

ANNEX 1
TERMS OF REFERENCE (TOR)

1. Introduction

State Trading Organization PLC (STO) wishes to invite Expression of Interest (EOI) from interested eligible Companies, for Design and project management consultancy (PMC) for STO 15 Story Multi-Purpose Commercial Building in Male’.

2. General Terms

2.1. The EOI must comprise the following documents:

- a. EOI Submission Form (as per Annex 2)
- b. Applicant details: company’s business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business.
- c. Details of individual who will serve as the point of contact for STO.
 - i. Name, designation, mobile number, e-mail address
 - ii. Power of Attorney document

2.2. Applicant shall bear all costs associated with the preparation and submission of the EOI.

3. Required Documents

- a. Relevant Business Registration Certificate
- b. Company Profile
- c. Shareholders / Owners Identity Card or Passport Copy.
- d. Company’s Memorandum of Association and Article of Association (If applicable).
- e. Bank details
- f. Relevant tax registration certificate
- g. Audited financial statements for the most recent 2 years
- h. Portfolio of projects
- i. If a party elects to participate in the EOI as joint venture or partnership, including collaborations formed solely as bid for this project, an official document signed and stamped by all participating entities must be submitted.
- j. The applicant is required to submit the CVs of the team members listed in Annex 1, (3. Team experience).

4. Evaluation of EOI

- 4.1. To assist in the examination, evaluation and comparison of EOIs, STO may at its discretion ask the applicant for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered or permitted.
- 4.2. STO will examine the EOI to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI is generally in order.
- 4.3. Prior to the detailed evaluation, STO will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI. STO reserves the right to waive minor deviations if they do not affect the capability of an applicant to perform the work.
- 4.4. An EOI determined as not substantially responsive will be rejected by STO.
- 4.5. This EOI does not entail any commitment on the part of STO, either financial or otherwise. STO reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.
- 4.6. Shortlisted parties will be contacted by STO and requested to submit a detailed proposal.

5. Criteria for Shortlisting EOI

- 5.1. The applicant must have successfully completed at least one project of a similar nature, involving design and PMC for a mixed-use commercial building, with a minimum value of USD 500,000 (five hundred thousand United States Dollars) or its equivalent, within the past ten years. Furthermore, STO will review portfolio of projects completed to assess applicant's experience in executing project of similar nature.
- 5.2. The applicant must not be a Blacklisted / Default/ Legal Customer of State Trading Organization Plc. or any subsidiaries of State Trading Organization Plc.
- 5.3. The applicant must not be blacklisted or debarred by the Ministry of Finance and must not have any unresolved issues with the Ministry of Economic Development or MIRA.
- 5.4. Past Experience will be validated by reference letter/completion certificates or any documentation in the name of the Companies/Government Entities/Institutions/Commission etc. (any legal or government entity) which proves bidders' engagement in the proposed similar nature of design and PMC for the same project.
- 5.5. To assist in the assessment and eligibility of the applicant, STO may, at STO's discretion, ask any proponent to submit any documents (including and not limited to some mandatory documents) for clarification and verification.

6. Notices

- 6.1. This Invitation for an EOI does not constitute a solicitation. STO reserves the right to change or cancel the requirement at any time during the EOI Process. Thus, submitting a reply to this Invitation for an EOI does not automatically guarantee that the party will be considered for the Tender Process. STO undertakes to maintain confidentiality and protect information contained in the bidding documents to be used for any other purpose other than for this Bid.

ANNEX 1 – PROJECT DATA SHEET

DESIGN AND PROJECT MANAGEMENT CONSULTANCY FOR THE DEVELOPMENT OF 15 STOREY MULTIPURPOSE COMMERCIAL BUILDING IN MALE'

1. Background

1.1 Contract Details

Name	
Physical address	
Mailing address	
Telephone	
Fax	
e-mail	
Website	

1.2 Legal Registration (if any)

Place of registration & registration No.	Date of incorporation	Shareholders

2. Experience

Country	Project Name	Client	Role	Project Value (USD / Equivalent)	Project start date	Actual Completion date

2.1 Details of similar Design and project management consultancy (PMC) projects with a minimum value of USD 500,000 or its equivalent completed in the last 10 years



2.2 Details of any ongoing works

Country	Project Name	Role	Project Value (USD / Equivalent)	Client	Planned Completion date

2.3 Details of affiliated Parties for previous projects

#	Name of Party	Project name and location	Scope of Party	Years of experience in field
1				
2				
3				

3. Team Experience

The applicant is required to submit the CVs of the team members listed below and shall have experience in line with the requirements outlined in the following table. Qualification documents and work experience reference letters to be provided upon request from STO to assess the experience/capability.

#	Minimum requirements	Field experience
Project Manager	1	15 years' experience in construction industry
Architect	1	Licensed Architect with 10 years' experience
Landscape Architect	1	5 years' experience in landscape architecture



Structural Engineer	1	Licensed Structural Engineer with 10 years' experience
Interior designer	1	5 Years experience in interior design
Mechanical, electrical & plumbing (MEP) Engineer	1	Licensed Engineer with 10 years' experience
Quantity Surveyor	1	10 years' experience in Quantity Surveying
Construction Manager	1	10 years' experience in construction industry

4. Certification

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name:

Title / Designate:

Signature:

Date:

Company Seal / Stamp: