**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(a) has withdrawn its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or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. 758

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**FORM 02: LETTER OF PROPOSAL**

Date: ……………………………………………………….

Name of the Project: ……………………………………..

Proposal Reference No: …………………………………

**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 3.4.

We have no outstanding payment due to the Lessor and any outstanding tax payment to MIRA in accordance with Section IV.

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

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

We propose Acquisition Fee (exclusive of GST) of:

|  |  |
| --- | --- |
| Plot Number | Proposed Acquisition Fee per square feet (USD) |
| *Plot1 :……………….* | *USD……………..L……………… (amount in numbers), -------------------------------------- (amount in words)* |

***Note: Acquisition Fee can be proposed for maximum 4 plots only per Proponent and in case of any discrepancies between the amount mentioned in numerical values and amount in words, amount written in numerical values will be considered.***

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.

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: BANK GUARANTEE**

WHEREAS, (Name of Proponent, NID Number) (hereinafter called “the Proponent”) has submitted their proposal dated (date of submission of proposal) for execution of (Name of the Project) – (herein after) called the “RFP”, under Invitation for Proposal No. -------------- (Invitation for Proposal).

KNOW ALL PEOPLE by these presents that We (name of bank) having our registered office at (address of bank) (here in after called “the bank”) are bound unto the Housing

Housing Development Corporation of the Republic of Maldives (here in after called “Lessor” in the sum of USD (amount in numeric) (amount in words) for which payment well and truly to be made to the said Lessor, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this (proposal opening date) day of 2023.

The condition of this obligation is:

1. If the Proponent is awarded with the Lot

We undertake to pay to the Lessor up to the above upon receipt of his first written demand, without the Lessor having to substantiate his demand, provided that in his demand the Lessor will note that the amount claimed by him is due to him owing to the occurrence of the above condition.

This Guarantee will remain in force up to including the (Date) (180 days from the above-mentioned date) after the deadline for submission of this Guarantee or as it may be extended by the Lessor, notice of which extension(s) should be given to the Bank. The extension should be approved and accepted by the bank and duly acknowledged by the bidder.

Notwithstanding anything here above contained, our liability under this guarantee is restricted to of USD (amount in numeric) (amount in words), and will expire 180 (One Eighty) days from the date of issuance of this Guarantee, i.e. on (Date). Unless a claim is lodged against us in writing on or before that date, our liability under this Guarantee will cease without any further notice to you

(Seal and signature of the bank / financial institution)

**FORM 04: 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 05: 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 5. Financial Documents.

**Proponent:**

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

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

……………………………………………………………………………………………..

*Signature and Stamp*

**FORM 06: 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 United Stated Dollar USD)*

**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 07: 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 08 - 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 employed at Urbanco) 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, Urbanco 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 Urbanco if there are any changes to the declaration herein, within ten (10) days from the occurrence of such changes.

Name: ………………………………………

Date: ………………………………………...

Signature:

**FORM 09 - PROPOSAL CHECKLIST**

Proponents are required to Form 09 – Proposal Checklist outside the sealed envelope of the Proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proponent |  | For Urbanco use |  |  |
|  |  |  |  |  |
|  |  |  |  | 1. Bid Security as in FORM 01 |
|  |  |  |  |  |
|  |  |  |  | 1. Letter of Proposal as in FORM 02 |
|  |  |  |  |  |
|  |  |  |  | 1. Copy of Business Registration Certificate |
|  |  |  |  |  |
|  |  |  |  | 1. Bank Guarantee as in FORM 03 |
|  |  |  |  |  |
|  |  |  |  | 1. Board Resolution as in SECTION V 4.4 |
|  |  |  |  |  |

**NOTE:**

* **PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 09 PROPOSAL CHECKLIST WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.**

**FORM 10 - 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:** | | |
|  | | Letter of Price Proposal as in Form 02 |
|  | | Bid Security as in Form 01 |
|  | | Bank Guarantee as in Form 03 |
|  | | Business Plan (if required) |
| **Legal Documents:** | | |
| Sole Proprietors: | | |
|  | | Business Registration Certificate |
|  | | Information of the Authorized Representative as in Form 04 |
|  | | Power of Attorney to sign on behalf of the Proponent |
| **Companies:** | | |
|  | | Business Registration Certificate |
|  | | Information of the Authorized Representative as in Form 04. |
|  | | 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:** | | |
|  | | Urbanco statement of the Due Clearance |
|  | | MIRA tax clearance report |
| Documents required based on the chosen Method of Financing: | | |
| If equity financing is proposed: | | |
|  | For sole proprietors: monthly average balance confirmation of 06 (Six) months (March 2023 to August 2023) and sealed by bank/financial institution | |
|  | For companies: Audited Financial statements of the most recent year (2022) or monthly average balance confirmation of 06 (Six) months (March 2023 to August 2023) and sealed by bank/financial institution | |
| **If bank financing is proposed:** | | |
|  | | Bank Comfort letter |
| If equity injection is proposed: | | |
|  | | Commitment letter of shareholders |
|  | | Average monthly balance of the most recent 06 months (March 2023 to August 2023) authorized by bank/financial institution of the shareholders (OR)  Audited Financial statements of the most recent years (2022) and Management Accounts of the current year (2023) (OR)  Relevant documents for bank financing by shareholder (as per Section V Clause 5.4.3) (OR)  Relevant documents for external financing by shareholder (as per Section V Clause 5.4.5) |
| If external financing is proposed: | | |
|  | | Commitment letter of the financier |
|  | | Average monthly balance of the most recent 06 months (March 2023 to August 2023) authorized bank/financial institution of the external financier (OR)  Audited Financial statements of the most recent year (2022) and Management Accounts of the current year (2023) (OR)  Relevant documents for bank financing by financier (as per Section V Clause 5.4.3) |

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*