**FORM 01: BID SECURITY FORM**

The Issuing Bank shall fill in this Bank Security Form in accordance with the instructions indicated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{Bank’s Name, and Address of Issuing Branch or Office}

**Beneficiary.:** Housing Development Corporation Ltd., 3rd Floor, HDC Building, Hulhumalé, Republic of Maldives,

**Date.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Security No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {name of the proponent} (hereinafter called "the Proponent") has submitted their proposal dated \_\_\_\_\_\_\_\_\_\_\_ {date of proposal submission} for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {name of project} (hereinafter called "the RFP") under Invitation for Proposal No. \_\_\_\_\_\_\_\_\_\_\_ {invitation for proposal}.

Furthermore, we understand that, according to your conditions, Proposals must be supported by a Bid Security.

At the request of the Proponent, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_\_\_\_\_ [amount in figures] (\_\_\_\_\_\_\_\_\_\_\_\_) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Proponent is in breach of its obligation(s) under the RFP conditions, because the Proponent:

(a) has withdrawn its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or

(b) having been notified of the acceptance of its Proposals by the Employer during the period of Proposal validity, (i) fails or refuses to pay lease deposit, or (ii) fails to execute the term and conditions of the conditional award of the Employer.

This guarantee will expire: (a) if the Proponent is the successful Proponent, upon our receipt of copies of the agreement signed by the Proponent and the lease deposit furnished to you upon the instruction; and (b) if the Proponent is not the successful Proponent, upon the earlier of (i) our receipt of a copy your notification to the Proponent of the name of the successful Proponent; or (ii) **180 (Hundred and Eighty)** calendar days from {date of submission} of the Proposal for the RFP.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458

**[seal and signature of the bank / financial institution]**

**FORM 02: LETTER OF PROPOSAL**

Date: ……………………………………………………….

Name of the Project: …………………………………….

Proposal Reference No: …………………………………

Proponent Type: Contractor

 Operator

General

**To:** Housing Development Corporation Ltd.

 Ground Floor, HDC Building

 Hulhumalé, Maldives

We, the undersigned, declare that:

We have examined and have no reservations to the Request for Proposal (RFP) documents including all addenda issued in accordance with Instruction to Proponents (ITP) 6.

We meet the eligibility requirements and have no conflict of interest in accordance with ITP 3;

We have not been suspended nor declared ineligible by the Lessor in accordance with ITP 3.3.

We have no outstanding payment due to the Lessor in accordance with Section III.

We have no non-performance of a contract and non-compliance with court verdicts in accordance with Section III.

We, (insert *business name and business registry number)*, offer to (insert name of the Project)*.*

We undertake, to pay the proposal acquisition fee, where the proposal is accepted. The proposed acquisition fee rate per square feet is: MVR……………………………………….L…………………….………...…………. (amount in numbers) Rufiyaa……………………….…. Laari…………………………….) (amount in words).

We undertake, to pay the proposed Lease rate for 05 (five) years, where proposal is accepted. The lease rate is:

1st Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari…………………….……….) *(amount in words)*

2nd Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari…………………….……….) *(amount in words)*

3rd Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari…………………….……….) *(amount in words)*

4th Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………….…….) *(amount in words)*

5th Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………….…….) *(amount in words)*

Where the proposal is successful, we undertake, to adhere the Drawings and Guidelines stated in Section VII, during the design and construction of the development / Unit.

Our proposal shall be valid for a period of One Hundred and Fifty (150) days from the date of proposal submission deadline in accordance with RFP document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

We understand that Lessor is not bound to accept the highest evaluated proposal or any proposal that may receive.

**Proponent:**

Name: ……………………………………………………………

(Seal)

Address: ………………………………………………………...

Duly authorized to sign the proposal for and on behalf of the Company:

Name: ……………………………………………………………

Title: ……………………………………………………………...

Signature: ………………………………………………………

Date: ………………………………………………………………

**FORM 03: INFORMATION OF THE AUTHORIZED REPRESENTATIVE**

Date: ………………………………………………..

Proposal Reference No:…………………………..

**To:** Housing Development Corporation Ltd.

 Ground Floor, HDC Building

 Hulhumalé, Maldives

This is to authorize (*Name, ID number*) as a representative of (*Name of the Proponent*) to carry out the Project related to RFP (ref no) and to liaise with Lessor on behalf of the (*Name of the Proponent*)

**Proponent:**

Name: …………………………………………………………………………………..

Address: ……………………………………………………………………………….

……………………………………………………………………………………………..

*Signature and Stamp*

**Authorized Representative (preferably fulltime personal):**

Name: ………………………………………………………………………………….

Designation: ………………………………………………………………………...

ID Number: ………………………………………………………………………….

Contact Number: ………………………………………………………………….

Email Address: …………………………………………………………………….

…………………………………………………………………

*Signature*

**FORM 04: FINANCING METHOD(S)**

Date: ………………………………………………..

Name of the Project: ……………………………………..

Proposal Reference No:…………………………..

**To:** Housing Development Corporation Ltd.

 Ground Floor, HDC Building

 Hulhumalé, Maldives

Where the proposal is successful, we undertake, to finance the project/work under:

*…………………………………………. (Method of financing) ……………………… (percentage ratio)*

*…………………………………………. (Method of financing) ……………………… (percentage ratio)*

*…………………………………………. (Method of financing) ……………………… (percentage ratio)*

*…………………………………………. (Method of financing) ……………………… (percentage ratio)*

We hereby confirm and agree to finance the project/work will be financed by the above mentioned method(s). We have submitted relevant documents to provide proof of funding, to the proposed method(s) of financing the project/work. We understated that the proposal will be disqualified if the documents do not show proof of funds to finance the estimated investment cost or if the documents are not in accordance with Section V. Business Proposal Requirement Clause 4. Financial Documents.

**Proponent:**

Name: …………………………………………………………………………………..

Address: ……………………………………………………………………………….

……………………………………………………………………………………………..

*Signature and Stamp*

**FORM 05: FORMAT FOR PROJECT COMPLETION CERTIFICATE**

[INSERT PROPONENT LETTER HEAD]

**PROJECT COMPLETION CERTIFICATE**

1. **Project:** *[Insert Completed Project Name] [Insert Building Name /Lot Number]*
2. **Agreement No:** *[Insert Agreement Number] [Insert Agreement Date]*
3. **Client:** *[Insert Company Name of The Developer/ Contractor]*

*[Insert ID Card No / Business Registration No]*

 *[Insert Company Name of The Developer/ Contractor]*

1. **Contractor:** *[Insert Company Name of The Developer/ Contractor]*

*[Insert Registration No:]*

*[Insert Address]*

**5. Project Information:**

**Total Project Value:** *[insert project value in Maldivian Rufiyaa MVR)*

**Start Date:** *[insert project start date]*

**Completion Date**: *[insert project completion date]*

**Any Additional details of the Completed Project:** (construction area, floor height)

The project was awarded to *[Insert Developer/Contractor Name]* for the *[Insert Project Name]* and the project was completed and handed over to [Insert Client Name] on [*Insert Completion / Handover Date*].

**[Signature On Behalf of The Developer/Contractor]**

Name: ………………………………………………………………………………..

Company Registration No. : ………………………………………………..

Designation: ………………………………………………………………….……

Signature: ……………………………………………………………………………

Seal: ……………………………………………………………………………………

I hereby confirm and certify that work under the above-named project *[Insert Project Name]* has been satisfactorily executed and completed by *[Developer / Contractor Name]*

**[Signature On Behalf of The Client]**

Name: ………………………………………………………………………..

Company Registration No. : ……………………………………….

ID Card No:…………………………………………………………………

Contact No: ………………………………………………………………

Signature: ………………………………………………………………….

Seal: …………………………………………………………………………

Include a copy of ID Card copy of the client or Copy of Company Registration of the Client

**FORM 06: FORMAT FOR REFERENCE LETTER**

*[Insert Client Letter Head]*

*[Client Name]*

*[Client Address]*

*[Client Contact No.]*

*[Client Email]*

Date: *[Insert Date]*

Reference No: *[Insert Reference Number]*

**TO WHOM IT MAY CONCERN**

This letter of reference is issued to *[insert Proponent Name]* for the *[insert work/service name]*. We confirm with our best knowledge that *[Insert Proponent Name]* has satisfactorily completed *[insert work / service name]* from *[start date]* and to [completion date] and the value of the work completed was [*insert value of work/service completed in Maldivian Rufiyaa MVR*]

*[Optional] [Insert Proponent Name]* carried out *[insert scope of work/services or brief description of the work/services]*.

We recommend the *[work/services]* of *[Insert Proponent Name]* and endorse the credibility and the professionalism of their services.

Should you require any further queries on the above references, please feel free to contact me.

Sincerely,

[Sign]

[Signatory Name]

[Designation]

Include a copy of ID Card copy of the client or Copy of Company Registration of the Client

**FORM 07 - PROPOSAL CHECKLIST**

Proponents are required to attach *Form 07 – Proposal Checklist* outside the sealed envelope of the Proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proponent |  | For HDC use |  |  |
|  |  |  |  |  |
|  |  |  |  | 1. Bid Security as in FORM 01
 |
|  |  |  |  |  |
|  |  |  |  | 1. Letter of Proposal as in FORM 02
 |
|  |  |  |  |  |
|  |  |  |  | 1. Copy of Business Registration Certificate
 |
|  |  |  |  |  |
|  |  |  |  | 1. Board Resolution as in SECTION IV 3.5
 |
|  |  |  |  |  |
|  |  |  |  | 1. Proposal Checklist in FORM 07 attached outside sealed proposal.
 |

**NOTE:**

* **PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 07 PROPOSAL CHECKLIST** **(EXCLUDING FORM 7 - PROPOSAL CHECKLIST) WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.**

**FORM 08 - PROPONENTS CHECKLIST**

Proponents shall confirm that all the required documents are submitted along with the proposals submitted. Proponents Checklist shall be checked and signed by the proponent and shall be submitted along with the proposal.

|  |
| --- |
| **Proposal Documents:** |
|  | Price Proposal Form |
|  | Bid Security |
|  | Business Plan |
| **Legal Documents:** |
| Sole Proprietors: |
|  | Business Registration Certificate |
|  | Information of the Authorized Representative as in Form 03 |
|  | Power of Attorney to sign on behalf of the Proponent |
| Companies: |
|  | Business Registration Certificate |
|  | Information of the Authorized Representative as in Form 03. |
|  | Power of Attorney to sign on behalf of the Proponent |
|  | For Partnership: Partnership Deed / Agreement  |
|  | Memorandum and Articles of Association of the Company |
|  | Board Resolution of the Company confirming Board of Director’s approval for proposed work |
| **Financial Documents:** |
|  | HDC statement of the Due Clearance |
|  | For sole proprietors: monthly average balance confirmation of 12 months and sealed by bank/financial institution |
|  | For companies: Audited Financial statements of the most recent 3 years (2020,2019,2018) or monthly average balance confirmation of 12 months |
| Documents required based on the chosen Method of Financing: |
| If bank financing is proposed:  |
|  | Bank Comfort letter |
| For equity injection:  |
|  | Commitment letter of shareholders |
|  | Average end balance of the past 12 months authorized and sealed by bank/financial institution of the shareholders OR Audited Financial statements of the most recent 3 years (2020,2019,2018) |
| For external financing:  |
|  | Commitment letter of the financier |
|  | Average end balance of the past 12 months authorized and sealed by bank/financial institution of the external financier OR Audited Financial statements of the most recent 3 years (2020,2019,2018) |

We hereby confirm that we have submitted the above-mentioned documents along with the proposal. We understated that the proposal will be disqualified if the documents are not in accordance with Section V. Business Proposal Requirement.

**Proponent:**

Name: …………………………………………………………………………………..

Address: ……………………………………………………………………………….

……………………………………………………………………………………………..

*Signature and Stamp*

**FORM 09 - DECLARATION OF IMMEDIATE FAMILY MEMBERS**

Date: ……………………………………….

Name of the Project: ………………………………………..

Proposal Reference Number: ……………………………….

Proponent Name: …………………………………..

Name of the Authorized Signatory: ……………………………………

We, ***[insert business name and business registry number],*** hereby confirm and declare that;

1. has a relation (Immediate family members/relatives employed at HDC) that puts in a position to influence the proposal of the proponent, or influence the decisions of the Lessor regarding the RFP process, (Yes/No)
2. If Yes, specify the details relating to the information pursuant to Clause 1 above are as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| NID No. | Family member / Relatives Name | Relationship | Position/Title |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. I hereby confirm the following;
	1. That the information above is true, accurate and if all or any part of them are found to be untrue, HDC shall have the right to disqualify and reject the bid/proposal/quotation or terminate the agreement/work order,
	2. I am also obliged to inform and disclose to HDC if there are any changes to the declaration herein, within ten (10) days from the occurrence of such changes.

Name: ………………………………………

Date: …………………………….

Signature