



**MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY**

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**MALE' REPUBLIC OF MALDIVES**

Announcement Reference No: (IUL)438-ENV/438/2023/122

**Procurement of venue, catering and services to conduct Network Meeting of the South Asia National Ozone Officers and Twinning Customs and National Ozone Officers Workshop**

27th March 2023

*Prepared by:*

National Ozone Unit

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## 1 Introduction

The Government of Maldives wishes to host the Network Meeting of the South Asia National Ozone Officers from 21<sup>st</sup> to 25<sup>th</sup> May 2023. This meeting will be held in-person.

The main objective of the meeting is to facilitate network countries to share experiences/good practices in various areas under the Montreal Protocol, further discuss the implementation of Conclusion and Recommendations from the Joint Network Meeting in October 2022, including issues to be considered at the upcoming Montreal Protocol related meetings and implications from recent meetings, refrigeration and air conditioning (RAC) servicing sector, preparation of Kigali HFC implementation plan (KIPs), cold chain sector, energy efficiency, refrigerant management, and other cross-cutting issues such as gender mainstreaming and CAP services, etc.

In this regard the Ministry of Environment, Climate Change & Technology (MECCT) is seeking the services of a conference facility or, four star or more hotel/resort in Male' or nearby for provision of conference facilities, catering and transfer services for hosting the above mentioned workshop.

## 2 Scope of work

The scope of the assignment will include the following:

### 2.1 Meeting Venue Hire

The conference space, including the rooms and other facilities as indicated below, should be available to MECCT one-day prior (starting from 04:00 p.m. on 20<sup>th</sup> May 2023) to the commencement of the Workshop.

	<u>Date</u>	<u>Time</u>	<u>Seating</u>
<b><u>Room 1</u></b>	21 <sup>st</sup> May - 23 <sup>rd</sup> May	From 0830hrs to 1730hrs	Minimum 35 people
<b><u>Room 2</u></b>	21 <sup>st</sup> May - 23 <sup>rd</sup> May	From 0830hrs to 1730hrs	Minimum 35 people
<b><u>Room 3</u></b>	24 <sup>th</sup> May – 25 <sup>th</sup> May	From 0830hrs to 1730hrs	Minimum 70 people

**2.1.1.1 Equipment, Supplies and Utilities for Room 1 (21<sup>st</sup> – 23<sup>rd</sup> May):**

#Room 1		Quantity
1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	35
2)	Laptop	1
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1
4)	Electric Plug/Socket per table	35
5)	Projector and screen set up	1
6)	Wireless microphone	3
7)	Speakers/sound system	1
8)	Flip board stand	2
9)	Flip chart	2
10)	Markers	5
11)	Writing Materials (Paper, Pencil, Pen)	35
12)	Wifi for all participants	1
13)	Podium	1

**2.1.1.2 Equipment, Supplies and Utilities for Room 2(21<sup>st</sup> – 23<sup>rd</sup> May):**

#Room 2		Quantity
1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	35
2)	Laptop	1
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1
4)	Electric Plug/Socket per table	35

TERMS OF REFERENCE

5)	Projector and screen set up	1
6)	Wireless microphone	3
7)	Speakers/sound system	1
8)	Flip board stand	2
9)	Flip chart	2
10)	Markers	5
11)	Writing Materials (Paper, Pencil, Pen)	35
12)	Wifi for all participants	1
13)	Podium	1

*2.1.1.4 Equipment, Supplies and Utilities for Room 3 (24<sup>th</sup>-25<sup>th</sup> May):*

#Room 3		Quantity
1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	70
2)	Laptop	1
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1
4)	Electric Plug/Socket per table	70
5)	Projector and screen set up	2
6)	Wireless microphone	3
7)	Speakers/sound system	1
8)	Flip board stand	2
9)	Flip chart	2
10)	Markers	10
11)	Writing Materials (Paper, Pencil, Pen)	70
12)	Wifi for all participants	1
13)	Podium	1

## 2.2 Catering

Date	Day	Catering*		
		Type	Time	No. Pax
21 <sup>st</sup> to 23 <sup>rd</sup> May 2023	Sunday - Tuesday	Tea and Coffee	Throughout the workshop	70
		Finger Foods	09:30 hrs	70
		Lunch	12:00 hrs	70
		Finger Foods	15:00 hrs	70
24 <sup>th</sup> to 25 <sup>th</sup> May 2023	Wednesday & Thursday	Tea and Coffee	Throughout the workshop	70
		Finger Foods	09:30 hrs	70
		Lunch	12:00 hrs	70
		Finger Foods	15:00 hrs	70

- Single Use Plastic items should not be used
- Vegetarian and Halal options should be provided

## 3 Payment Schedule

100% of the payment will be made upon the completion of the scope and deliverables.

## 4 Evaluation Criteria

### 4.1 Pre-Evaluation

- a) Pre-Evaluation will be carried out based on the documentation requirement prior 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 meets all requirements identified under Section 2 and 3. Scope of Work and Venue hire and catering.
- b) Substantially non-responsive bids at this pre-evaluation stage will be rejected from further evaluation.
- c) Evaluation will be undertaken for substantially responsive bids identified at pre-evaluation stage

## 4.2 Evaluation

The proposals which fulfill 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	<ul style="list-style-type: none"> <li>• Experience in relevant events               <ul style="list-style-type: none"> <li>○ Experience in delivering similar event services <i>1 event = 10 point, (max 40 points)</i></li> <li>○ Experience will count only above MVR 35000 similar works.</li> </ul> </li> </ul>	40%
2	Price  $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 60$	60%

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

### Financial Situation evaluation

To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 300,000.00, for the year 2021,2020 and 2019. (Submit Form FIN-1 Annual Turnover)

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR 300,000.00, for liquid asset, for the year 2021 ,2020 and 2019. – (Submit 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 300,000.00

(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 300,000.00 – (Submission Form Fin -4: Line of Credit Letter)

### **Selection Criteria of Regional Based business and MSME business**

#### 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

#### Criteria on classifying regional based business

Check the bidders permanent address, if the bidder is a sole proprietorship

Check the island to which the business is registered, if the bidder is not a sole proprietorship



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 1<sup>st</sup> 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 1<sup>st</sup> 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 Environment, Climate Change and technology 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 NOU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This does not include the DSA.

### 4.3 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.

#### Technical Proposal – Standard Forms

Proposal submission form (signed by the owner of the entity or person with power of attorney to sign) – (Tech Form 1)

Copy of Business (company/partnerships/institutions) registration certificate.

Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered

Tax payer registration Certificate / Notification Copy

SME Registration Certificate (If any)

Company Profile

#### Financial Proposal – Standard Forms

FIN FORM 1 – Financial Proposal Submission Form (signed by the owner of the entity or person with power of attorney to sign)

FIN FORM – 2 Financial Breakdown Form

FIN FORM 3: Details Financial Situation (if applicable)

Financial statements of the business for the year 2019, 2020 & 2021 (if applicable)

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)

FIN FORM – 4: Average Annual Turnover

FIN FORM -5: Financial Resources

FIN FORM -6: Line of Credit Letter (If applicable)

FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Key Experts (herein referred to as the 'Consultant') carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in Form 5 will be considered for the evaluation process.

Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

## 5 Submission

Bid submission	On or before <b>5<sup>th</sup> April 2023 at 1000</b> hours local time
Bid opening	<b>5<sup>th</sup> April 2023 at 10:10</b> 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  <b><i>“Do not Open Before 5<sup>th</sup> April 2023 at 1000 - Procurement of venue, catering and services to conduct Network Meeting of the South Asia National Ozone Officers and Twinning Customs and National Ozone Officers Workshop”</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: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> National Ozone Unit Announcement number: (IUL)438-ENV/438/2023/122

## 6 Annex A

### 1. TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “Procurement of venue, catering and services to conduct Network Meeting of the South Asia National Ozone Officers and Twinning Customs and National Ozone Officers Workshop” in accordance with your Request for Proposal dated (.....). I hereby submit 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 staff. my 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

## **2. FIN 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 venue, catering and services to conduct Network Meeting of the South Asia National Ozone Officers and Twinning Customs and National Ozone Officers Workshop”- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our 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.

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:

### 3. FIN FORM 2 – Financial Breakdown Form

**Date:**

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

No.	Description	Price/Unit (MVR)	Total
1	Hiring of room 1 (21 <sup>st</sup> to 23 <sup>rd</sup> May minimum of 27 seating capacity)		
2	Hiring of room 2 (21 <sup>st</sup> to 23 <sup>rd</sup> May minimum of 27 seating capacity)		
3	Hiring of room 3 (24 <sup>th</sup> to 25 <sup>th</sup> May minimum of 54 seating capacity)		
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

**The quotation is valid for 90 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.

Authorized Signature and stamp

#### 4. FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

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



## 5. 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
2021		
2020		
2019		
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.

## 6. 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		

## 7. 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: \_\_\_\_\_

## 8. 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.					

CHECKLIST FOR DELIVERABLES

#Room 1		Quantity	Check
1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	35	
2)	Laptop	1	
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1	
4)	Electric Plug/Socket per table	35	
5)	Projector and screen set up	1	
6)	Wireless microphone	3	
7)	Speakers/sound system	1	
8)	Flip board stand	2	
9)	Flip chart	2	
10)	Markers	5	
11)	Writing Materials (Paper, Pencil, Pen)	35	
12)	Wifi for all participants	1	
13)	Podium	1	
#Room 2		Quantity	Check
1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	35	
2)	Laptop	1	
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1	
4)	Electric Plug/Socket per table	35	
5)	Projector and screen set up	1	
6)	Wireless microphone	3	
7)	Speakers/sound system	1	
8)	Flip board stand	2	
9)	Flip chart	2	
10)	Markers	5	
11)	Writing Materials (Paper, Pencil, Pen)	35	
12)	Wifi for all participants	1	
13)	Podium	1	
#Room 3		Quantity	Check

1)	Tables and chairs (with table cloth) with classroom style arrangement for 4-6 individuals per group	70	
2)	Laptop	1	
3)	Multipurpose photocopier/printer (with double-sided-printing option and scanning function. Must be connected to the laptop)	1	
4)	Electric Plug/Socket per table	70	
5)	Projector and screen set up	2	
6)	Wireless microphone	3	
7)	Speakers/sound system	1	
8)	Flip board stand	2	
9)	Flip chart	2	
10)	Markers	10	
11)	Writing Materials (Paper, Pencil, Pen)	70	
12)	Wifi for all participants	1	
13)	Podium	1	

Date	Day	Catering*			Check
		Type	Time	No. Pax	
21 <sup>st</sup> to 23 <sup>rd</sup> May 2023	Sunday - Tuesday	Tea and Coffee	Throughout the workshop	70	
		Finger Foods	09:30 hrs	70	
		Lunch	12:00 hrs	70	
		Finger Foods	15:00 hrs	70	
24 <sup>th</sup> to 25 <sup>th</sup> May 2023	Wednesday & Thursday	Tea and Coffee	Throughout the workshop	70	
		Finger Foods	09:30 hrs	70	
		Lunch	12:00 hrs	70	
		Finger Foods	15:00 hrs	70	

### General Information

<b>1</b>	<b>Bid Awarding</b>	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds <b>MVR 500,000</b> 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.  <b>(Excluding Consultancy Service)</b>
	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.
<b>2</b>	<b>Liquidated Damages (Excluding Consultancy Service)</b>	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the Public Procurement Regulation</b> 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 <b>defined in the Public Procurement Regulation</b> . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
<b>3</b>	<b>Securities (Excluding Consultancy Service)</b>	

	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>
<b>4</b>	<b>Advance Payment (Excluding Consultancy Service)</b>	
	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)
<b>5</b>	<b>Arithmetic</b>	
	5.1	Provided that the Tender is substantially responsive, the Employer 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.