

**REQUEST FOR PROPOSAL**

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**DEVELOPMENT OF A CAFÉ AT STO TRADE CENTER**



evolving with you

**STATE TRADING ORGANIZATION PLC.**

15<sup>th</sup> December 2016

## 1. Introduction and Background

State Trading Organization PLC (STO) is pleased to offer an exciting opportunity for a well-qualified business entities to submit a proposal detailing its interest to operate a restaurant / café as a concessionaire in the Ground Floor of STO Trade Center, Male' , Maldives.

STO Trade Center Building is conveniently located in the heart of capital city boarded by a mix of uses including office buildings, most popular restaurants, retail shops, tourist attraction points.

This project foresees to provide a great opportunity for investors to develop the business with much enhanced facilities within the greater male' and set a benchmark for further development in the region. It also will form a center of excellence for a fine dining restaurant.

Any party interested in providing services should prepare information in compliance with the specifications described in this RFP. The proposing party shall demonstrate the ability to perform in this type of business, clearly articulate achievable plans for operation, and document compliance with appropriate laws and regulations.

## 2. SCHEDULE OF BIDDING PROCESS

State Trading Organization shall endeavor to adhere to the following schedule:

<b>Issuance Tender Notice and RFP</b>	15 <sup>th</sup> December 2016	<ul style="list-style-type: none"><li>Tender Notice Published on Government Gazette and STO Website(<a href="http://www.sto.mv">www.sto.mv</a>)</li><li>RFP will be published in STO Website(<a href="http://www.sto.mv">www.sto.mv</a>)</li></ul>
<b>Registration</b>	15 <sup>th</sup> December to 2016 to 22 <sup>nd</sup> December 2016 ,1600hrs	<ul style="list-style-type: none"><li>Registration will be held during the period at STO Head Office</li></ul>
<b>Prebid Meeting</b>	25 <sup>th</sup> December 2016, 1500hrs	<ul style="list-style-type: none"><li>Prebid meeting will be held at STO Head Office</li></ul>
<b>Inquiries</b>	Before 26 <sup>th</sup> December 2016	<ul style="list-style-type: none"><li>Through email as per this RFP</li></ul>
<b>Submission of the Proposal</b>	05 <sup>th</sup> January 2017, 1500hrs	<ul style="list-style-type: none"><li>Bid Submission will be held at STO Head Office,</li></ul>

## 3. SCOPE OF WORK AND TERMS

3.1. The Contractor should Develop and operate a Café in the area allocated by STO in Trade Center Building as per the below terms and Conditions stated below and Annex-1.

- 3.1.1. Total Area of approximately 2034 square feet will be available for the restaurateur to furnish and occupy, including kitchen space and restroom facilities and further 400 square feet will be available as kids play area (Refer to the Annex 1).
- 3.1.2. The allocated area should only be used as Café/Restaurant.
- 3.1.3. The party must not make any changes to the premises that have not been approved by STO and such changes should be agreed.
- 3.1.4. The party must maintain the space in a clean, safe and functional condition.
- 3.1.5. The party shall be responsible for any damages caused by its negligence, loss, or wear beyond normal usage.
- 3.1.6. A joint inspection will be made by STO and the selected party prior to implementation of operations. The inspection shall be documented and signed by the party and STO. A similar inspection shall be made before 3 months from contract completion or at any time during contract performance.
- 3.1.7. The party must meet all required sanitation and safety standards including compliance with applicable health codes, fire safety codes and shall obtain all required certifications and licenses. Certifications and Licenses must be displayed in the exclusive use area and copies must be furnished to STO.
- 3.1.8. The party shall be responsible for janitorial and cleaning services in the leased area. STO reserves the right to inspect the party's food preparation and seating areas to ensure a clean, healthy and safe environment.
- 3.1.9. The party shall be responsible for marketing services provided under this award. STO reserves the right of prior approval of any and all signs, posters or advertisements placed on the building premises. Passenger lift must be used after office hours carrying heavy goods to the restaurant.
- 3.1.10. Contractor must ensure that Smoking is not allowed in any area of the café
- 3.1.11. A separate kid's play area must be allocated from café.
- 3.1.12. As the café area to be allocated is in the middle of the building, if used for cooking a ventilation issue might occur therefore permission must be taken from STO before doing so otherwise a good ventilation system must be placed.
- 3.1.13. The contractor shall be responsible to fabricate the roof of trade center at his own cost. Tensile structure roofing is preferred.
- 3.1.14. The term of the agreement shall be five (5) years, effective on the date of execution, with options to renew. The party shall commence the operation of Café/Restaurant within 01 month from the signing of lease agreement and 01 year will be given as a grace period.

#### **4. INSTRUCTIONS TO PROPONENTS**

- 4.1. **Language of Proposal:** The proposal documents must be written in English. The proposal must be written without erasures, both in figures and in words.
- 4.2. **Minimum Rate per Square Feet:** The Minimum rate per square feet must be MVR 40.00 or its USD equivalent.

- 4.3. **Security Deposit and Advance Lease Rent:** Within 07 days of Award Notification and prior to execution of the agreement, the party shall pay a security deposit equivalent to 02 month of monthly rent as security deposit to the STO's proposed Bank account which will be notified in the Award Notification. Failure to pay the security deposit will lead to annulment of the award notification and the Bid Security being forfeited.
- 4.4. **Bid Security:** The bid security shall amount to MVR 100,000.00 or its USD equivalent. The bid security must be issued by a financial institution based in Maldives valid for 60 days beyond the date prescribed for opening of the proposal.
- 4.5. **Addenda:** At any time prior to the Bid Due Date, STO may, for any reason, whether at its own initiative or in response to clarifications requested by a Proponent, modify the RFP by the issuance of Addenda. In order to afford the Proponents a reasonable time for taking an Addendum into account, or for any other reason, STO may, in its sole discretion, extend the Bid Due Date.
- 4.6. **One proposal Per Proponent:** Each Proponent must submit only one proposal by itself. A Proponent who submits or participates in more than one proposal will be disqualified. If STO discovers or has a reason to believe that collusion exists among any/all Proponents, any/all such proposals will be rejected, and all participants in such collusion will be excluded from consideration for future proposals for the same work.
- 4.7. **Validity:** The Proposals shall remain valid for 60 (Sixty) days after the deadline for date of bid submission.
- 4.8. **Right to Cancel or Reject:** STO reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Proponent.
- 4.9. **Applicable Laws and Courts:** This RFP and any resulting contract shall be governed in all respects by the laws of the Republic of Maldives and any litigation with respect thereto shall be brought only in the courts of the City of Male'.
- 4.10. **Right to Verify:** STO reserves the right to verify all statements, information and documents submitted by the Proponent in response to the [the RFP and/or the Bidding Documents] and the Proponent shall, when so required by STO, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by STO shall not relieve the Proponent of its obligations or liabilities hereunder nor will it affect any rights of STO thereunder.
- 4.11. **Blacklisted and Default Customers:** STO reserves the right to reject proposals from Blacklisted Customers and Legal Customers, including the Default Customers/Parties and it shall extend to Subsidiaries of STO as well.
- 4.12. **Conflict of Interest:** A Proponent shall not have a conflict of interest that affects the Bidding Process. Any Proponent found to have a Conflict of Interest shall be disqualified. In the event of disqualification, STO shall be entitled to forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by STO and not by way of penalty for, inter alia, the time, cost and effort of STO, including consideration of such

Proponent's proposal, without prejudice to any other right or remedy that may be available to STO under the Bidding Documents or otherwise.

## 5. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for selection, Proponents must submit a complete set of documents listed below. One (1) original, marked "Original," and one copy on CD of their proposal must be submitted to the address specified in this RFP. No other distribution of the proposal shall be made by the Proponent. STO shall neither accept oral proposals, nor accept proposals received by telephone, FAX, or electronically.

5.1. Certificate of Incorporation If the proponent is a consortium, supporting documents and documents explaining the details and nature of the consortium should be submitted.

5.2. ID Card Copies/PP Copies of Shareholders.

5.3. Memorandum and Article of Association (latest update).

5.4. Board Resolution to participate in the tender.

5.5. A written proposal that contains the following essential elements

**a) Conceptual:** Describe in detail (with drawings) the café/restaurant concept being proposed and provide preliminary plans, sections, diagrams and elevations in sufficient detail showing the manner in which proposer plans to develop the premises as follows:

- Floor plan of space showing proposed uses, layout, circulation and utilities.
- Proposed integration with STO Trade Center.
- One or more architectural rendering(s) of Cafe indicating layout of space, general color scheme, style of furniture, fixtures, materials to be used for flooring, walls and lighting. For all products, please include quality grade, brand names and anticipated costs.
- Marketing and Customer Service: describe the marketing plan proposed for use in operations, with an emphasis on measures designed to obtain maximum patronage during peak and non-peak periods
- Describe customer service objectives for the Café, specifically employee training and retention programs to support and meet objectives.
- Menu: include a copy of the proposed menu for the Café food/beverage and any associated merchandise being proposed, which includes non-alcoholic and alcoholic beverages indicating as applicable portion size, suggested price, and name brands.
- Hours: provide proposed days and hours of operation for the proposed Cafe.

**b) About the Proponent:** Describe a brief history/business profile of the entity. Note any changes in the proponent's name and ownership structure.

- Operational: submit sufficient information to allow STO to evaluate the management structure and operating program of the proposed café/restaurant concept.

- **Café/restaurant operations:** describe current café/restaurant operations. Please note that STO may elect to perform a site visit to review/confirm current café/restaurant conditions.
- **Minimum Qualifications:** provide evidence that the proposer has experience in the similar types of café/restaurant s for the past three (3) years.
- **Management Structure:** describe the management structure to be employed in the Operation of the café/restaurant. Please include a job description for the on-site manager, Include the number of employees and a proposed daily schedule to deliver good customer service during the proposed hours of operation.
- **Proposed Rent:** provide the proposed rent structure including base rent, annual rate increases, and term.

**c) Capital Investment:** Provide the estimated cost for interior construction, finishes, furnishings, fixtures, trade equipment, and architectural and engineering fees and the proposed method of financing.

**d) Financial:** proposer must include Audited financial (attested) statements of past 3 years.

## 6. SUBMISSION

- 6.1. Deadline for submission is 05<sup>th</sup> January 2017, 1500hrs at STO Head Office. Bids will be opened in the presence of the Proponents who choose to attend.
- 6.2. Proponents shall submit 1 original of their Proposal according to the instructions given in this RFP.

## 7. EVALUATION CRITERIA

7.1. Criteria for evaluation will include:

### 7.1.1. Primary selection criteria:

- 1. price 60%
- 2. Experience 30%
- 3. concept 10%

### 7.1.2. Additional criteria:

- References
- Innovate ideas or plans to promote use of the Cafe facility
- Other factors deemed relevant by STO

- 7.2. Selection will be made on basis the Primary Selection Criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength.
- 7.3. As part of the evaluation process, STO may interview some, but not necessarily all, of the parties submitting proposals.
- 7.4. In selecting the Proponent, STO will consider all of the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation that STO may perform.

## **8. AWARD OF CONTRACT**

**9.1.** After selection, Award Notification shall be issued, in duplicate, by STO to the Selected Proponent and the Selected Proponent shall, within 7 (seven) days of the receipt of the Award Notification, sign and return the duplicate copy of the Award Notification in acknowledgement thereof. In the event the duplicate copy of the Award Notification duly signed by the Selected Proponent is not received by the stipulated date, STO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Proponent as Damages on account of failure of the Selected Proponent to acknowledge the Award Notification, and the next eligible Proponent may be considered.

## **9. COMMUNICATIONS**

9.1. During the RFP process, questions or clarifications about this RFP must be directed by email to:

Mr. Ahmed Shimal  
Assistant Manager  
Procurement Department  
State Trading Organization Plc.  
Boduthakurufaanu Magu, Male'  
Tel: +960 3344 196, +960 3344 321  
Email: [contracting@stomaldives.net](mailto:contracting@stomaldives.net)

9.2. Except as provided in the preceding section relating to questions about this RFP, Proponents shall not contact any officers, employees, or team members of STO with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents.