
Request for Proposal

Financial Feasibility of Maldivian Red Crescent Building Project **Ref no: MRC-AD/MIS/2024/194**

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REQUEST FOR PROPOSAL (RFP)

This RFP sets out the process by which a Company/Individual, who offers a proposal in response to this RFP, will be identified for potential award of the Contract.

Please review the document and submit your proposal in accordance with the deadlines set forth below:

The coverage should clearly identify the Sender and Receiver (see below)

Please note that no pricing information must appear on this page.

Attention: **Fathimath Himya / Secretary General**

Maldivian Red Crescent

Second Floor, Plot number 11493, Hithigasmagu, Hulhumale', Maldives

Information Session: **Tuesday, 04th June 2024 14:30 hrs via Zoom and physical** (Interested parties, kindly email to info@redcrescent.org.mv before **Sunday, 02nd Jun 2024, 14:00 hrs** to register for the session)

Proposals will only be accepted from Companies/Individuals who attend the information session.

Applications must be submitted to MRC HQ, in sealed envelopes.

Proposal submission deadline: Before 14:00 (Maldivian Time) on Thursday, 27th June 2024.

Expected date of delivery: Submission of final delivery within 30 days of awarding the contract

Any proposals received after the deadline will be rejected.

1. DEFINITIONS

Throughout this Request for RFP, unless inconsistent with the subject matter or context

- “MRC”** means the Maldivian Red Crescent, National Headquarters, represented by Secretary General’s delegated representative.
- “RFP”** means Request for Proposal package in its entirety, inclusive of all Appendices and any bulletins or Addenda that may be issued by MRC.
- “Services”** means all services and deliverables to be provided by the contractor as described in this RFP.
- “Proposal”** means an offer submitted by a Company/Individual in response to this RFP which includes all the documentation necessary to satisfy the submission requirements of the RFP.
- “Contract”** means any written contract between the Maldivian Red Crescent and the contractor, or any Purchase Order issued by the MRC to the contractor, with respect to any Services contemplated by this RFP.
- “Works”** means the permanent works to be executed for the completion of the Project.

2. BACKGROUND INFORMATION

2.1 MALDIVIAN RED CRESCENT (MRC)

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established by the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, and to prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class, or political opinions.

2.2 OBJECTIVE

Maldivian Red Crescent with the support of International Federation of the Red Cross and Red Crescent Societies (IFRC) has obtained a plot of land in Hulhumale' Phase one, of 5,359 sq ft. MRC is currently seeking to recruit a consultant to review the financials of the Business Plan developed in 2019 for the construction of the Head Quarter Building of MRC. Please ensure that all proposals comply with the instructions, failure to comply with the instructions may result in disqualification of the proposal.

3. KEY TASKS AND RESPONSIBILITIES

- Review and update, as per current market values, the financial feasibility plan of the existing MRC HQ Building Business Plan. (Existing Building Business Plan is for 2500 sq ft – half of the total land plot)
- Develop a financial feasibility plan for the construction of MRC HQ building covering the entire buildable area of the available land plot of MRC. (4,478 sq ft)
- The financial feasibility plan must include various utilization options for the building, estimated construction costs, revenue projections from the building and financing options.
- Conduct a detailed financial appraisal of the project, incorporating revenue projections to assess the project's financial viability and profitability.
- Basic building concept and basic floor plan design for a seven-story building.

4. DELIVERABLES

- Reviewed and revised financial feasibility plan of the existing MRC HQ Building Business Plan.
- Financial Feasibility Plan for the development of seven story building utilizing the whole land plot of MRC (refer to clause 3)
- Basic Building concept and floor plans or a seven-story building.

Editable versions of all deliverables mentioned above must be handed over to MRC upon completion of tasks.

5. MRC HQ BUILDING BUSINESS PLAN

Will be provided upon request (please email to info@redcrescent.org.mv)

6. QUOTATION

All quotations should have the following:

6.1 PRICE

All prices quoted should be in MVR, and price must be inclusive of all taxes and any other cost applicable.

6.2 FINANCIAL OFFERS

The financial offer will NOT be the only determinant for selection of a contractor by the MRC. The lowest financial offer will not necessarily be selected, and MRC reserves the right to reject any proposals that does not meet the requirements.

In submitting a proposal, the parties acknowledges and agrees that the MRC will not be responsible for any costs, expenses, losses, damages or liability incurred by the party as a result of or arising out of submitting a proposal, or due to the MRC's acceptance or non-acceptance of its proposal.

7. PROPOSAL SUBMISSION

7.1 SUBMISSION OVERVIEW

7.1.1 The MRC has formulated the procedures set out in the following provisions in this section to ensure that it receives proposals through an open, competitive process, and that parties receive fair treatment in the solicitation, receipt, and evaluation of their proposals. The MRC may reject the proposal of any party who fails to comply with any of such procedures.

7.1.2 Proposals should address the proposal content requirements as outlined herein, must be well ordered, detailed and comprehensive. The MRC retains the right to disqualify any incomplete proposals; clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the MRC's ability to conduct a thorough evaluation.

7.1.3 The proposal shall be submitted in English.

7.1.4 The proposal document becomes the property of the MRC and will not be returned. The MRC is not liable for any oral information provided to or from any party. The MRC reserves the right, in its sole and absolute discretion, to change the dates or deadlines or to change the limits and scope or to cancel this proposal call, without incurring any cost or liability. The MRC further reserves the right, in its sole and absolute discretion, to waive any irregularities in any proposal, to negotiate modification of any proposal, to request clarification and additional information on any proposal. The MRC may, in its sole and absolute discretion, independently verify any information in any proposals. The MRC reserves the right to disqualify any proposal containing any potentially false or misleading information.

7.1.5 Confirm in this section that the proposal meets all requirements of the RFP, and that the contractor will abide by the Code of Conduct. If there is a need to highlight scope clarifications based on the interpretation of the RFP document, all limitations on the extent

of work that could be inferred must be identified in this section of the proposal. If exceptions or scope clarifications are not provided in this section, then the MRC will consider that the scope of works are met in its entirety, and all costs to meet the terms of reference is included, regardless of the text in the body of the Proposal.

7.2 PROPOSAL CONTENT

7.2.1 **Title Page:** Showing Project Title, closing date and time, Company/Individual's name, the address, telephone numbers of the firm, and a contact person who will act as the party's representative for post-submission communications.

7.2.2 **Letter of Introduction:** Introducing the Company/Individual and signed by the person(s) authorized to sign on behalf of and to bind the party to statements made in response to this RFP. This should contain the same signature as the person signing the submission forms.

7.2.3 **Table of Contents:** Include page numbers, identifying all included materials.

7.2.4 **Executive Summary:** Summary of the key features of the proposal.

7.2.5 **Company/Individual Profile and Details:** Overview of the Company/Individual. To permit the party to be evaluated fully as a viable and sound enterprise; include **all the information** as mentioned below:

- a. Proposal must be submitted with company registration, portfolio of the company/CV of the individuals (qualification, experiences, composition of the team)
- b. Proposal must contain timeline of deliverables not exceeding one month period.

7.3 PROPOSAL DOCUMENTATION AND DELIVERY

7.3.1 Proposals, with all required documents must be submitted to MRC HQ in sealed envelopes by **Thursday, 27th June 2024, 14:00hrs.**

7.3.2 The Company/Individual must ensure that the bid is received to MRC before the proposal submission deadline.

8. SELECTION CRITERIA

1. Experience in the field (similar work completed in the past / track record of successful deliveries)
2. Quality of past work (reference of past work)
3. Feasibility of technical proposal
4. Feasibility of financial proposal
5. Details of management facilities, risk management, sustainable business

If the Company/Individual does not fulfil the Selection Criteria, the proposal will be rejected.

9. SELECTION PROCESS

9.1.1 MRC will utilize the best format/criteria, in its sole discretion, for the evaluation and selection process to establish a total score for each proposal as noted in the sample evaluation table below:

Details of Evaluation

Step 1: Technical Offer

Evaluation		Max. Score (Points)
	Technical Offer	
1	Experience in the field (Business portfolio, CVs, recommendation, production capacity)	20
2	Quality of work (if available completion of similar work in the past)	20
3	Feasibility of technical proposal (includes timeline, delivery terms)	20
Total Score		60 points

Step 2: Financial Offer (only those who score 60% or higher in technical score will be considered for this step)

Evaluation		Max. Score (Points)
	Financial Offer	
1	Price quotation	30
2	Financial stability (financial statement)	10
Total Score		40 points

9.1.2 The Company/Individual that achieves the highest overall Total Score will be ranked first in final selection.

10. CLARIFICATIONS

10.1.1 As part of the evaluation process, MRC may make requests for further information with respect to the content of any proposal and/ or to ascertain the understanding and responsiveness of the Company/Individual.

10.1.2 MRC may request further information from one or more Company/Individuals and not from others.

11. EVALUATION RESULTS

11.1.1 Upon conclusion of the evaluation process of the proposals, highest scored Company/Individual will be recommended by Evaluation Team to Secretary General.

11.1.2 Secretary General shall make the final decision of the selection of the contractor based on the recommendation of the Evaluation Team.

9 AWARDING OF CONTRACT

11.2 Any award of a contract to a Company/Individual will be at the sole and absolute discretion of MRC.

11.3 MRC reserves the right to revise the scope of the services as the work progresses.

11.4 MRC reserves the right to award contract in whole.

10 NOTIFICATION OF AWARD

8.1 After completion of evaluation of the proposals, and approval from Secretary General, MRC shall issue notification of award to the successful Company/Individual.

8.2 Once MRC and the successful Company/Individual execute the Contract, all other Company/Individual will be notified accordingly.

8.3 At the time the successful Company/Individual has been notified that the proposal has been accepted, a contact person at MRC will send the Company/Individual the Contract, which shall include further terms to be agreed upon between the Company/Individual and the MRC.

8.4 The Contract will come into effect upon signing of the Contract by both the Client (MRC) and the successful Company/Individual.

11 CONSULTING CONTRACTS / PURCHASE ORDERS

9.1 Upon execution of the contract between MRC and the winning Company/Individual, a Letter of Credit will be opened in the name of the successful Company/Individual; the signed Contract shall supersede all other documents, including this RFP.

9.2 The Company/Individual shall be aware of the terms and conditions forming the final Contract if a discrepancy exists between this RFP and the final Contract.

12 CONFIDENTIALITY

10.1 Confidential Information: "Confidential Information" means any information or material that relates to each party's business and affairs and that: (i) is clearly marked "confidential" or "proprietary" if provided in written form, (ii) is preceded by a statement that such information is confidential or proprietary, if provided in oral form, or (iii) given the circumstances surrounding disclosure, should in good faith be treated as confidential or proprietary.

10.2 The Company/Individual agrees that they shall not disclose confidential information to any third party, except to its directors, officers, employees, or volunteers, without the written consent, nor make use of any confidential information other than for the purpose of this RFP. The Company/Individual further agrees to protect confidential information from transfer or disclosure to others by use of the same measures that each party uses to protect its own confidential information, but not less than reasonable measures.

10.3 Exclusions: Confidential information shall not include any information that: (i) is in the public domain at the time of its communication; (ii) is independently developed by each party (iii) entered the public domain through no fault of either party subsequent to communication with the other party; (iv) is in possession of either party free of any obligation of confidence at the

time it was communicated to each of the party's; or (v) is communicated to each of the party's by a third party under no legal obligation to maintain the confidentiality of the information. Additionally, each party may disclose such confidential information to the extent required by legal process; provided that, prior to making any such disclosure, each party shall notify the other party of same and that each party shall have the right to participate with the other party in determining the amount and type of confidential information, if any, which must be disclosed in order to comply with any such legal process.

11 DISCLAIMER

The MRC and its advisors make no representation or warranty as to the accuracy or completeness of the information provided in connection with this RFP and disclaim all express and implied representations, warranties, and conditions in connection with this RFP. Company/Individual should make their own investigations, projections, and conclusions and consult their own advisors to verify independently the information contained in this RFP, and to obtain any additional information that they may require, prior to submitting a proposal.

12 NO LIABILITY

Expenses incurred in the preparation of proposals in response to this RFP are the Company/Individual's sole responsibility and may not be charged to the MRC or claimed by the Company/Individual in any way. The MRC has no liability whatsoever for any costs of any kind incurred by any Company/Individual or any other damages or losses in any way related to a Company/Individual's participation in this RFP, including without limitation to considering and choosing among the proposals, nor shall the MRC accept any liability or responsibility for the Company/Individual actions vis-à-vis the MRC or any third party in receiving and responding to this RFP.

13 CHOICE OF LAW

This RFP shall be governed by and construed in accordance with the laws in force in the Maldives and the Maldives courts will have exclusive jurisdiction to hear any disputes under this RFP.

14 ANTI-CORRUPTION COMMITMENT

1. Highest Ethical Standards

The Company/Individual shall follow the highest ethical standards in all aspects of project implementation to prevent the occurrence of bribery and corrupt practices.

2. Prohibition of Direct or Indirect Engagement in Bribery and Corruption

The Company/Individual shall not engage in any bribery or corrupt practices of any kind, nor should they do business with any person or third party where the supplier knows or suspects the existence of any illegal, unethical, or questionable practices. Prohibited practices include offering, gifting, or paying for an undue benefit or consideration of any kind.

3. Take corrective steps if needed and disclose

If the Company/Individual discovers bribery or corrupt activities, it shall promptly take appropriate action to correct the problem and promptly notify the MRC of its actions.

By affixing the signature of their authorized representative below the parties declare to have received, read, understood and agreed to the terms and conditions of this Request for Proposal – Financial Feasibility of Maldivian Red Crescent Building Project.

FOR THE Company/Individual

By:

On ____ day of _____ 2024

CERTIFICATION: The undersigned, an authorized signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/ her knowledge.

Name and Title:

Signature: **Date:**

Please attach this page as the front page of the proposal being submitted along with signatures.