

SECTION 3: FORMS OF LETTER OF TENDER

DESIGN, SUPPLY & INSTALLATION OF CCTV SURVEILLANCE SYSTEM IN HIYAA HOUSING PROJECT IN HULHUMALÉ PHASE II

**Hulhumalé, Republic of Maldives
22nd September 2021**

3.1 Form of Letter of Tender

NAME OF CONTRACT: **DESIGN, SUPPLY & INSTALLATION OF CCTV SURVEILLANCE SYSTEM IN BUILDING #1 TO #4 OF HIYAA HOUSING PROJECT IN HULHUMALÉ PHASE II**

To: HOUSING DEVELOPMENT CORPORATION LTD.,
HULHUMALÉ, MALDIVES

We have examined the Conditions of Contract, Employer’s Requirements and Addenda Nos. for the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with such documents and our enclosed Tender (including this letter) for the sum of MVR [*sum in Figure*] (Maldivian Rufiyaa); [*sum in words*], or such other sum as may be determined in accordance with the Conditions of Contract

We accept your suggestions for the appointment of the DAB, in accordance with the Conditions of Contract.

We agree to abide by this Tender until [*Bid Expiry date*] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Annexures form part(s) of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then confirm with the Performance Guarantees included in this Tender.

The time of Completion is [*duration in Figure*] calendar days. We agree to comply with the delivery terms stated in the table below.

Delivery Terms

Stage	Activity	Duration (Calendar Days)	Maximum days allowed
Design stage	Completion of 2.1 Scope of works related to Design Stage and Submission of 2.2 Contractor’s Documents related to Design Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 30 calendar days
Construction Stage	Completion of 3.1 Scope of works related to Construction Stage and Submission of 3.2 Contractor’s Documents related to Construction Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 120 calendar days

Unless and until a formal Agreement is prepared and executed this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature in the capacity of
duly authorised to sign tenders for and on behalf of
Address:.....

Date.....

Company Stamp:

Annexure A
Schedule of Payments

Activity Stage	Total Proposed Price (In MVR)	Timing for payment /Installment
Advance payment	<i>30 % of Total Contract Price</i>	As per Contract Clause 14.7
Design stage	<i>Maximum 10 % of Total Contract Price</i>	After completion of Detail Design stage
Construction stage	<i>[Insert amount in figure]</i> <i>[Insert amount in words]</i>	Based on the Actual progress percentage (Minimum 5%) with respect to the agreed payment milestone breakdown

Note - All the payments are subjected to the relevant condition of contracts.

3.2 Form of Letter of Tender

NAME OF CONTRACT: **DESIGN, SUPPLY & INSTALLATION OF CCTV SURVEILLANCE SYSTEM IN BUILDING #5 TO #8 OF HIYAA HOUSING PROJECT IN HULHUMALÉ PHASE II**

To: HOUSING DEVELOPMENT CORPORATION LTD.,
HULHUMALÉ, MALDIVES

We have examined the Conditions of Contract, Employer’s Requirements and Addenda Nos. for the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with such documents and our enclosed Tender (including this letter) for the sum of MVR [*sum in Figure*] (Maldivian Rufiyaa); [*sum in words*], or such other sum as may be determined in accordance with the Conditions of Contract

We accept your suggestions for the appointment of the DAB, in accordance with the Conditions of Contract.

We agree to abide by this Tender until [*Bid Expiry date*] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Annexures form part(s) of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then confirm with the Performance Guarantees included in this Tender.

The time of Completion is [*duration in Figure*] calendar days. We agree to comply with the delivery terms stated in the table below.

Delivery Terms

Stage	Activity	Duration (Calendar Days)	Maximum days allowed
Design stage	Completion of 2.1 Scope of works related to Design Stage and Submission of 2.2 Contractor’s Documents related to Design Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 30 calendar days
Construction Stage	Completion of 3.1 Scope of works related to Construction Stage and Submission of 3.2 Contractor’s Documents related to Construction Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 120 calendar days

Unless and until a formal Agreement is prepared and executed this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature in the capacity of
duly authorised to sign tenders for and on behalf of
Address:.....

Date.....

Company Stamp:

Annexure A
Schedule of Payments

Activity Stage	Total Proposed Price (In MVR)	Timing for payment /Installment
Advance payment	<i>30 % of Total Contract Price</i>	As per Contract Clause 14.7
Design stage	<i>Maximum 10 % of Total Contract Price</i>	After completion of Detail Design stage
Construction stage	<i>[Insert amount in figure]</i> <i>[Insert amount in words]</i>	Based on the Actual progress percentage (Minimum 5%) with respect to the agreed payment milestone breakdown

Note - All the payments are subjected to the relevant condition of contracts.

3.3 Form of Letter of Tender

NAME OF CONTRACT: **DESIGN, SUPPLY & INSTALLATION OF CCTV SURVEILLANCE SYSTEM IN BUILDING #9 TO #12 OF HIYAA HOUSING PROJECT IN HULHUMALÉ PHASE II**

To: HOUSING DEVELOPMENT CORPORATION LTD.,
HULHUMALÉ, MALDIVES

We have examined the Conditions of Contract, Employer’s Requirements and Addenda Nos. for the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with such documents and our enclosed Tender (including this letter) for the sum of MVR [*sum in Figure*] (Maldivian Rufiyaa); [*sum in words*], or such other sum as may be determined in accordance with the Conditions of Contract

We accept your suggestions for the appointment of the DAB, in accordance with the Conditions of Contract.

We agree to abide by this Tender until [*Bid Expiry date*] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Annexures form part(s) of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then confirm with the Performance Guarantees included in this Tender.

The time of Completion is [*duration in Figure*] calendar days. We agree to comply with the delivery terms stated in the table below.

Delivery Terms

Stage	Activity	Duration (Calendar Days)	Maximum days allowed
Design stage	Completion of 2.1 Scope of works related to Design Stage and Submission of 2.2 Contractor’s Documents related to Design Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 30 calendar days
Construction Stage	Completion of 3.1 Scope of works related to Construction Stage and Submission of 3.2 Contractor’s Documents related to Construction Stage (provided in Employer’s Requirement)	[<i>Insert Duration in figure</i>]	max 120 calendar days

Unless and until a formal Agreement is prepared and executed this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature in the capacity of
duly authorised to sign tenders for and on behalf of
Address:.....

Date.....

Company Stamp:

Schedule of Payments

Activity Stage	Total Proposed Price (In MVR)	Timing for payment /Installment
Advance payment	30 % of Total Contract Price	As per Contract Clause 14.7
Design stage	Maximum 10 % of Total Contract Price	After completion of Detail Design stage
Construction stage	[Insert amount in figure] [Insert amount in words]	Based on the Actual progress percentage (Minimum 5%) with respect to the agreed payment milestone breakdown

Note - All the payments are subjected to the relevant condition of contracts.