

Reference No: HDC (161)-BSI/IU/2022/105

Addendum Date: 10th March 2022

ADDENDUM 1

Project Name: Lease of unit for the provision of Arts, Crafts & Stationaries Shop from Hiya commercial area in Hulhumalé Phase 2 – (stage 4)

Proposal Reference Number: HDC (161)-BSI/IU/2022/89

Announced Date: 28th February 2022

The following change(s) has been made to the RFP.

Section II. RFP Data Sheet – D. Submission and Opening of Proposals ITP 16.1	Date Change: For online document submission purpose only: Starting Date and Time: 13th March 2022, 15:00hrs Deadline Date and Time: 29th March 2022, 10:00hrs
Section II. RFP Data Sheet – D. Submission and Opening of Proposals ITP 16.2	Date Change: For Physical proposal submission purpose only, the Lessor Address is: Exhibition Center (Ground Floor) HDC Building Huvandhumaa Hingun Housing Development Corporation Ltd. Date: 29th March 2022 Time: 1000hrs to 1100hrs
Section II. RFP Data Sheet – D. Submission and Opening of Proposals ITP 18.1	Date Change: For proposal opening shall take place at: Exhibition Center (Ground Floor) HDC Building Huvandhumaa Hingun Housing Development Corporation Ltd. Date: 29th March 2022s

	<p>Time: 1100hrs</p> <p><i>Proposal Opening will be held physically in front of the proponents participating at Proposal Opening.</i></p>
<p>Section VI.</p> <p>Contract Term</p> <p>Clause 8. Condition Precedent.</p>	<p>Change:</p> <p>8.1 Agreement will only be signed upon fulfilment of the following conditions precedent:</p> <p>8.1.1. Payment of Lease Deposit as per Clause 9.</p>
<p>Section VI.</p> <p>Contract Term</p> <p>Clause 10. Condition Precedent.</p>	<p>Change:</p> <p>10.1 The as-built Drawings must comply with the Hiyaa Commercial Area Guideline provided by HDC.</p> <p>10.2 Utility permit shall be issued after the submission of as-built Drawing.</p>
<p>Section V.</p> <p>Business Proposal Requirement</p> <p>Form 02: Letter of Proposal</p>	<p>Change:</p> <p>Form 02: Letter of Proposal (Refer to Annex 1)</p>
<p>Section VII.</p> <p>Drawings and Guideline</p> <p>2. Hiyaa Commercial Area Guideline</p>	<p>Change:</p> <p>2. Hiyaa Commercial Area Guideline (Refer to Annex 2)</p>

Please include this addendum when submitting the proposal.

Annex 1

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 IV.
- (e) We have no non-performance of a contract and non-compliance with court verdicts in accordance with Section IV.
- (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 15.00 (Maldivian Rufiyaa Fifteen)

2nd Year (per square feet per month): MVR 15.00 (Maldivian Rufiyaa Fifteen)

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 V, 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:



Annex 2

(Refer to next page)

HIYA COMMERCIAL AREA GUIDELINE

1. INTRODUCTION

This document is intended to communicate the process, standards and the guidelines to be followed by the tenants occupying commercial units of Hiyaa Commercial. The purpose of this guideline is to ensure that a standard is maintained amongst the commercial developments and to create an environment where its commercial activities will not disrupt the living atmosphere of the residents of the buildings.

2. DRAWING REQUIREMENT

- Commercial units comprise of area larger than 1,200 sqft are required to submit the drawing as per Section 2.1 and Section 2.2 prior to agreement signing.
- Commercial unit comprises of area less than 1,200 sqft are required to submit AS Built Drawing as per Section 2.3 prior to obtain Utility Permit from HDC.

2.1 DRAWING REQUIREMENT

- Floor plan
- Exterior elevation (Corridor side)
- Interior elevation (Section indicating corridor & unit's FFL)

2.2 DOCUMENT / DRAWINGS SUBMITTALS AFTER APPROVAL

The following documents and drawings shall be submitted to HDC after the approval of design.

- Electrical network and other utilities services should be done according to the guidelines of the relevant authorities.
- Fire drawings approved by MNDF (if required)

2.3 AS BUILT DRAWING REQUIREMENT

- Floor plan
- Exterior elevation (Corridor side)
- Interior elevation (Section indicating corridor & unit's FFL)
- Floor plan layout drawing of electrical, plumbing and water.
- Fire drawings approved by MNDF (if required)

3. DRAWING GUIDELINE

3.1 GENERAL

- Waste management area should be allocated in unit which could accommodate two separate bins for recyclable and general waste separately.
- Minimum height of entrance door should be 2.1m
- Corridor FFL & unit FFL should be identified. If corridor floor finish level and unit's floor finish level is the same, it should be stated as such on the drawing.
- If corridor FFL & unit FFL is above 25mm high, slope (1:12/not less than 1:10) should be provided for PWD access.
- Name/ Bill Boards can be installed perpendicular to the unit, within the limitation provided by HDC. Name/ Bill Board to be projected to the façade at the walkway towards the courtyard, it should not be projected more than 550mm and in clear height of 2.2m from the unit floor finish level. Each unit is strictly entitled to and limited to one number of such projections. Any name board or signage can be fixed or stamped directly to the wall or façade
- AC outdoor unit location should be provided within the boundary of the unit as per the drawings.

3.2 BUILDING EXTERIOR MODIFICATION GUIDELINE

The building exterior of the unit including stairs outside the boundary and access from outside is to be designed and built as per below:

- Exterior wall colour can be changed of the respective unit.

UNIT ACCESS - STAIRS

- The foundation of the stair should not go below 250MM from natural ground level.
- The stair can be built only in the location provided by HDC.
- Stair should be design in such a way that, existing balcony can be of a landing area or a transition to access from proposed stair.
- The contractor should pay extreme attention not to damage any existing services lines. It is the tenant's responsibility to check existing services drawings and site condition to bring forward any discrepancies before starting any constructions on site. HDC will provide the required As-built drawings.
- Foundation should not be placed directly aligned with a manhole.
- The stair location and design as per "Commercial Unit Access Drawings" should be approved by HDC before construction.

4. CONSTRUCTION AND MODIFICATION GUIDELINE

- During the construction period the unit needs to be covered properly. Plywood / canvas can be used to cover the whole area to ensure dust control outside the unit and the adjacent commercial corridor or any common area effected by dust or debris should be cleaned effectively.
- The covering of the unit should be within the unit area and should not exceed outside the unit area.
- All construction materials should be maintained inside the unit and disposed properly by tenant to the allocated areas assigned by the respective parties.
- Concrete sheet drilling should not exceed more than 1 inch.
- Maintain construction noise within acceptable levels and working hours should comply with guidelines and rules set by authorities and the Lessor. It is prohibited to do any work causing noise after 6:00PM to 08:00AM.

PROHIBITED MODIFICATIONS

- Construction, building or modifications to the common areas outside of the unit. Exception to this clause is for the stairs for unit access as per building modification guideline.
- Under any circumstance it is prohibited to modify the concrete wall and beams, however masonry wall can be cut as per the building modification guideline.
- Front façade wall should not be moved inwards or outwards from the assigned front façade boundary.



5. USAGE GUIDELINE

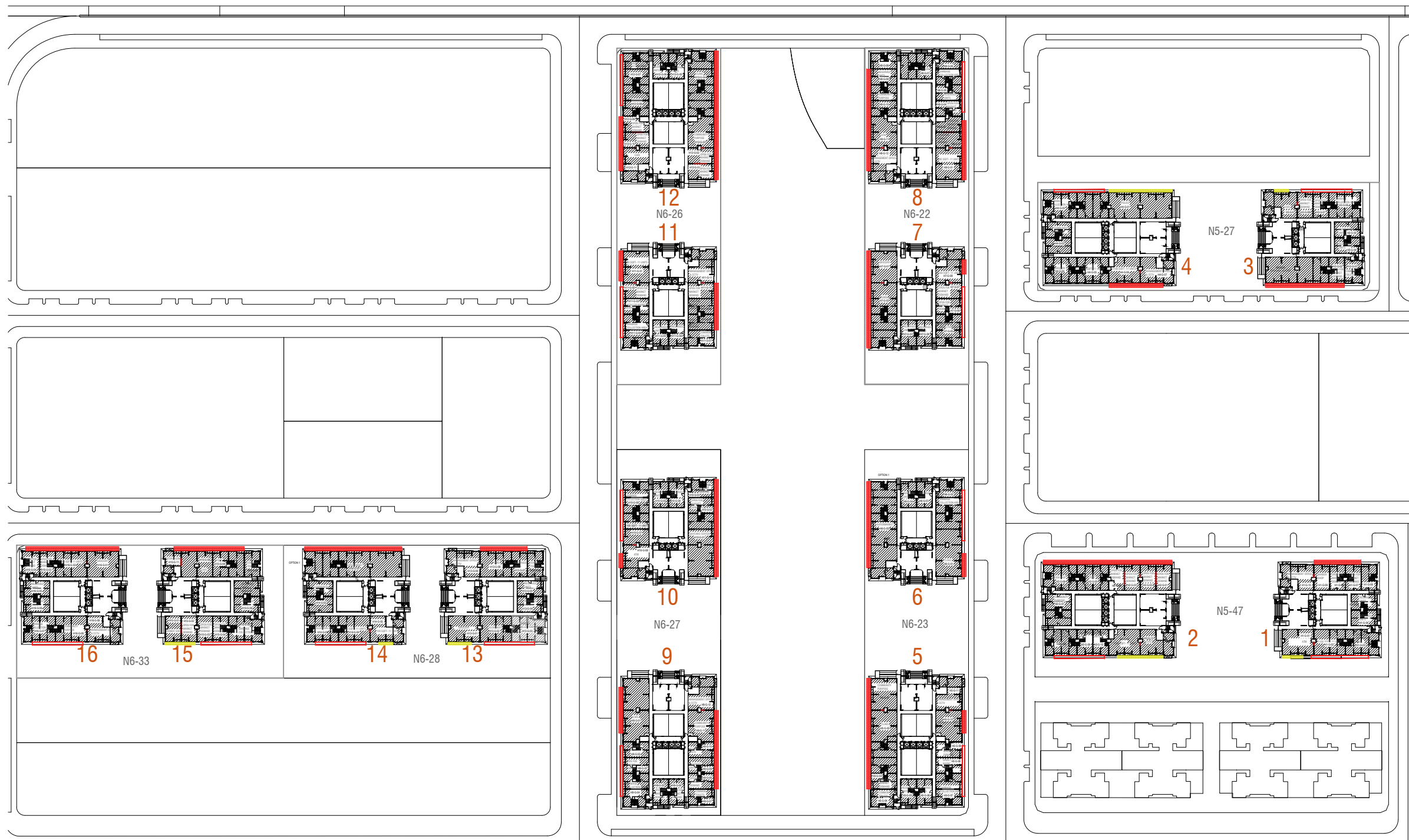
5.1 GENERAL REQUIREMENTS FROM ALL COMMERCIAL UNITS

- Incorporation of energy efficient appliances, fixtures and HVAC systems. Use of energy efficient lights whenever applicable.
- Oil traps are essential to units that would be using large quantities of oil. These oils solidify when cooled and is bound to block drain pipes that would connect to the main sewerage pits. In order to minimize this, tenants are required to provide oil traps before connection to main lines and should conform with MWSC guidelines for oil traps.
- In food production areas, provide ducted exhausts to all cooking equipment, hood vents with filter systems at discharge to reduce cooking odors to residential areas.
- Hiya commercial tenants shall dispose of all waste and garbage in the appropriate manner set by the rules, regulations, policies, and guidelines publicized by the lessor and relevant Authorities.
- Special attention and care must be given to ensure that the premises are free from any fire hazards.
- Property Inspection and access to Lessor - the tenant shall permit the Lessor or anyone authorized by the Lessor at reasonable hours upon prior notice (except in emergencies) to enter and view the unit for any proper purpose (including the checking of compliance and for routine maintenance and services performed to the premises systems)
- Building Security and Access - CCTV camera systems are setup to ensure the safety and security of the tenants, users and visitors of the Hiya area. Tenants are advised to setup their own surveillance of their specific unit. Security equipment types may include access control, CCTV systems, alarm systems.

Fire, Casualties and Insurance - Tenants are to provide up-to-date emergency contact information to the property manager to be communicated in case of any emergency. An in-house safety and emergency plan should be in place to be used in the event of an emergency.

6. DISCLAIMER

HDC reserves the right to evaluate and impose conditions not covered in these guidelines in response to specific design or usage depending on merits. HDC reserves the right to modify or withdraw any part of this guideline and to make such other and further changes as deemed necessary for the operation of the commercial area and these guidelines will be binding upon each tenant.



LEGEND

PROPOSED STAIR LOCATIONS

- 1500MM WIDE AREA
- 1000MM WIDE AREA
- GARBAGE RAMP

7000 HOUSING - COMMERCIAL UNIT ACCESS LOCATIONS



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**HIYA
 COMMERCIAL UNITS ACCESS
 HULHUMALE**

The drawings, concept and design contained are the properties of HDC. Use of any kind or copy of whole or part of this drawing, concept or design or use on other projects or sites other than that specified on this drawing is strictly prohibited.

DESIGNER:

Architectural

DRAWN BY:

ASNADH
 23 JANUARY 2022

REVISION

NAME	DATE

SCALE:

SHEET NO:

CHECKED BY:

SIRAJ
 Architectural

NAME
 Structural

Electrical & Mechanical

Communication

APPROVED BY:

NAME
DATE

SHEET CONTENT:

PLAN

PAGE NO.

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LEGEND

PROPOSED STAIR LOCATIONS

- 1500MM WIDE AREA
- 1000MM WIDE AREA
- GARBAGE RAMP

7000 HOUSING - COMMERCIAL UNIT ACCESS LOCATIONS WITH STAIRS



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DESIGNER:

Architectural	Structural

DRAWN BY:

ASNADH
 23 JANUARY 2022

REVISION	NAME	DATE

SCALE: _____ SHEET NO: _____

CHECKED BY:

SIRA J	NAME
Architectural	Structural
Electrical & Mechanical	Communication

APPROVED BY:

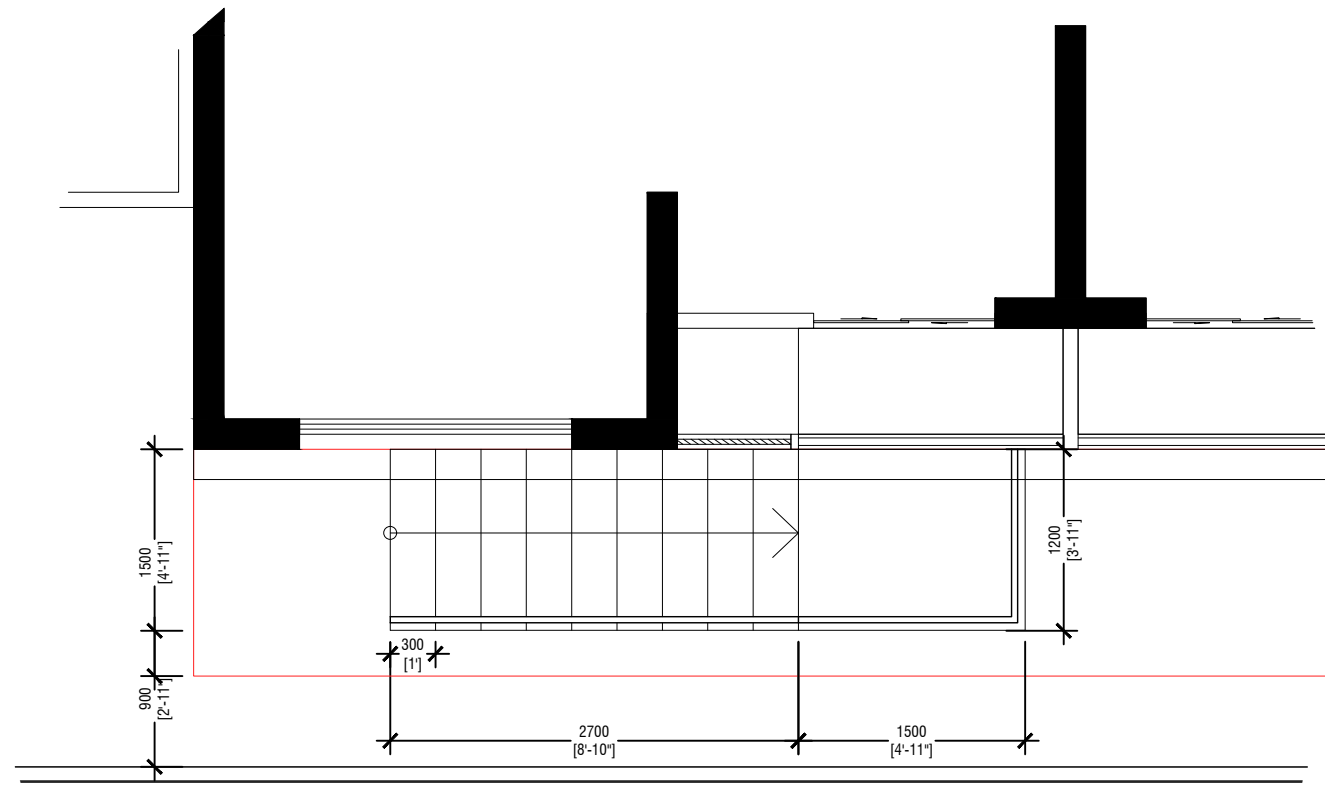
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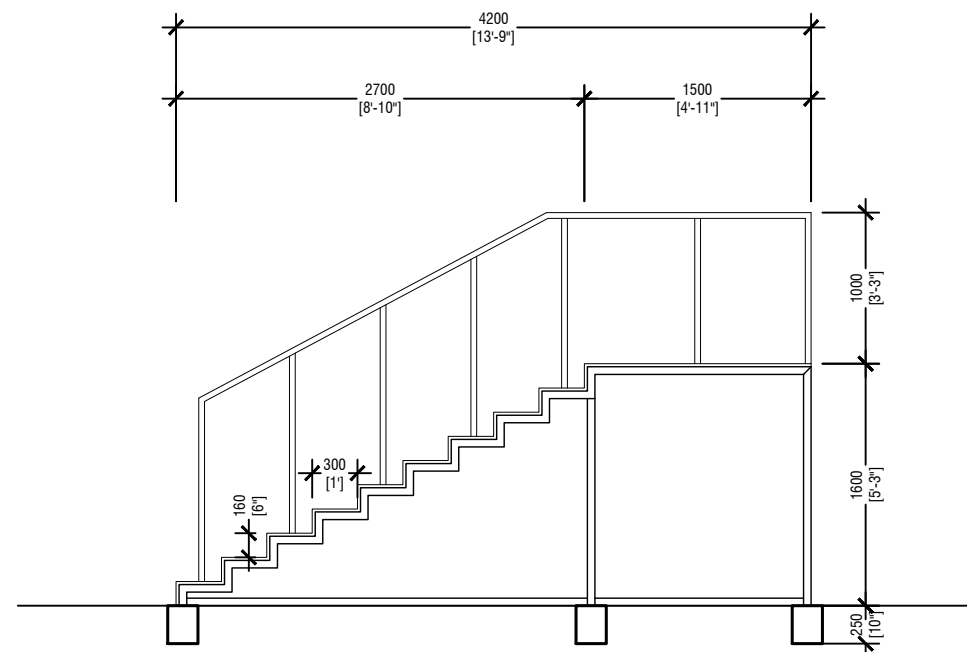
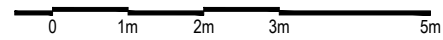
PLAN WITH STAIRS

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PLAN
SCALE 1:50



SCHEMATIC SECTION
SCALE 1:50



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DESIGNER:

NAME
Architectural
Structural

DRAWN BY:

ASNAZH	
23 JANUARY 2022	
REVISION	
NAME	DATE
SCALE:	SHEET NO:
-	-

CHECKED BY:

SIRAJ	NAME
Architectural	Structural
Electrical & Mechanical	Communication

APPROVED BY:

NAME
DATE

SHEET CONTENT:

STAIR DETAILS

PAGE NO.

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