

2. BID DATA

NOTE: The following specific data for the Works to be procured shall complement, amend, or supplement the provisions in the Instructions to Bidders.

Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

2.1	<p>Bid Title:</p> <p>HR Audit Service for HDC Ltd - 2019</p> <p><u>Project details:</u></p> <ul style="list-style-type: none"> a) Systemization of existing organizational structure to enhance growth and achievement of strategic objectives b) Rightsizing the organization by matching jobs with skills and matching current employee numbers to the scope of each department. c) Establishing proper staffing mechanisms for the future
2.2	<p>Name and Address of the Employer:</p> <p style="text-align: center;">Housing Development Corporation Ltd. Ground Floor, HDC Building Hulhumalé, Maldives</p>
2.3	<p>Contact Details for Further Information:</p> <p style="text-align: center;">Procurement Section Housing Development Corporation Ltd. HDC Building Hulhumalé, Maldives Tel: (960) 335 5144, (960) 335 5243 E-mail: tenders@hdc.com.mv</p>
2.4	<p>Period of Completion/Supply & Delivery:</p> <p>A Delivery Period is to be proposed in the BID FORM (Part 01 of this Document). The maximum delivery period allowed under this bid is 90 Calendar days. Points will be awarded for early completion/delivery.</p> <p><u>Any bid proposing a delivery period which exceeds the above will be disqualified.</u></p>

2.5	<p>Penalty for delays:</p> <p>A penalty of 0.05% per day of delay, up to 10% of total contract value shall be charged in the event that the bidder fails to deliver on time as given.</p> <p>HDC reserves the right to cancel the Bids, if the delivery time is delayed by more than 10 working days from the agreed delivery date.</p>
2.6	<p>Bid language:</p> <p>English</p>
2.7	<p>Bid Currency:</p> <p>All prices are to be quoted in Maldivian Rufiyaa (MVR)</p>
2.8	<p>Period of Bid validity:</p> <p>60 Calendar days from the date of bid submission.</p>
2.9	<p>Amount of Bid Security:</p> <p>Not required</p>
2.10	<p>Pre-Bid meeting and Site Visit:</p> <p>Not required</p>
2.11	<p>Number of copies of the Bid to be completed and returned:</p> <p>One Copy</p>
2.12	<p>Employer's Address for the Purpose of Bid submission:</p> <p>Housing Development Corporation Ltd. Ground Floor, HDC Building Hulhumale', Maldives</p>
2.13	<p>Deadline for Clarification of Bid Documents:</p> <p>The bidders can send written queries via email to tenders@hdc.com.mv before 14:00hrs, 4th February 2019</p>
2.14	<p>Deadline and Venue for Submission of Bid:</p> <p>The bidder must submit the bid at 14:00 hrs, 10th February 2019 at the following location:</p>

	<p>Housing Development Corporation Ltd. Ground Floor, HDC building, Hulhumalé, Republic of Maldives</p> <p>The bidder's representatives who are present shall sign a register evidencing their attendance.</p>
2.15	<p>Venue, Time, and Date of Bid Opening:</p> <p>Venue: Housing Development Corporation Ltd. Ground Floor, HDC Building Hulhumalé, Maldives</p> <p>Date: 10th February 2019 Time: 14:00 hrs.</p> <p>The bidder's representatives who are present shall sign a register evidencing their attendance.</p>
2.16	<p>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer:</p> <p>Not Required</p>
2.17	<p>Contract Type and Payment Terms:</p> <p>The contract shall be a Lump Sum Contract. Payment will be made within 30 days upon practical completion and handover of works with the receipt of invoice.</p>
2.18	<p>Bid Evaluation and Awarding Method:</p> <p>Items will be evaluated and awarded collectively.</p>
2.19	<p>Eligibility:</p> <ol style="list-style-type: none"> 1. The Company should have been in operation since at least 5 (Five) year prior to the date of Bid Submission. 2. The bidder shall not be affiliated with a firm or entity that has been hired by the Employer for provision of any services for the works 3. The bidder shall not be an Employee of the Employer within the past 5 years. 4. Should have a minimum of 2 key personnel with a post graduate qualification in Human Resource Management (HRM) or Organizational Behavior (OB) or related discipline, in the proposed list of Key personnel. 5. The Bidder should have completed at least 1 Project of similar nature within past 2 (two) years. 6. The above must be supported by submission of the following documentation. Failure to do so WILL render the Bidder ineligible and lead to <u>disqualification of the bid.</u>

	<p>I. Copy of Company Registration Certificate.</p> <p>II. Company profile / work profile</p> <p>III. GST Registration certificates (if applicable).</p> <p>IV. The past experience should be supported by submitting Documents signed by previous Customers indicating the project value, duration and completion date.</p> <p>V. CV, reference letters of previous employees (if any) and proof of academic qualifications of key personnel's.</p> <p>Late submission of any of the above mentioned documents will not be entertained.</p>												
2.20	<p>Time period and maximum value of sales considered for awarding points for Experience:</p> <p>Maximum Time period considered: [05 Year]</p>												
2.21	<p>Bid Evaluation Criteria</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>50</td> </tr> <tr> <td>Experience</td> <td>20</td> </tr> <tr> <td>Proposed Audit Plan</td> <td>20</td> </tr> <tr> <td>Delivery Period</td> <td>10</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	Criteria	Percentage	Price	50	Experience	20	Proposed Audit Plan	20	Delivery Period	10	Total	100%
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2.22	<p>Delivery Address</p> <p><i>Housing Development Corporation Ltd</i> <i>Ground floor, HDC Building</i> <i>Hulhumalé, Maldives</i></p>												
2.23	<p>Composition of Proposals</p> <p>The proposal shall comprise of the following information and documents.</p> <p><u><i>A technical proposal</i></u> The proponent must provide a detailed audit plan including a detailed pricing and timeline to carry out the services. The proposal shall also highlight the plan for maintaining quality of service and the special advantages the organization brings to us.</p> <p><u><i>Experience of the team</i></u> The proponents must provide company profile with details of projects of similar nature carried out, including current projects and commitments</p> <p><u><i>Qualifications of the team</i></u> Proponents must provide information about the proponent's technical team, technical capacity including human resources capacity and Curriculum Vitae of the key staff.</p>												