2022 at 1100 hours - Procurement of Advertising Services”</i></b> and the submitting party's name and address  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	<b>Procurement Section</b> Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu 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/438/2022/116

# ANNEX 1: STANDARD FORMS



## FORM -1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Procurement of Advertising Services**”- in accordance with your Request for Proposal dated [xxx]. Our attached Financial Proposal is for the sum of MVR 153,000.00 [One Hundred and Fifty-Three Thousand Maldivian Rufiyaa]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

## FORM 2 – FINANCIAL BREAKDOWN FORM

**Reference No: (generated by the proponent)**

**Quotation validity: 60 days**

No.	Duration (days)	Description	Price/Unit (MVR)	Total
		LED Billboard at Ekuveni		
		LED STELCO MaaTV		
		Primetime on PSM TVM Channel		
		Primetime on one private TV Channel		
		<b>Total with GST</b>		

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

**FORM-3: WORK SCHEDULE**

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>						
	1st	2nd	3rd	4th	5th	6th	...
Activity (Work)							
_____							
_____							
_____							

## ANNEX 2 – FINANCIAL FORMS

## **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 30,600.00**, 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 30,600.00**, 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 30,600.00**  
**(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 **Form FIN – 3:** (credit limit shall be no less than **MVR 30,600.00–**  
**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 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	
<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"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statement must be complete, including all notes to the financial statements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul>	

**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: \_\_\_\_\_