**FORM 01: BID SECURITY FORM**

WHEREAS, *(name of Proponent)* (hereinafter called “the Proponent”) has submitted their bid dated *(date of submission of bid)* to (name of works) in *(insert lot number),* Hulhumalé (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We *(name of bank)* having our registered office at *(address of bank)* (hereinafter called “the Bank”) are bound unto the Housing Development Corporation Ltd of the Republic of Maldives, registration number C-793/2008 (hereinafter called “Lessor”) in the sum of *MVR …………………. (Maldivian Rufiyaa) 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 ……………………. Day of 2020.

THE CONDITIONS of this obligation are:

1. If the Proponent

(a) Withdraws its Bid during the period of bid validity

2. If the Proponent, having been notified of the acceptance of its Bid by the Housing Development Corporation Ltd during the period of bid validity:

(a) Refuses to accept the award;

(b) Fails or refuses to pay Lease Deposit; or

(c) Fails to execute the term and conditions of Lease Agreement; or

We undertake to pay to the Lessor up to the above amount 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 and including the date (insert date) 180 days from *(date of proposal submission)* after the deadline for submission of this Guarantee or as it may be extended by the Lessor, notice of which extension(s) shall be given to the Bank. Any demand in respect of this Guarantee shall reach the Bank not later than the above date.

This guarantee shall supersede all agreements between us and the Proponent in relation to this Bid. If there are any inconsistencies between this guarantee and any other document exchanged between us and the Proponent, the terms of this guarantee shall prevail.

This guarantee shall be governed by and construed in accordance with the laws of Republic of Maldives.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Seal and signature of the bank / financial institution)**

**FORM 02: LETTER OF PRICE PROPOSAL**

Date: ……………………………………………………….

Name of the Project: ……………………………………..

Proposal Reference No: …………………………………

Unit 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 3.3;

We have not been suspended nor declared ineligible by the Lessor in accordance with ITP 3.4.

We have no litigation history and non-performance of a contract in accordance with Section III.

We, (insert *busines name and business registry number)*, offer to (insert name of the Project) in Unit *(Insert Unit number).*

We undertake, to pay the proposed rent for 05 (five) years, where proposal is accepted. The proposed lease rent of our proposal is:

1st Year (per square feet per month): MVR ….………..L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

2nd Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………………..) *(amount in words)*

3rd Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari…………………….……….) *(amount in words)*

4th Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………….…….) *(amount in words)*

5th Year (per square feet per month): MVR ….……… L …………… *(amount in numbers)*

(Rufiyaa ……………………………Laari……………………….…….) *(amount in words)*

Our proposal shall be valid for a period of One Hundred and Eighty (180) 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: 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 - PROPOSAL CHECKLIST**

Proponents are required to Form 04 – Proposal Checklist outside the sealed envelope of the Proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proponent |  | For HDC use |  |  |
|  |  |  |  |  |
|  |  |  |  | 1. Bid Security as in FORM 01 |
|  |  |  |  |  |
|  |  |  |  | 1. Letter of Price Proposal as in FORM 02 |
|  |  |  |  |  |
|  |  |  |  | 1. Copy of Business Registration Certificate |
|  |  |  |  |  |
|  |  |  |  | 1. Board Resolution as in SECTION V 3.6 |
|  |  |  |  |  |
|  |  |  |  | 1. Proposal Checklist ss in FORM 04 attached outside sealed proposal. |

**NOTE:**

* PROPOSALS WITHOUT THE SPECIFIED DOCUMENTS STATED IN THE FORM 04 PROPOSAL CHECKLIST WILL BE REJECTED AT THE TIME OF PROPOSAL OPENING.