

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- (a) has withdrawn its Proposal during the period of Proposal validity specified by the Proponent in the Letter of Proposal; or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 of your notification to the Proponent of the name of the successful Proponent; or (ii) **180 (One 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:

- (a) 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.
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITP 3;
- (c) We have not been suspended nor declared ineligible by the Lessor in accordance with ITP 3.3.
- (d) We have no outstanding payment due to the Lessor in accordance with Section III.
- (e) We have no non-performance of a contract and non-compliance with court verdicts in accordance with Section III.
- (f) We, (insert business name and business registry number), offer to (insert name of the Project).
- (g) We undertake, to pay the proposed Lease rate for 05 (five) years, where proposal is accepted. The lease rate is:

1st Year (per square feet per month): MVR 30.00 (Maldivian Rufiyaa Thirty)
2nd Year (per square feet per month): MVR L (amount in numbers)
(RufiyaaLaari.....) (amount in words)
3rd Year (per square feet per month): MVR L (amount in numbers)
(RufiyaaLaari.....) (amount in words)
4th Year (per square feet per month): MVR L (amount in numbers)
(RufiyaaLaari.....) (amount in words)
5th Year (per square feet per month): MVR L (amount in numbers)
(RufiyaaLaari.....) (amount in words)
- (h) 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 / Unit.

- (i) 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.
- (j) 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
- (k) We understand that Lessor is not bound to accept the highest evaluated proposal or any proposal that the lessor 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: 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 04: 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 understand that the proposal will be disqualified if the documents do not show proof of funds to finance the Estimated Project Cost or if the documents are not in accordance with Section V. Business Proposal Requirement Clause 4. Financial Documents.

Proponent:

Name:

Address:

.....

Signature and Stamp

FORM 05 – PROPOSAL CHECKLIST

Proponents are required to submit Form 05 – Proposal Checklist outside the sealed envelope of the Proposal

Proponent	For HDC use	
<input type="checkbox"/>	<input type="checkbox"/>	1. Bid Security as in FORM 01
<input type="checkbox"/>	<input type="checkbox"/>	2. Letter of Proposal as in FORM 02
<input type="checkbox"/>	<input type="checkbox"/>	3. Copy of Business Registration Certificate / Profile Information Sheet
<input type="checkbox"/>	<input type="checkbox"/>	4. Board Resolution as in SECTION IV 3.4
<input type="checkbox"/>	<input type="checkbox"/>	5. Proposal Checklist in FORM 05 attached outside sealed proposal.

Authorized Representative:

Name:

Designation:

ID Number:

Contact Number:

Email Address:

NOTE:

- **PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 05 PROPOSAL CHECKLIST (EXCLUDING FORM 05 – PROPOSAL CHECKLIST) WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.**

FORM 06 - 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.

1. Proposal Documents:	
	Price Proposal Form
	Bid Security
	Business Plan (if required)
	Experience (if required)
2. Legal Documents:	
Sole Proprietors:	
	Business Registration Certificate
	Information of the Authorized Representative as in Form 03
	Power of Attorney to sign on behalf of the Proponent
Companies:	
	Business Registration Certificate
	Information of the Authorized Representative as in Form 03.
	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
	Company Profile Information Sheet issued by Ministry of Economic Development.
3. Financial Documents:	
	HDC statement of the Due Clearance
	Method of Financing Form
4. Documents required based on the proposed Method of Financing:	
<u>If Equity Financing is proposed:</u>	
	Monthly Average Balance Confirmation of 06 (six) months prior to proposal submission or End Balance Confirmation one month prior to proposal submission of the business entity
	For Companies, audited financial statements of most recent year (2023) authorized by a certified audit firm.
	Management Account of the year 2024
<u>If bank financing is proposed:</u>	
	Bank Comfort letter
<u>For equity injection:</u>	
	Commitment letter from shareholders
	Monthly Average Balance Confirmation of 06 (Six) months or End Balance Confirmation of the shareholders (OR) Audited Financial statements of the most recent year (2023) and management account of the year 2024 (OR)

	Relevant documents for bank financing by shareholder Relevant documents for external financing by shareholder
<u>For external financing:</u>	
	Commitment letter of the financier
	Average Balance Confirmation of 06 (six) months prior to proposal submission or End Balance Confirmation one month prior to proposal submission of the external financier (OR) Audited Financial statements of the most recent year (2023) and management account of year 2024 (OR) Relevant documents for bank financing by financier

We hereby confirm that we have submitted the above-mentioned documents along with the proposal. We understand 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

FORM 07 – 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 HDC) 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

- 3. I hereby confirm the following;
 - a. That the information above is true, accurate and if all or any part of them are found to be untrue, HDC shall have the right to disqualify and reject the bid/proposal/quotation or terminate the agreement/work order,
 - b. I am also obliged to inform and disclose to HDC if there are any changes to the declaration herein, within ten (10) days from the occurrence of such changes.

Name:

Date:

Signature