

## Request for Proposal

### Financial Advisory & Project Management for Maldivian Red Crescent Building Development Project Ref no: MRC-AD/MIS/2025/142

This document and subject matter are proprietary and confidential items to which The Maldivian Red Crescent retains an exclusive right to reproduction, manufacture, and sale. This document is submitted in confidence for the use of the recipient alone and for no other purpose unless permission in advance is granted in writing by the MRC.

## REQUEST FOR PROPOSAL (RFP)

This RFP sets out the process by which a firm or individual, who offers a proposal in response to this RFP, will be identified for potential award of the consultancy Contract.

Please go through this RFP and its annexure and submit your proposal in accordance with the deadlines set forth below:

The cover page should clearly identify the Sender and Receiver (See Page 8). Please note that no pricing information must appear on this page.

Technical and financial proposals must be submitted in sealed envelopes and delivered to the following address as per the following:

**Attention:**

Fathimath Himya / Secretary General

Maldivian Red Crescent

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

**Information Session:**

- Date & Time: 09<sup>th</sup> July 2025 (Wednesday) at 14:30 Hrs Maldives Time (Options for both in-person or virtual participation).
- Parties who are interested to attend the session are requested to email [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv) by 16:00 Hrs Maldives Time, 08<sup>th</sup> July 2025 (Tuesday)

**Application Submission and Deadline.**

- Proposal submission deadline: Before 16:00 Hrs Maldives Time, on 07<sup>th</sup> August 2025 (Thursday). Any proposals received after the deadline will be rejected.
- Applications must be submitted to MRC HQ, in sealed envelopes.

## 1. Background

The Maldivian Red Crescent (MRC) 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 187<sup>th</sup> 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.

MRC with the support of International Federation of the Red Cross and Red Crescent Societies (IFRC) obtained a plot of land in Hulhumale' Phase one, of 5,359 sq ft for developing the MRC Headquarters building for which require a qualified and experienced consultancy firm for financial advisory & project management services for the said HQ building development.

MRC invites eligible potential consulting firms/individuals to submit Technical and Financial proposals for the work and terms and conditions outlined in this RFP and the attached Terms of Reference.

## 2. Scope of Work:

The selected consultant is expected to provide full-service support for the project including but not limited to financial advisory and procuring finance for the project, preparing Bill of Quantities (BoQ), drawings/designs & technical documents for contractor tendering, assisting in contractor/vendor selection and monitoring & evaluation to ensure timely completion of the project. This needs to be done within the Red Cross Red Crescent principle and policies. Details of key tasks & responsibilities, proposal submission guidelines, eligibility, selection criterion and other requirements are specified in the attached Terms of Reference (ToR) – Annex 1 which forms part of this RFP:

## 3. Commencement and Completion of Work:

The work shall commence from the date of signing of the contract and the work must be completed within the proposed time frame after signing the contract. Please state clearly in your proposal the start date and completion date of the project and submit along with your proposal a detailed work plan with milestones for the deliverables as per the Terms of Reference.

## 4. Enquiries

Enquiries if any about this Request for Proposal or Terms of Reference are only permitted via email and should be directed to [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv) and enquiries will be addressed by email to the sender.

## 5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of the bid, and MRC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## 6. Eligibility requirement

The service provider with interest in participating in this tender must have relevant experience in similar types of work and meet the other requirements as described in Terms of Reference (Annex 1).

## 7. Submission of the proposals and inquiries

Technical and financial proposals must be submitted in sealed envelopes and delivered to the following address as per the following:

### Attention:

Fathimath Himya / Secretary General  
Maldivian Red Crescent  
Second Floor, Plot number 11493, Hithigasmagu, Hulhumale', Maldives

**Deadline for Submission:** 07<sup>th</sup> August 2025 (Thursday) at 16:00 Hrs (Maldives Time)

Any bid received after the deadline for submission of Bids or non-sealed will be disqualified from evaluation. Companies presenting incomplete documents will be excluded from the bidding process.

## 8. Bid validity

Bids submitted must remain valid for the period of 120 days after the last date of submission deadline. Contract if awarded within the bid validity period shall be accepted by the bidder. Please indicate clearly in your offer the validity period of the bid.

## 9. Contents of the Proposal

The Bid must be submitted in two separately sealed envelopes - **Envelope A (Technical Proposal)** and **Envelope B (Financial Proposal)**, put together in outer sealed envelope.

**Technical Proposal:** The technical proposal (**Envelope A**) shall contain the following:

1. Signed copy of this RFP and ToR (Annex 1).
2. Proposal must be submitted with company registration, portfolio of the company/CV of the individuals (qualification, experiences, composition of the team).
3. Approach and methodology covering all the three tasks and responsibilities.
4. The proposal must contain a timeline and detail breakdown of deliverables.
5. Up to date trade license of the consulting firm or individual.
6. Audit Report/ Bank solvency letter/latest statement. (Applicable for Firms)

7. TIN certificate and up to date tax returns certificate(s). (Applicable for Firms)
8. Tax clearance (Applicable for Firms)
9. Audited Financial Statements of past year. (Applicable for Firms)
10. Licenses and permits from relevant regulatory organizations
11. Any other relevant technical information.

**Financial Proposal:** The financial proposal (**Envelope B**) shall contain the following:

The Financial Proposal (Envelope B) should contain only the price offer:

1. The total contract price for the Project. The detailed break up of this price for the project to undertake the work outlined in attached Terms of Reference and in this Request for Proposal.
2. Currency of financial offer should be in MVR (Maldivian Rufiyaa)

**Important Note:**

Bidders must go through the Terms of Reference and understand the assignment before submission of bids.

Technical Bids (Envelope A) and Financial Bids (Envelope B) will be opened by the procurement committee constituted by MRC. The Technical Bids (Envelope A) will be opened and analyzed first. Thereafter, Financial Bids (Envelope B) of only those bidders whose technical bids were found responsive and fulfil the requirement with all the required documents, will be considered for further evaluation. Final selection will be based on the best evaluated technical and financial bids.

**10. Evaluation of proposals**

The tenderers should show that the scope of work and requirements have been fully understood and that the proposed methods and resources are suitable and will be employed appropriately to fulfil the required tasks. In drawing up the proposal for services, the tenderer should observe the requirements. The document should be clear, complete, and arranged in a readable way. The presentation may include diagrams, tables and graphs.

The proposal will be evaluated based on technical and financial criteria where price will account for 30 % and technical criteria for 70 % of the overall proposal evaluation. See annex 1 for additional details.

The following criteria will be used as a basis for evaluation of the technical proposals.

- Administrative evaluation and specific experience of the service provider
- Adequacy of the proposed methodology and work plan, schedule
- Company profile, manpower to be engaged, financial capacity.

As described in the Terms of Reference a minimum technical qualifying mark is 60% score. Any technical proposal with an evaluation score below this mark will be rejected. The number of points given for the price quotation will then be added to the points that were awarded for the technical proposal. The order (ranking) of proposals will be

2 ވަނަ ފަންޓިވަރު، ދަތުރު ދަތުރު 11493، ހިތިގަޞްމާގު، ހުލުހުމާލެ، ދިވެހިރާއްޖެ | 2nd Floor, Plot number 11493, Hithigasmagu, Hulhumale', Maldives

determined by the highest ranking based on technical and financial evaluation of proposals. The proposal with the highest ranking will be regarded as the most responsive tender and recommended for award of contract.

### 11. Right to accept any proposal and to reject any or all proposal

MRC reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the grounds for the MRC action.

### 12. Service Cost

The service cost should be quoted in MVR (Maldives Rufiyaa) inclusive of all costs - for undertaking and completing the work outlined above and in the ToR. Tax as applicable may be included in the price offer and indicated accordingly.

### 13. Confidentiality

All provided documents, technical data and information relating to the RFP shall be treated as confidential and the tenderer, and the personnel of either of them shall not, either during the tender process or after, disclose any such documents or information to any other person, government, other organizations, or authority external to the MRC without permission from MRC.

The tenderer shall not communicate at any time to any other person, government, other organizations or authority external to the MRC, any information known to them by reason of their participation in this RFP; nor shall the tenderer use such information to their private advantage without permission from MRC. The tenderer agrees not to publish, announce anything prejudicial to the MRC goodwill or overall public image.

Details of evaluation of the proposals are not disclosed to the Tenderers.

### 14. Principles of Conduct Clause:

The consultant seeking to work with the MRC shall respect the following principles:

- a. **Business Ethics:** firm/contractor are expected to maintain the highest degree of business ethics when working with the MRC.
- b. **Transparency of information provision:** firm/contractor shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
- c. **Fair competition:** firm/contractor shall not be involved in any corrupt, collusive or coercive practices.
- d. **Officials not to benefit:** The firm/contractor represents and warrants that no official of the MRC has been, or shall be, admitted by the Firm/Contractor to any direct or indirect benefit arising from this RFP, Purchase Order / Contract or the award thereof. The Firm/Contractor agrees that breach of this provision is a breach of an essential term of this RFP.

If at any time during the registration or procurement process the MRC determines that the consultant is in violation of the above mentioned principles, that Firm/contractor bid

may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the Firm/Contractor.

### 15. All or None Clause:

The MRC reserves the right to accept or reject any or all offers, and the lowest bid need not be accepted without assigning any reason. Furthermore, the MRC reserves the right to cancel the tender all together without assigning any reason, prior to the issuance of the contract. Failure to comply with any of the above requirements will justify rejection of the proposal.

Should your offer be accepted, you will be required to sign, stamp and return our formal Contract confirming your acceptance of the agreed terms and conditions of service contract.

### 16. Content of the Request for Proposal

The Request for Proposal consists of the following documents, and should be read in conjunction with any Addenda issued:

1. **Request for Proposal** – Ref no: MRC-AD/MIS/2025/142
2. **Annex- 1** Terms of Reference (ToR)

**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 Advisory & Project Management for Maldivian Red Crescent Building Development Project**

COMPANY INFORMATION		
1	Registered Name (Company/Business/Individual):	
2	Company/Business Registration: National ID (if individual):	
3	Date of Incorporation (as applicable):	
4	Business Type: (Pvt Ltd/Plc/Partnership/Sole proprietorship)	
5	Office Address:	
6	Contact Number:	
7	Email Address:	

**FOR THE** Company/Individual

**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:** .....

**Designation:** .....

**Signature:** ..... **Date:** .....

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



## Annex 1

### Terms of Reference (ToR)

Financial Advisory & Project Management Services for Maldivian Red Crescent  
Building Development Project

#### 1. BACKGROUND INFORMATION

##### 1.1 MALDIVIAN RED CRESCENT (MRC)

The Maldivian Red Crescent (MRC) 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 187<sup>th</sup> 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.

MRC 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.

##### 1.2 OBJECTIVE

MRC with the support of International Federation of the Red Cross and Red Crescent Societies (IFRC) obtained a plot of land in Hulhumale' Phase one, of 5,359 sq ft for the purpose of developing the Headquarter of MRC and therefore require the services of a consultant for financial advisory and project management services for MRC Headquarters building development project.

The primary objective of the consultancy is to engage a qualified and experienced firm or individual to provide comprehensive, integrated services covering financial advisory services, procuring finance, assisting in contractor selection and project monitoring and evaluation with respect to the construction of the building on above said plot of land. The development of the land is a crucial component of MRC's financial independence and sustainability. The primary responsibility of the selected consultant for this project is to formulate a comprehensive plan that would effectively contribute to the financial independence and sustainability objectives of MRC through the development of the said land plot (The Project).

The selected consultant will be responsible for delivering full-service support in the following key components to achieve MRC's financial objectives of financial independence and sustainability.

1. Financial Advisory and procuring finance for the entire project
2. Selecting vendors for the project including contractors, subcontractors or such parties related to completion of the project
3. Monitoring and evaluation of the project and ensure the timely completion of the project

Please ensure that all proposals comply with the instructions, failure to comply with the instructions may result in disqualification of the proposal.

## 2. KEY TASKS AND RESPONSIBILITIES

The selected consultant firm shall undertake the following: -

### 1. Financial advisory and finance procurement

The selected consultant is expected to deliver financial advisory services to guide the investment strategy, financial strategy and financing structure for the project

Overview of task include (not limited) to the following: -

- Development of a comprehensive financing structure tailored to the project development.
- Conducting project financial feasibility assessments including cost-benefit analysis, business concept, property utilization strategy, revenue modeling, and long-term sustainability projections.
- Development of prospectus/offer memorandum and identification of both local and international potential investors and presenting proposal to investors.
- Marketing the project and procuring finance for the project
- Management of project accounting, contractual financial obligations, and investor reporting.
- Managing and maintaining relationships with investors/financier for the project
- Servicing the financial obligations to investors/financiers of the project

### 2. Selection and evaluation of vendors and contractors

The selected firm will also be responsible for finalising request for proposals, bill of quantity, design/drawings & other technical documents and assisting in evaluation & selection of service providers, contractors, subcontractors or such related parties for the completion of the project in line with the financial objectives of the project

Overview of task include (not limited) to the following: -

- Design and development of RFP documents
- Evaluation and selection of vendors and conducting due diligence of vendors
- Obtaining licenses and permits from relevant policy and regulatory authorities.
- Contract management of parties related to the contract

### 3. Project Monitoring and evaluation

- Supervision and monitoring of construction timelines, cost variation control, and quality assurance.
- Management of on-site operations, including health and safety compliance, resource scheduling, and subcontractor coordination.
- Development of a construction risk management plan addressing local climatic, environmental, and logistical challenges.
- Preparation and facilitation of handover documentation, including compliance certifications, occupancy permits, and warranty documentation.

### 3. PROPOSAL SUBMISSION

#### 3.1 SUBMISSION OVERVIEW

The MRC has formulated the procedures set out herein 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.

- 3.1.1 The MRC will reject the proposal of any party who fails to comply with any of such procedures.
- 3.1.2 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.
- 3.1.3 The proposal shall be submitted in English.
- 3.1.4 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.
- 3.1.5 Confirm in this section that the proposal meets all requirements of the RFP & ToR, 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 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.

#### 3.2 PROPOSAL CONTENT

- 3.2.1 **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.
- 3.2.2 **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.
- 3.2.3 **Table of Contents:** Include page numbers, identifying all included materials.

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

3.2.5 **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) Signed copy of this RFP and ToR (Annex 1).
- b) Proposal must be submitted with company registration, portfolio of the company/CV of the individuals (qualification, experiences, composition of the team).
- c) Approach and methodology covering all the three tasks and responsibilities.
- d) The proposal must contain a timeline and detail breakdown of deliverables.
- e) Up to date trade license of the consulting firm or individual.
- f) Audit Report/ Bank solvency letter/latest statement. (Applicable for Firms)
- g) TIN certificate and up to date tax returns certificate(s). (Applicable for Firms)
- h) Tax clearance (Applicable for Firms)
- i) Audited Financial Statements of past year. (Applicable for Firms)
- j) Licenses and permits from relevant regulatory organizations
- k) Any other relevant technical information.

### 3.3 PROPOSAL DOCUMENTATION AND DELIVERY

3.3.1 Proposals, with all required documents must be submitted to MRC HQ in sealed envelopes within the deadline provided in request for proposal.

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

## 4. SELECTION CRITERIA

### 4.1 ELIGIBILITY CRITERIA

- 4.1.1 Bidders should be registered to operate in the Maldives.
- 4.1.2 The Bidder should not have been prohibited by any regulatory authority in offering such services and should not have been subjected to enforcement action by a regulatory authority in the past.
- 4.1.3 The Bidder should not be subject of conviction by a criminal or civil court for past 5 years.

If the firm does not fulfil the selection criteria, the proposal will be rejected.

## 5. REQUIRED COMPETENCIES

The consultant should preferably meet the following competencies:

- 5.1.1 Proven experience in conducting similar assignments by the firm
- 5.1.2 Team members with academic degrees in Finance, Economics, Engineering, Research, Business Administration, or other relevant technical areas.
- 5.1.3 Team members with excellence in data analysis, analytical report writing, and presentation skills
- 5.1.4 Team members with fluency in written and spoken English.
- 5.1.5 Willingness and capacity to meet deadlines, flexible and accommodating to MRCS requirements.

## 6. SELECTION PROCESS

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	Company Profile	10
2	Core Team & Experience Experience in procuring project finance (70% of weight) Other general and project management experience (30% of the weight)	40
3	Approach & Methodology	20
Total Score		70 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	Financial Bid	30
Total Score		30 points

The Company/Individual that achieves the highest overall total score will be ranked first in final selection.

## 7. CLARIFICATIONS

- 7.1 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.
- 7.2 MRC may request further information from one or more Company/Individuals and not from others.

## 8. CONFIDENTIALITY

- 8.1 **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.
- 8.2 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.
- 8.3 **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.
- 8.4 All the data and outputs produced under the assignment will be considered MRC property and the outputs, reports, or any part of it cannot be shared, sold, reproduced, or reused in any manner without prior consent from MRC.