

REQUEST FOR QUOTATION

RFQ NO.: MIB-PR-RFQ/2022/023-R1	RELEASE DATE: 09 February 2022
RFQ NAME: Designing of MIB Branch	DUE DATE: 15 February 2022 (2:00 PM)

Maldives Islamic Bank invites reliable and experienced parties to submit quotations to design a single storey MIB Branch at GDH Thinadhoo.

Interested parties are requested to submit quotations as per the items described below.

SCOPE OF PROJECT

Proposers will be requested to provide detailed structural and interior designing including the BOQ (Bill of Quantity) and services drawings of the Maldives Islamic Bank Thinadhoo Branch as defined in this section.

The selected proposer shall provide detailed designs for a branch building on a plot of 3,000sqft. The deliverables will include, but not limited to, the following requirements:

- Architectural drawings
- Structural drawings with complete detailing
- Detailed Services drawing including but not limited to
 - Lighting
 - Plumbing and drainage
 - Air Condition and Ventilation
 - Power/Electrical
 - Networking
 - Security
 - Fire Safety
- 3D rendering for typical workstation and counters and building exterior
- BOQ, Specifications and materials as required by the design

The successful winner of this RFQ will work together with the Bank to obtain approval for the drawings from the respective government authorities.

Additional information is provided in Annex 1

PROCUREMENT SCHEDULE

The expected Procurement Schedule is given below. The Bank reserves the right to change the schedule. If changes are made, representatives from each proposer will be notified of the change by the Bank.

Event	Date/Time (Maldives)	Responsible Party
Release of RFQ	09 February 2022	MIB
Last day to submit proposals	15 February 2022 (2:00 PM)	Proposer
Announcement of winning proposal	TBA	MIB
Award of Contract	TBA	MIB/Proposer
Start of work	As specified in the contract	Proposer

QUOTATION SUBMISSION

Quotations submitted in response to this RFQ should contain the following information.

- Price of the quoted items in Maldivian Rufiyaa (MVR, if required detailed breakdown can be provided).
- Company profile with proof of business registration
- Details of similar past projects undertaken in the past. (minimum 5 projects)
- Details of the team members who will undertake this project
 - identify team roles
 - Team leader
 - Architect
 - Consulting team members
- Delivery period in days.

Quotations submitted in response to this RFQ must be **submitted via email** including, RFQ number, RFQ name to **procurement@mib.com.mv**. Quotations must be submitted on or before **2:00PM 15th February 2022**.

QUOTATION EVALUATION

The Bank will review all proposals received as part of a documented evaluation process by an Evaluation Committee. Evaluations will include the Price, Experience of the Company in related Interior design projects and Design delivery period.

The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meet the desired requirements and needs of the Bank.

- **Price (50%)**
 - Financially most attractive proposal will be given a maximum score of 50%
- **Experience of the Company (35%)**
 - Company profile, list of similar projects completed or under implementation. Key personnel to be appointed to the project with their CV'S and organisational capacity to execute the project.
- **Delivery period (15%)**
 - The number of days it would take to deliver the complete interior design of the project. The proposer is required to submit the detail interior design and detail Mechanical & Electrical (MNE) design within one (1) month of award of the contract.

INQUIRIES

In an effort to maintain fairness in the process, inquiries concerning this proposal are directed to:

Contact: Mohamed Zulaal Zaeem
Email: zulaal.zaeem@mib.com.mv

If any proposer planning to submit a proposal find discrepancies in or omissions from the RFP, or is in doubt as to the true meaning of a particular requirement, a request for clarification or correction must be submitted in writing to the contact listed above.

Proposers are directed specifically NOT to contact any Bank staff other than the contact specified above, for meeting, conferences or discussions related to the RFQ. Unauthorised contact of any personnel may be caused for rejection of the proposer's RFQ response.

Annex 1

SPACE ALLOCATION (expected)

Ground floor (3,000 Sq. Ft)

- Reception/security desk
- ATM Centre
- Branch area
 - o Counters
 - o Branch Manager
 - o Head cashier
 - o Works stations
 - o Printer station
- Strong Room
- Server Room
- Storage
- Pantry
- Toilets
- Prayer room

Rooftop (optional)

- Service Area for AC outdoor units
- Rooftop Solar panel system