

Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE
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Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives

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i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	29 January 2024
Bid queries submission timeline	29 January 2024 - 05 February 2024
Bid clarification deadline	06 February 2024
Proposal submission deadline	19 February 2024

ii. 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. Approach, Methodology and Work Plan – (Tech Form 2) – **Not Applicable**
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity. – **Not Applicable**
4. Curriculum Vitae (CV) of the identified key Experts (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the Team Leader and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration - If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy

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. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2022, 2021 and 2020
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

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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: 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

1. Introduction and Background

The Government of the Maldives has received funding from the Global Environment Facility (GEF) for the project “Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (company/partnerships/institutions/local JV/sole proprietorship) to develop, four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives.

2. Project Background

This project in Maldives is part of the “Indian Ocean Child Project” that will be implemented by UNDP in four Small Island Developing States (SIDS): Union of Comoros, Maldives, Mauritius and Seychelles. The objective of the Indian Ocean Regional Project is for each participating SIDS to prevent the future build-up of materials and chemicals entering SIDS that contain Persistent Organic Pollutants (POPs), mercury and other hazardous chemicals; to safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS; and to ensure the safe management of products continuing to enter SIDS by closing the material and product loops. The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

The Indian Ocean Child Project is one of five (5) child projects that is part of a GEF funded UN Environment led global programme titled “Implementing Sustainable Low And Non-Chemical Development in SIDS” (“the GEF ISLANDS Programme”), which will be implemented in 30 SIDS across 3 regions (Caribbean, Indian Ocean and Pacific). The GEF ISLANDS Programme also contains a global coordination, knowledge management and communication child project, which will share knowledge and experiences across all regions to address challenges posed by chemicals and wastes common to all SIDS and to stimulate inter-regional cooperation on these issues.

In this regard, the Ministry of Climate Change, Environment and Energy is seeking consultancy service to develop four (4) documents to capture best practices and technologies related to chemicals and hazardous waste management in the Maldives.

3. Objective and Scope of Assignment

The main objective of this consultancy work is to properly document and distribute the successful chemical management related activities in the Maldives. These case studies will act as a referential source in capturing best practices, technologies and lessons-learned related to the sound management of chemicals and waste in SIDS countries.

The following outlines the 4 thematic subjects of the case studies to be documented as per this consultancy:

1. Collection, transport and disposal of hazardous/priority waste in the Maldives;
2. Sound Management of hazardous waste in the tourism sector in the Maldives;
3. Finance mechanisms related to chemicals and hazardous waste management in the Maldives;
4. Collection, processing and export of recyclables in the Maldives.

The Consultant will be supported by the Project Management Unit. The tasks to be undertaken by the Consultant is outlined in this Terms of Reference (TOR) and are to be undertaken in close collaboration with the Ministry of Climate Change, Environment and Energy and relevant stakeholders as necessary, and include but are not necessarily limited to deliverables stated in section 4 (Deliverables and Payment Schedule).

4. Deliverables and Payment Schedule

	DELIVERABLE	DETAILS	DURATION	PAYMENT SCHEDULE	OUTPUT
1	Inception report	Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR.	Three weeks upon the signing of the contract	10% upon completion and approval of outputs in deliverable 1	- Inception meeting report
2	Methodology and workplan	<p>Presentation of the detailed work plan outlining the technical approach and methodology of the assignment. The report shall be furnished comprising the following sections or similar as agreed with the project team:</p> <ul style="list-style-type: none"> • Introduction • Workplan <ul style="list-style-type: none"> ○ Timeline (Present a detailed timeline for the entire consultancy which includes breakdown of the timeline into specific milestones) ○ Activities ○ Resources (Use of scientific resources if any) • Methodology <ul style="list-style-type: none"> ○ Research design (State and justify the research design and case was opted) ○ Data Collection (Provide details on the methods of data collection and instruments used if any) 		10% upon the completion and approval of outputs outlined in this deliverable.	- Approved detailed workplan and methodology

		<ul style="list-style-type: none"> ○ Procedure (explanation of the research/study process) ○ Data analysis ○ Validity and reliability ○ Ethical Considerations ○ Limitations ● Concluding section 			
3	Case Study 1 - Collection, transport and disposal of hazardous waste or priority waste streams	Prepare and submit draft report for review and feedback	12 th Week upon submission of Deliverable 2	20% upon completion and approval of outputs in deliverables 2	- Draft report
		Submission of final copy of Case Study report 1	15 th Week upon submission of Case study 1 draft report		- Final report - Dhivehi summary
4	Case Study 2 - Management of hazardous waste in the tourism sector in the Maldives	Prepare and submit draft report for review and feedback	24 th Week upon submission of Deliverable 3	20% upon completion and approval of outputs in deliverable 3	- Draft report
		Submission of final copy of Case Study report 2	27 th Week upon submission of Case study 2 draft report		- Final report - Dhivehi summary
5	Case Study 3 - Innovative finance mechanisms related to the sound management of chemicals and hazardous waste management in the Maldives	Prepare and submit draft report for review and feedback	36 th Week upon submission of Deliverable 4	20% upon completion and approval of outputs in deliverables 4	- Draft report
		Submission of final copy of Case Study report 3	40 th Week upon submission of Case study 3 draft report		- Final report - Dhivehi summary

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6	Case Study 4 - Collection, processing and export of recyclables	Prepare and submit draft report for review and feedback	48 th Week upon submission of Deliverable 5	20% upon completion and approval of outputs in deliverables 4	- Draft report
		Submission of final copy of Case Study report 4	52 nd Week		- Final report - Dhivehi summary

5. Duration of the Consultancy

Duration of the assignment is **12 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

6. Reporting Obligations

The Consultant is required to coordinate with the PMU, relevant government and non-government institutions during the consultation so that risks are identified, avoided, mitigated and managed throughout the assignment. The Consultant will report directly to the ISLANDS project PMU.

PMU will facilitate the Consultant in setting up and obtaining relevant documents, arranging meeting rooms at MCCEE, logistical and venue arrangements for stakeholder workshops if required.

Unit: Implementing Sustainable Low and Non-Chemical Development in SIDS

Project Management Unit

Environmental Management and Conservation Department

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun

Maafannu, Male', 20392

Republic of Maldives

Project: "Implementing Sustainable Low and Non-Chemical Development in SIDS (ISLANDS)"

Duty Station: The Consultants will be home-based and shall attend to progress meetings with PMU once every 2 weeks and on need basis. PMU will assist to convene stakeholders and Government officials' meetings where required.

7. Requirements for Experience and Qualifications

The consultant is expected to fulfil the following criteria in terms of expertise and qualification;

Academic Qualification

- Undergraduate degree in a relevant discipline
- Postgraduate degree in a relevant discipline
- Doctoral level qualification weighs an added advantage

Experience

- At least 3 years of experience in the fields of environmental protection and management, chemical management, hazardous waste management, project management or other relevant fields

Specific Professional Experience

- [15] points for demonstrated knowledge and experience in implementing at least 2 research methodologies including quantitative and qualitative data collection methods in the science/social discipline or in a comparable relevance and scale. [05] point for each additional assignment up to 2 assignments.

8. Evaluation criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

DETAILS	MAXIMUM POINTS
1. Qualifications and experience of the Consultant	[60]
a) Qualification and skills <ul style="list-style-type: none"> • [10] Undergraduate degree in a relevant discipline • [10] Postgraduate degree in a relevant discipline • [5] Doctoral level qualification weighs an added advantage 	[25]
b) Experience <ul style="list-style-type: none"> • [15] 3 years of experience in the fields of environmental protection and management, chemical management, hazardous waste management, project management or other relevant fields 	[15]
c) Specific Professional Experience <ul style="list-style-type: none"> • [15] points for demonstrated knowledge and experience in implementing at least 2 research methodologies including quantitative and qualitative data collection methods in the science/social discipline or in a comparable relevance and scale. [05] point for each additional assignment up to 2 assignments. 	20

Total technical score (s): 60

- The minimum technical score (s) required to pass is: 50 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:
 $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

- The weights given to the Technical and Financial Proposals are:
- $T = [0.6]$, and $F = [0.4]$

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 20,000, for the year 2022, 2021 and 2020 (**Submit Form FIN-1 Annual Turnover**)

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 20,000, for liquid asset, for the year 2022, 2021 and 2020 . – (**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 20,000

(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 20,000– (**Submission Form Fin -4: Line of Credit Letter**)

Selection Criteria of Regional Based business and MSME business

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.

Below MVR 2,500,000

- a) 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.

- 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 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.

- c) 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.

- d) 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

- e) 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

- 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 Climate Change, Environment and Energy 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 ISLANDS project at the end of the contract and will become the sole property of Ministry of Climate Change, Environment and Energy.

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

For domestic travel and Accommodation: Domestic travel and Accommodation as per the government rate (as per the schedule provided and agreed upon) will be directly financed by the project. This cost should NOT be included in the price quotation.

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9. Submission

Bid submission	On or before 19th February 2024 at 1000 hours local time
Bid opening	19th February 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 19th February 2024 at 1005 hours – ” 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: Implementing Sustainable Low and Non-Chemical Development in SIDS (ISLANDS)

Annex A

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 to **“Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives”** in accordance with your Request for Proposal dated (.....xxx.....). 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:

TECH FORM 2 – Approach, Methodology and Work Plan

[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*

a) Technical Approach and Methodology

[In this chapter the Consultant should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]

b) Work Plan

[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]

TECH FORM 3 – Work Schedule

<u>Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives</u>																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15 Week 104

TECH FORM 4 – Curriculum Vitae

1. Name of Consultant:

2. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*

3. Membership of professional associations

4. Other Training

5. Countries of work experience *[List countries where the Consultant has worked in the last ten years]:*

6. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

7. Experience/ employment record *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

Job description:

8. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

From [Month/Year] – To [Month/Year]:

Positions held:

9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology

Name of the Contract/Project:

From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role

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TECH FORM 5: Letter of Commitment (Team Leader)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the /**Team Leader** for the **Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives**"- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

[Author]

Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives

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 “**Consultancy Service to Develop four (4) documents which capture best practices and technologies related to chemicals and hazardous waste management in the Maldives**”- 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:

[Author]

FIN FORM 3 – Details of 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

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	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. (Excluding Consultancy Service)
	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	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. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security.

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 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.