



EXPRESSION OF INTEREST (EOI)

FOR
LEASE OF UNIT FOR THE PROVISION OF VET CLINIC
FROM HIYAA COMMERCIAL

PROPOSAL REFERENCE NUMBER:

HDC(161)-REM/2023/203

ANNOUNCEMENT DATE:

13th April 2023

PROPOSAL SUBMISSION DEADLINE:

03rd May 2023



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SECTION I: INSTRUCTION TO PROPONENTS

1. Eligible Proponents
 - 1.1 A Proponent must be a registered business (sole trader, partnership or limited liability company)
 - 1.2 A Proponent must be registered veterinary practitioner or a registered veterinary facility in Ministry of Fisheries, Marine Resources and Agriculture.
 - 1.3 In case a Joint Venture (JV) is proposed by Proponent(s) the minimum percentage of equity share proportion of local partner(s) in a JV shall not apply.
 - 1.4 Proponent shall not be under suspension from proposal submission by the Lessor.
 - 1.5 Employees of HDC shall not be eligible to submit any proposals under this RFP.
 - 1.6 If Proponent has a relation with an employee within HDC, that is a position to influence the proposal of the Proponent, or influence the decisions of the Lessor regarding the RFP process, the Proponent shall declare the relationship as per the Declaration Form in Section V.

2. The EOI Documents include all the Sections specified below, and should be read in conjunction with any Addenda issued.
 - Section I. Instructions to Proponents (ITP)
 - Section II. Information Sheet
 - Section III. Lessor's Requirements
 - Section IV. Selection Process
 - Section V. Business Proposal Requirement
 - Section VI. Contract Terms

3. The Proponent is expected to examine all instructions, forms, terms, and specifications in the EOI Documents. Failure to furnish all information and documentation required in EOI Documents may result in rejection of the proposal.

4. All Proponents will be processed according to the "Selection Process"

5. The inner and outer envelopes shall:
 - o bear the name and address of the Proponent;
 - o bear the name of the Project and shall be addressed to the Lessor;
 - o bear the specific proposal reference number of this EOI process indicated in Information Sheet;
 - o bear the name, address and contact number and contact person of the Proponent.
 - o bear a warning not to open before the time and date for proposal opening.
 - o Include Form 05 - Proposal Checklist

6. The currency(ies) of the proposal is to be quoted in Maldivian Rufiyaa (MVR).

7. At any time prior to the deadline for submission of proposal, the Lessor may amend the EOI Documents by issuing addenda.

8. Any proposal received by the Lessor after the deadline for submission of proposal shall be declared late, rejected, and returned unopened to the Proponent.
9. The Lessor reserves the right to accept or reject any proposal, and to annul the EOI process and reject all proposal at any time prior to contract award, without thereby incurring any liability to Proponents.



SECTION II: INFORMATION SHEET

Name of the Project	Lease of unit for the provision of vet clinic from Hiyaa Commercial
Reference Number	The Reference Number of Proposal Process is: HDC(161)-REM/2023/203
Clarification	<p>For clarification purposes only, the Lessor's address is: Real Estate Management Urbanco. Ground Floor, HDC Building Hulhumalé, Maldives Tel: (+960)3355 314, (+960)3355 3376 E-mail: sales@urbanco.mv</p> <p>a) A Proponent requiring any clarification of the EOI Documents shall contact the Lessor in writing at the Lessor's address.</p> <p>b) The Lessor will respond in writing to any request for clarification, provided that such request is received no later than the enquiry deadline</p>
Information Session	<p>Information Session via Zoom will be held on 18th April 2023 at 10:00 hrs</p> <p>Zoom Link: https://bit.ly/43vEZY</p>
Deadline for Clarification	The deadline for request for clarification is on or before 20th April 2023 at 14:00 hrs
Response to Enquiries	The responses to the enquiries will be sent to the proponents on 24th April 2023
Proposal Validity	Proposal Validity Period: 150 (One Hundred and Fifty) days
Proposal Submission and Opening	<p>For proposal submission and opening purpose only, the Lessor Address is: Exhibition Center (Ground Floor) HDC Building Huvandhumaa Hingun</p> <p>Date: 03rd May 2023 Time: 13:00hrs to 1400hrs</p> <p>a) Proponents do not have the option of submitting their proposal electronically.</p> <p>b) The Lessor shall open the proposals one at a time and read out and record the following</p> <ul style="list-style-type: none"> • the name of the Proponent; • the proposed prices in Price Proposal Form; • any other details as the Lessor may consider appropriate

SECTION III. LESSOR'S REQUIREMENTS

1. SCOPE OF WORKS

Urbanco (Lessor) is seeking for interest parties to lease unit for the provision of a vet clinic from Hiyaa commercial. The selected party (Lessee) will be responsible for the operation of the unit for the duration of the lease term as per the guidelines set forth by Urbanco. The operation of the unit includes but is not limited to, management, administration, supervision and maintenance of the unit.

2. BUSINESS MODEL

- 2.1 The Business Model is Lease Model, whereby the Lessee agrees to pay the proposed Lease to the Lessor.
- 2.2 Lease rate for the Year 1 & Year 2 will be fixed at MVR 15.00 (Maldivian Rufiyaa Fifteen) per square feet per month.
- 2.3 The minimum acceptable lease rate per month is MVR 20.00 (Maldivian Rufiyaa Twenty) per square feet per month.
- 2.4 The lease rate proposed for each following year shall be equal or higher than the previous year's lease rate. Proposed lease rate which is less than the said minimum acceptable lease rate shall be disqualified.

3. ESTIMATED INVESTMENT COST

- 3.1 The estimated investment cost to operate the H14-G-02 is **MVR 326,373.00 (Maldivian Rufiyaa Three Hundred Twenty-Six Thousand Three Hundred and Seventy-Three)** This amount is based on the unit area, unit usage and the scope of work essential for the operation of the unit.
- 3.2 The calculation basis for Estimated Investment Cost is calculated at the rate of MVR 300.00 (Maldivian Rufiyaa Three Hundred) per square feet of the unit.

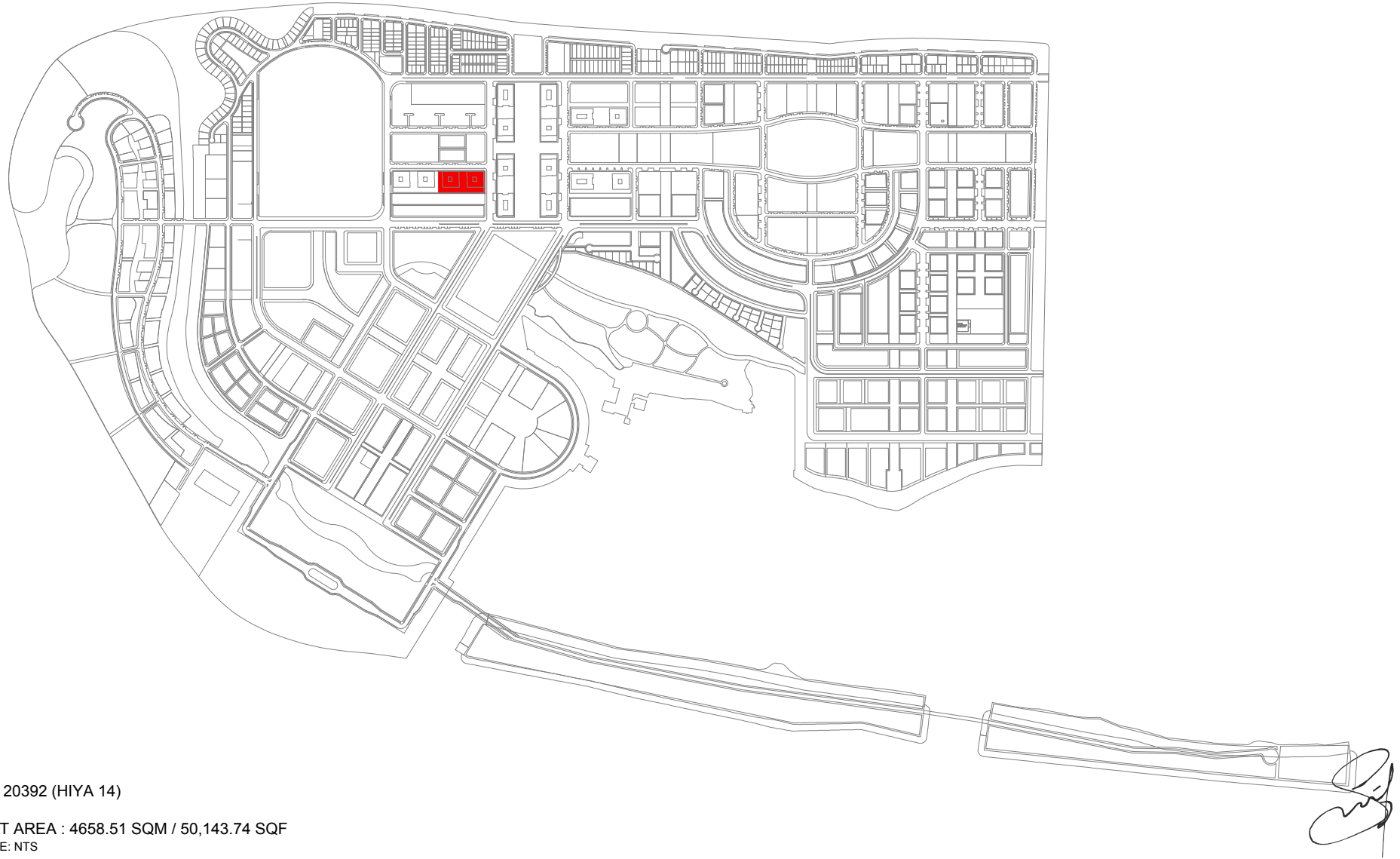
4. UNIT DETAILS

Unit Number	Usage	Area
H14-G-02	Vet Clinic	1087.91

Drawings and Guideline related to the unit will be included in the Section VII. Drawings and Guidelines.

LOCATION MAP (LOT 20392)

PHASE 2



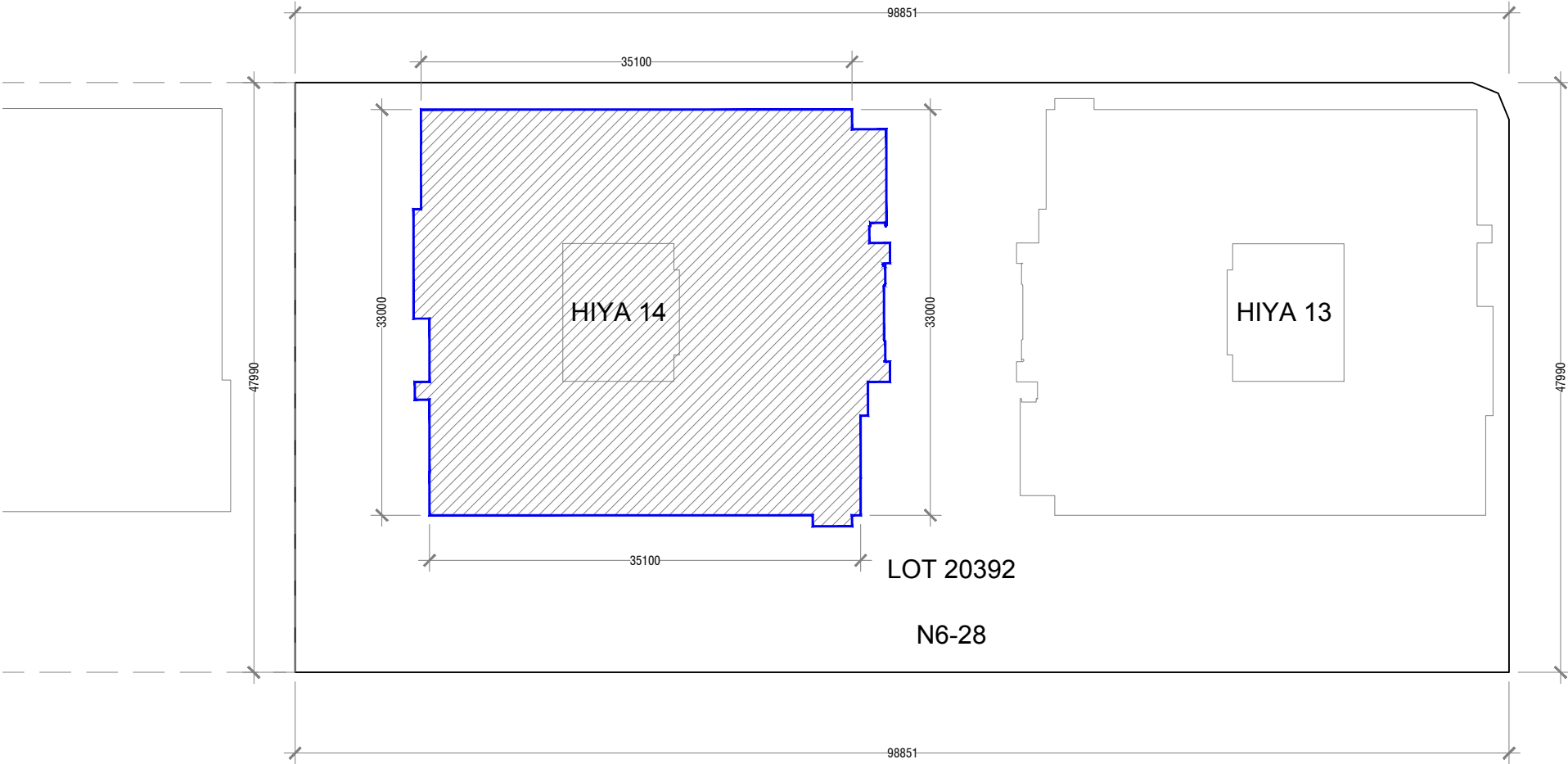
LOT 20392 (HIYA 14)

PLOT AREA : 4658.51 SQM / 50,143.74 SQF
SCALE: NTS

PROJECT : HIYA 14 (LOT 20392)

DRAWING : LOCATION MAP

HIYA 14 - LOT 20392



HIYA 14 - LOT 20392

PLOT AREA : 4658.51 SQM / 50,143.74 SQF

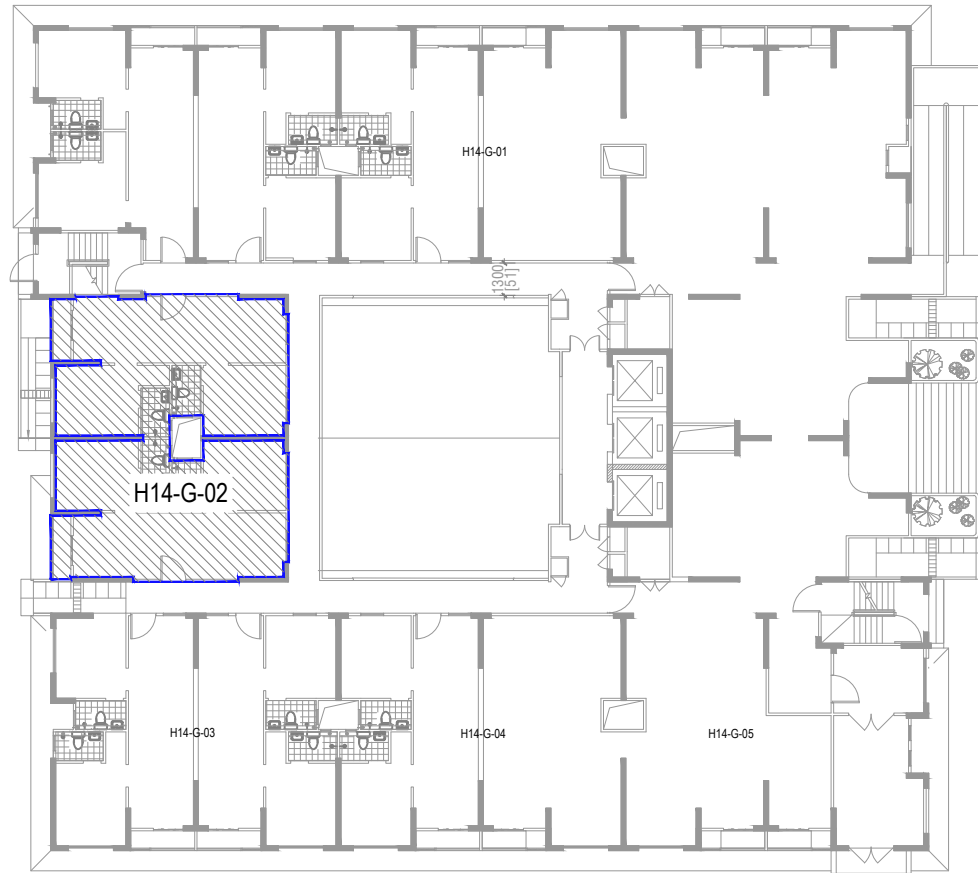
CONDOMINIUM AREA : 1221.31 SQM / 13,146.06 SQF

SCALE: 1:500

PROJECT : HIYA 14 (LOT 20392)

DRAWING : PLOT MAP





LOT 20392 (HIYA 14) - GROUND FLOOR

PLOT AREA : 4658.51 SQM / 50143.74 SQFT
 BUILDING AREA: 1221.31 SQM / 13146.06 SQFT

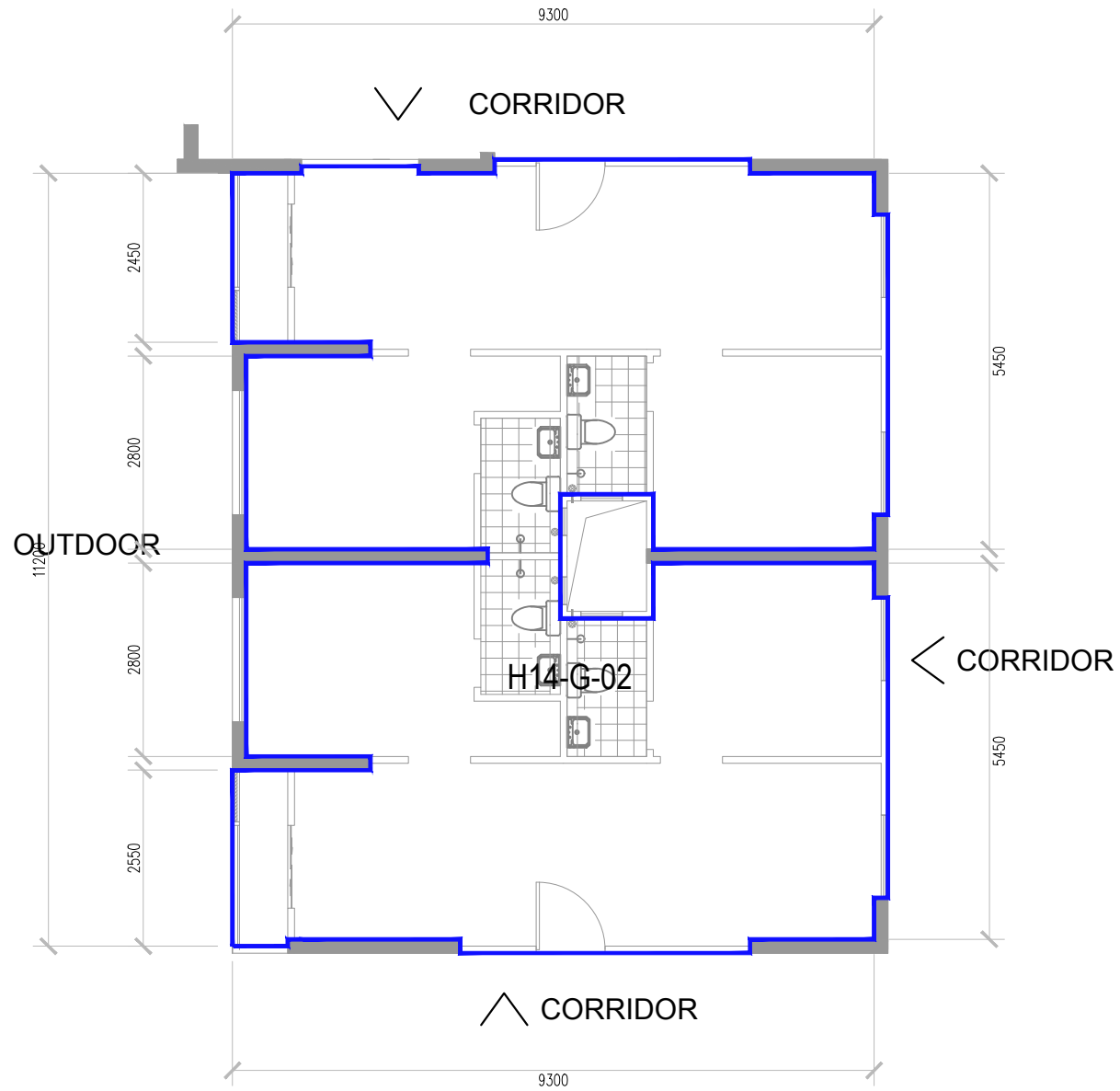
H14-G-02 : 101.07 SQM / 1087.91 SQFT



SCALE: 1:300



H14-G-04



FLOOR PLAN

H14-G-02 : 101.07 sqm/ 1,087.91 sqft

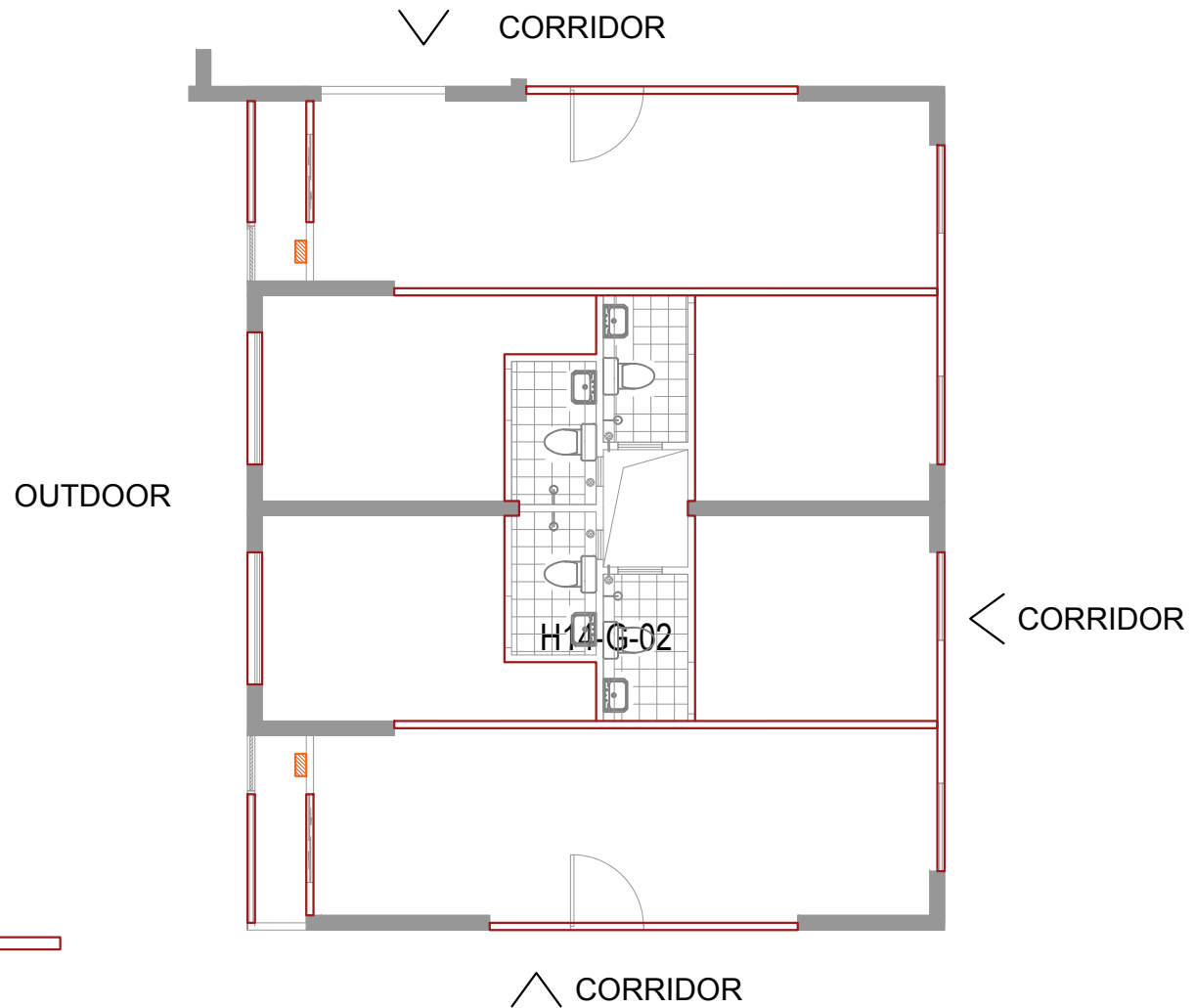
SCALE: 1:100

PROJECT : HIYA 14 (LOT 20392)

UNIT LAYOUT



H14-G-04



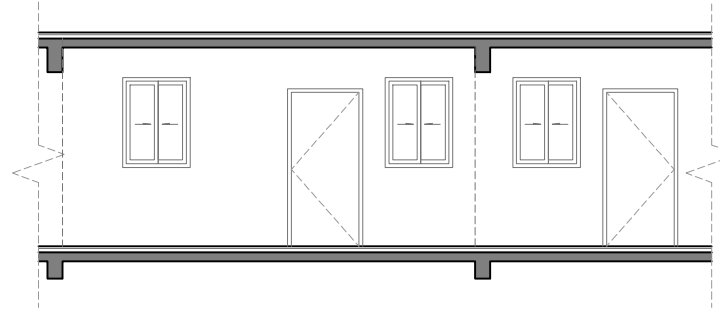
FLOOR PLAN

AC OUT-DOOR UNIT LOCATIONS

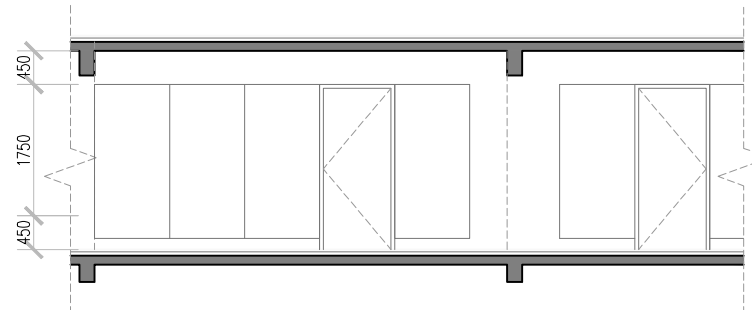
WALLS/ AREA AND MATERIALS THAT CAN BE DEMOLISHED/ ALTERED

**Note:*
 All unit facades (walls facing corridors/ unit entrance) have services running in-front. Hence, these factors should be taken into account for demolition and refurbishment design for each unit separately.





TYPICAL UNIT ELEVATION (FROM CORRIDOR OF THE UNITS THAT HAVE BEEN BUILT)



TYPICAL UNIT FRONTAGE GUIDELINE

***Note:**

1. All unit facades (walls facing corridors/ unit entrance) have services running in-front. Hence, these factors should be taken into account for demolition and refurbishment design for each unit separately.
2. This is a typical frontage of a unit measuring 550> Sqft. Different unit frontages will be unique relative to the unit size.



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 square feet 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 square feet are required to submit AS Built Drawing as per Section 2.3 prior to obtaining of 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

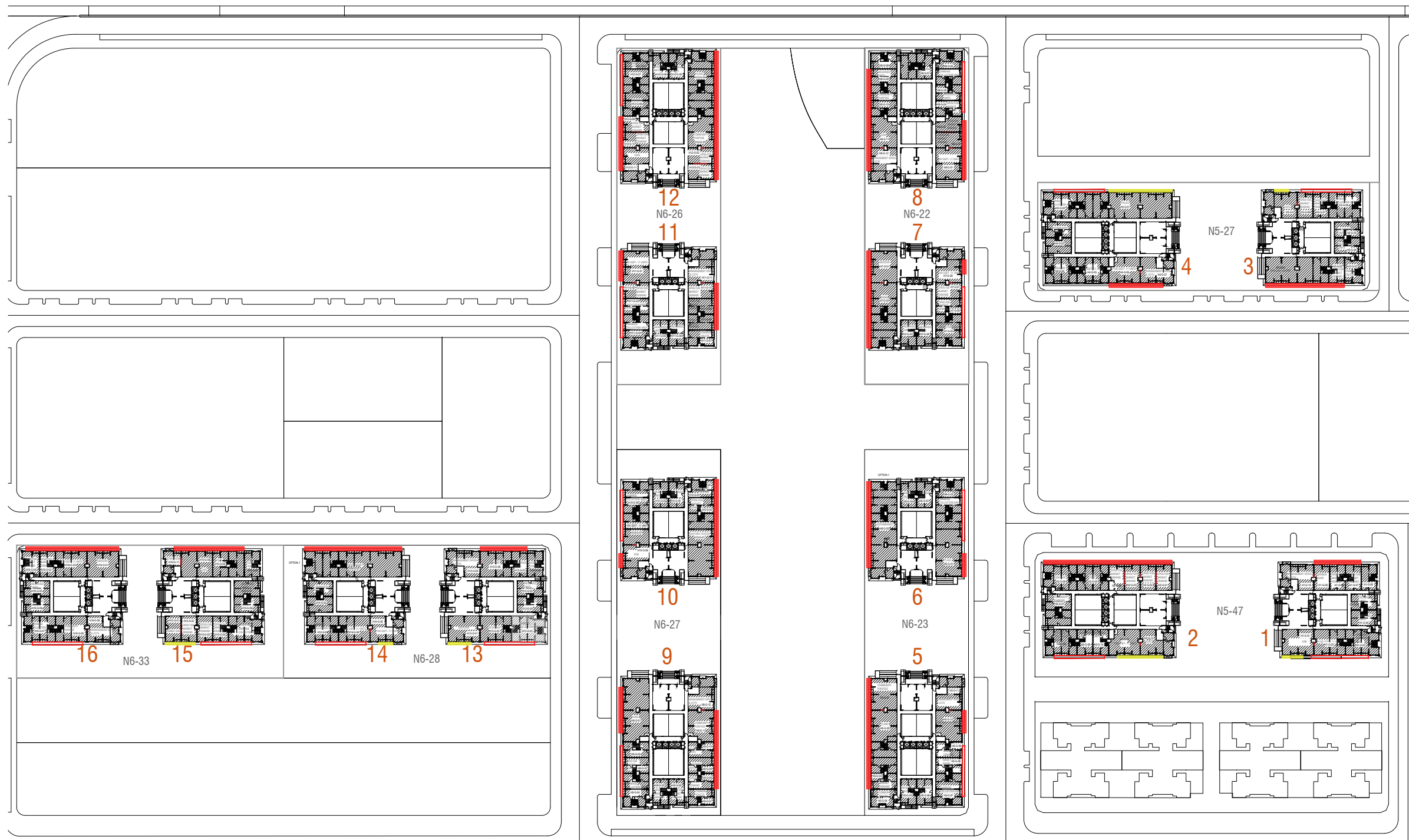
5.1 GENERAL REQUIREMENTS FROM ALL COMMERCIAL UNITS

- 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 odours 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



PLANNING AND DEVELOPMENT DEPARTMENT
 THIRD FLOOR, HDC BUILDING HULHUMALE
 REPUBLIC OF MALDIVES
 TEL. +(960)3353535, FAX +(960)3358892
 EMAIL : planning@hdc.com.mv

**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:

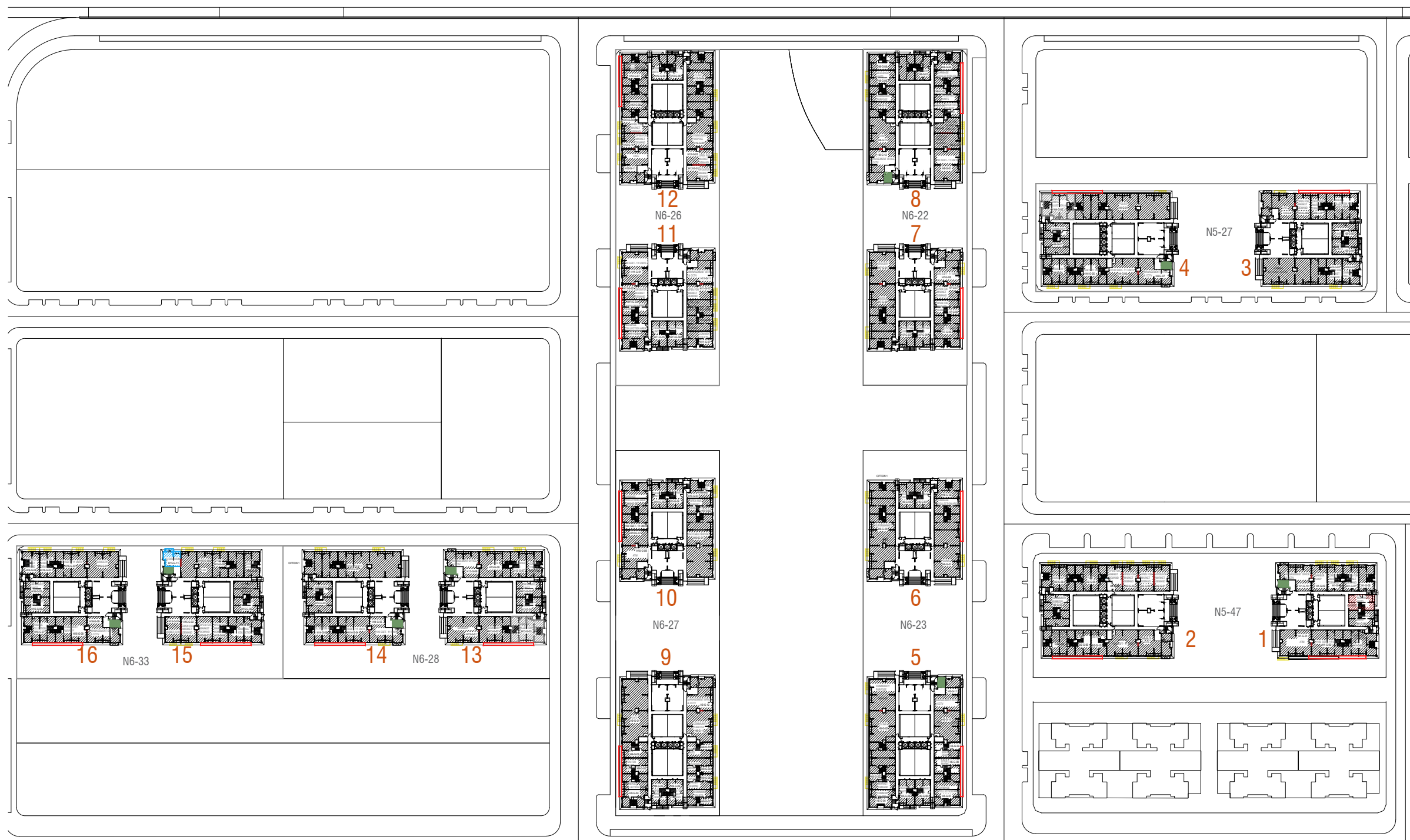
NAME
DATE

SHEET CONTENT:

PLAN

PAGE NO.

A1



LEGEND

PROPOSED STAIR LOCATIONS

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

7000 HOUSING - COMMERCIAL UNIT ACCESS LOCATIONS WITH STAIRS



PLANNING AND DEVELOPMENT DEPARTMENT
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 REPUBLIC OF MALDIVES
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 EMAIL : planning@hdc.com.mv

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 COMMERCIAL UNITS ACCESS
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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 WITH STAIRS

PAGE NO.

A2

RECOMMENDED DESIGN GUIDELINE

Property: Hiya Commercial

Version 2
Date: 15th January 2022

INTRODUCTION

This document is intended to communicate the standards and design recommendations to be followed by the tenant when proposing a design for specific unit component.

GENERAL

- The setback area of the Hiya 7000 property is a space primarily used for building services. However, tenants are allowed to use the area for limited usages approved by HDC.
- The tenant is advised to check the given dimensions on site if required.
- The tenant should submit proposed design drawings to HDC for approval.
- Tenants are not allowed to display third party advertisement.

DRAWING REQUIREMENTS

1. Drawing title block with tenant name, unit no., drawing name, scale, revision no. and date should be given on all the pages.
2. Floor plan, elevation & section
3. Dimension and material details should be given on drawings
4. 3D (if requires)
5. Material specifications as a proof of flame-retardant material is in use.

1. OUTDOOR STAIR CASE

GUIDELINE

- Maximum width of the external stair case should be 1200mm.
- The staircase can be built with primary metal frame structure, painted in light grey. In addition, balustrades, steps and handrails can be furnished with metal frame painted in light grey, or timber.
- The stair case should not be built from concrete/ masonry, at above natural ground level, except for ground support.
- No part of the stair can be enclosed with block walls. If required for additional support, metal framework can be used.
- Minimum height of the handrail should be 1000mm.
- No space below staircase can be used for storage or any other operational purposes.

*Note: Guideline drawing is attached in the annex for reference.



2. OUTDOOR AWNING

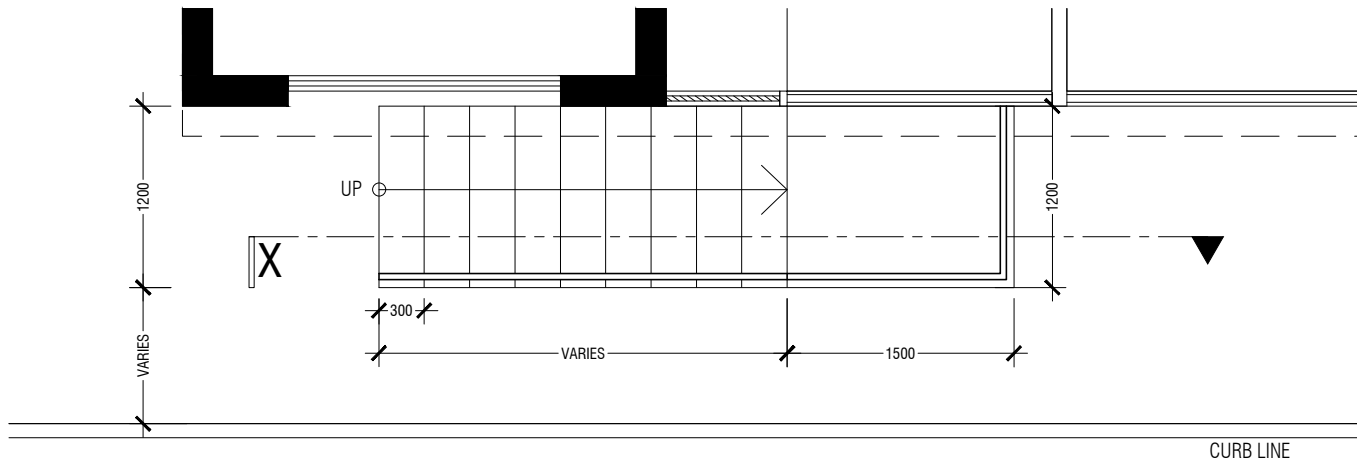
GUIDELINE

- The tenants who propose to build outdoor stair case are allowed to install an awning above the staircase to cover the area from sun and rain.
- The proposed awning can only be to the length of the outdoor staircase and width to 1200mm from the building.
- Structural frame should be made of light weight metal frame painted in light grey.
- Awning can only be finished with flame retardant material such as flame-retardant textile, polycarbonate sheet or an equivalent. (Material specification should be submitted for approval)
- Awning should be installed below the slab soffit level of upper floor and 2.5m head clearance should be maintained between finished stair landing and the awning.
- Awning should be installed to an angle of 1degree or more, leaving no space to collect rainwater on top.
- It should be clean and well maintained at all times.

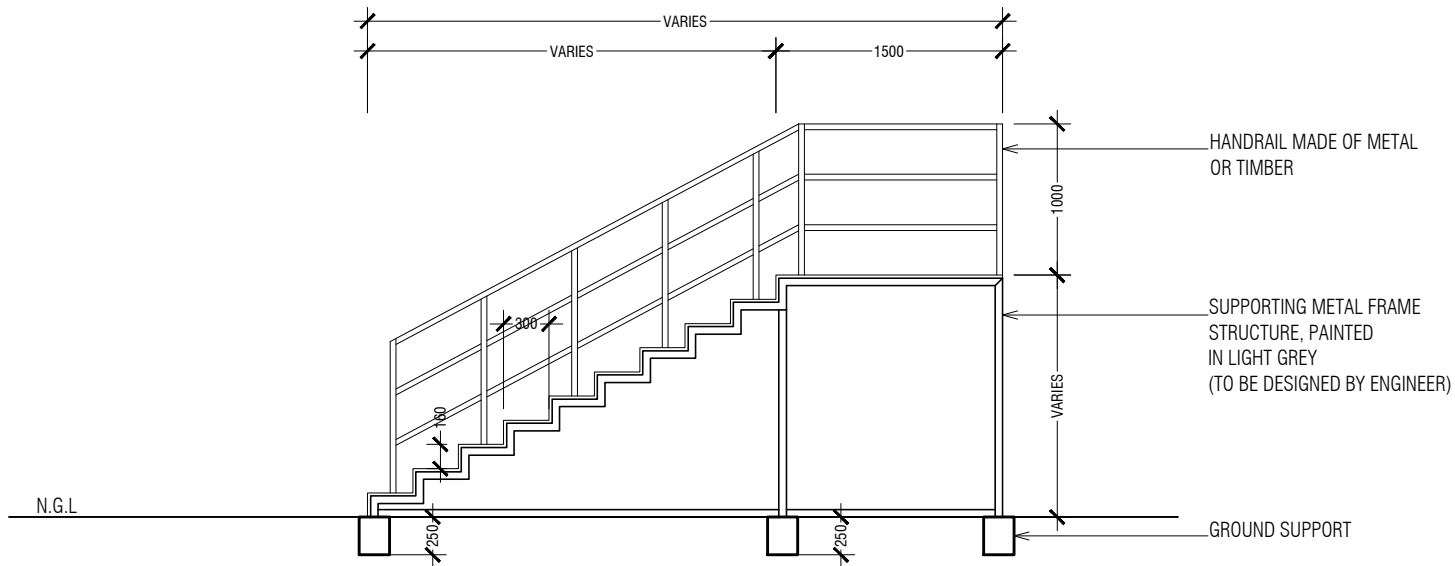
DISCLAIMER

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.





PLAN
SCALE 1:50



SECTION-X
SCALE 1:50

RECOMMENDED DESIGN GUIDELINE- OUTDOOR STAIRCASE AT HIYAA COMMERCIAL

Scale : AS GIVEN Drawn by: Fathina Checked by: Date: 25th September 2022 Remarks:

SECTION IV. SELECTION PROCESS

This Section contains all the stages that the Lessor shall complete to qualify, evaluate and select the proposals. The Proponent shall provide all the information requested in the Section V, Business Proposal Requirements.

1. STAGE 1 –

Part I: Qualification

Proponents that meet the requirement set in Qualification Criteria will be evaluated according to evaluation criteria.

a) Financial Resources

- i. Proponent shall provide proof of funds to finance the full Estimated Investment Cost by Lessor as per Section III. Lessor's Requirement, Clause 4.
- ii. Funds required for the investment cost will be evaluated based on the method of financing proposed by the proponent.
- iii. Bank statements will not be considered when evaluating the financial eligibility of the Proponent.
- iv. Documents shall be submitted as per Section V. Business Proposal requirements, Clause 4.

b) Outstanding Payment

- i. Proponent shall not have any due payment to Lessor prior to 30 (Thirty) calendar days to Proposal Submission. Proponents who have payment due prior to 30 (Thirty) calendar days of the submission of RFP shall be disqualified.

c) History of Non-Performing Contracts and Litigation History

- i. Proponents shall not have consistent history of court/arbitral award decisions against the Lessor for the last five (5) years.
- ii. Proponent shall not have occurrence of non-performance of a contract awarded by Lessor as a result of Proponent default for the last five (5) years.

Part 2: Evaluation Criteria

Proposals that meet the requirement set in Qualification Criteria will be evaluated based on the following criteria and points will allocated as below:

Criteria	Allocated %
a) Lease Rate	80%
b) Business Plan	20%
Total	100%

a) Lease Rate – 80%

- a) The Lease Rate will be evaluated using the Net Present Value (NPV) of the proposed Lease Rate by the Proponent for the first five years after grace period.
- b) Proponents with highest NPV will be given the maximum score for the Lease rate, whereby points shall be given as prorated for other Proponents.
- c) NPV will be calculated as per the following formula with the discount rate of 10%

$$\sum_0^n \frac{I}{(1+r)^n}$$

n= number of years

I = rent proposed per month for each year starting from first year

r= discount rate (10%)

- d) Lease rate shall be proposed as per Section III Lessor’s Requirement and proposals that are not in accordance Section III shall result in disqualification of proposal.

b) Business Plan – 20%

- a) Marketing Analysis and Strategy – 40 points
- b) Financial Plan – 20 points
- c) Management and Operational Plan – 30 points

2. STAGE 2 – MANAGEMENT APPROVAL

Successful Proposal from Evaluation shall be presented to Urbanco’s Management approval.

3. STAGE 3 – CONDITIONAL AWARD

- a) Upon approval of Urbanco’s Management, conditional award letter shall be issued to the successful Proponent.
- b) The successful Proponent shall fulfill the obligations in stipulated in conditional award letter. Failure to comply with all of the obligations set forth in the condition award letter may result in

annulment of the conditional award and forfeiture of the bid security. The conditions required to fulfill in the award letter are:

- i. Payment of security deposit, equivalent to 3 (three) months' rent of Year 1 (one) within the 07 (Seven) working days from the date of this conditional award letter.

4. STAGE 4 – CONTRACT SIGNING

- a) Promptly upon notification of the conditional award, the Lessor shall send the successful Proponent the Contract.
- b) Within 07 (seven) days of the success fulfilment of the obligation stipulated Stage 3 Proponent shall sign the Contract with Lessor.

SECTION V. BUSINESS PROPOSAL REQUIREMENT

To establish its qualifications to perform the contract in accordance with *Section IV Selection Process* and to determine the proposal as substantially responsive proposal, Proponent shall provide the information requested in the corresponding documents included hereunder.

1. BID SECURITY AS IN FORM 01

2. LETTER OF PRICE PROPOSAL AS IN FORM 02

3. LEGAL DOCUMENTS:

- 3.1 Copy of Business Registration Certificate
- 3.2 Copy of Ministry of Fisheries, Marine Resources and Agriculture's Veterinary Facility or Veterinary Practitioner Registration Certificate
- 3.3 For Partnership; Partnership Deed / Agreement
- 3.4 For Company; Memorandum and Articles of Association of the Company
- 3.5 For Company; Board Resolution of the Company confirming Board of Director's approval for proposed work
- 3.6 Declaration of Immediate Family Members as in Form 04
- 3.7 Power of Attorney to sign on behalf of the Proponent
- 3.8 In the case of a Proposal submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners
- 3.9 Document indicating the ownership and shareholding structure of the Proponent.

4. FINANCIAL DOCUMENTS

4.1 HDC statement of the Due Clearance

- 4.1.1 Due clearance statement from HDC will be given upon request from the proponent via Due Clearance Form.
 - Due Clearance Form will be available to download via the following link:
<https://hdc.com.mv/downloads/>

4.2 Financing Method(s) as in Form 03

- 4.2.1 Proposed method(s) of financing the Estimated Investment Cost and the percentage ratio of method (s). Proposed method(s) of financing for investment can be equity financing, equity injection, bank finance, external finance such as financier company, lines of credit, time deposit, tradable bonds or combination of various financing methods.

4.3 Based on the proposed method of Financing, the following documents are required:

4.3.1 Equity Financing by a Sole Proprietorship:

- (a) Monthly Average Balance Confirmation of the most recent 12 (twelve) months or End Balance Confirmation of the business entity shall be submitted. The submitted statement shall be original and authorized by the bank / financial institution.

(If the statement is provided in the letter head of the bank / financial institute with the authorised signature, the statement will be accepted)

4.3.2 Equity Financing by a Company:

- (a) Monthly Average Balance Confirmation or End Balance Confirmation of the business entity shall be submitted as per the requirements mentioned in clause 4.3.1 (a).
- (b) For Company, audited financial statements of most recent year (2021) authorized by a certified audit firm / individual and management account of the year 2022. The audited financial statements must include auditors report and shall be signed and stamped by the respective parties. If the company is not audited as per MIRA requirements, it is not required to submit audited financial statements.

4.3.3 Bank Financing:

- (a) Bank comfort letter/bank guarantee or any other relevant documents from bank or financial institutions shall be submitted. The submitted documents shall include the Proponent(s) name and name of proposed work/ project (RFP Name).

4.3.4 External Financing:

- (a) Letter of commitment from financier including the Proponent(s) name and name of the proposed work/ project (RFP Name).
- (b) Financier's Monthly Average Balance Confirmation or End Balance Confirmation (as per Section V Clause 4.3.1 (a)) or financier's audited financial statements (as per Section V Clause 4.3.2 (b)) or relevant documents for bank financing by financier (as per Section V Clause 4.3.3 (a)) shall be submitted.

5. Business Plan

The Proponent shall submit a business plan including:

- 5.1 Marketing Analysis and Strategy
 - 5.1.1 Marketing analysis including target market and competitors
 - 5.1.2 Marketing strategy including product strategy, price strategy and promotional strategy
 - 5.1.3 Description of products or services and prices offered
- 5.2 Financial Plan
 - 5.2.1 Financial forecast including capital budget, profit and loss statement, cash flow statement and investment indicators
- 5.3 Management and Operational Plan
 - 5.3.1 Management and operational details

5.3.2 Resource requirement and Human resource plan

6. PROPOSAL CHECKLIST

- 6.1 Proposal Checklist as in Form 05 should be attached outside the sealed envelope.

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 PRICE 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 Expression of Interest (EOI) documents including all addenda issued in accordance with Section I, Instruction to Proponents -II.
- (b) We have not been suspended nor declared ineligible by the Lessor.
- (c) We have no litigation history and non-performance of a contract in accordance with Section IV.
- (d) We, (insert *business name and business registry number*), offer to (insert name of the Project)
- (e) We undertake, to pay the proposed rent for 05 (five) years, where proposal is accepted. The proposed lease rent of our proposal is:
01st Year (per square feet per month): MVR 15.00 (Rufiyaa Fifteen)
02nd Year (per square feet per month): MVR 15.00 (Rufiyaa Fifteen)
03rd Year (per square feet per month): MVR L (*amount in numbers*)
(RufiyaaLaari.....) (*amount in words*)
04th Year (per square feet per month): MVR L (*amount in numbers*)
(RufiyaaLaari.....) (*amount in words*)
05th Year (per square feet per month): MVR L (*amount in numbers*)
(RufiyaaLaari.....) (*amount in words*)
- (f) 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 EOI document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (g) 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
- (h) We understand that Lessor is not bound to accept the highest evaluated proposal or any proposal that may receive.

Proponents:

Name:
Address:
Name:
Signature:
Date:

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FORM 03: 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 04 – 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

FORM 05 - PROPOSAL CHECKLIST

Proponent	For	HDC use	
<input type="checkbox"/>	<input type="checkbox"/>		1. Letter of Price Proposal as in FORM 01
<input type="checkbox"/>	<input type="checkbox"/>		2. Copy of Business Registration Certificate
<input type="checkbox"/>	<input type="checkbox"/>		3. Board Resolution
<input type="checkbox"/>	<input type="checkbox"/>		4. Copy of Ministry of Fisheries, Marine Resources and Agriculture's Veterinary Facility or Veterinary Practitioner Registration Certificate

Authorized Representative:

Name:

Designation:

ID Number:

Contact Number:

Email Address:

NOTE:

- **Proposals without the specified documents stated in the Form 05 - proposal checklist will be rejected at the time of proposal opening.**

SECTION VI. CONTRACT TERMS

1.	Lease Type	Commercial		
2.	Parties to Agreement	<p>Housing Development Corporation Ltd HDC Building Hulhumalé (hereinafter referred to as "Lessor", which expression shall include its successors-in-title, liquidators, administrators and lawful assignees where the context so requires or admits).</p> <p>[Address of the successful Proponent] (hereinafter referred to as "Lessee", which expression shall include its successors-in-title, liquidators, administrators and lawful assignees where the context so requires or admits)</p>		
3.	Objective	3.1 The objective of this agreement is to lease units from Hiyaa Commercial for the operation of Vet Clinic.		
4.	Unit Detail	Unit Number	Usage	Area
		HI4-G-02	Vet Clinic	1087.91 sqft
5.	Lease Term	5.1 The Lease term is 10 (ten) years from the date of unit handover.		
6.	Business Model	<p>6.1 The Business Model is Lease model, whereby the Lessee agrees to pay the proposed lease to the Lessor.</p> <p>6.2 The Lease rate for the first two year will be fixed at the rate of MVR 15.00 (Maldivian Rufiyaa Fifteen) per square feet per month. The rate proposed will commence from third year onwards to fifth year.</p> <p>6.3 The lease rate per square feet per month for the Year 3 to Year 5 will be proposed lease rate of the successful Proponent.</p> <p>6.4 The lease rate will be revised after the first five years based on market inflation $P(1+i+5\%)$ where, P = monthly lease rate for the preceding year, and I = cumulative inflation for the first five years which will be real estate inflation for the Male' area in the MMA statistics reports.</p> <p>6.5 The lease rate will be effective from the date of unit handover.</p>		
7.	Grace Period	7.1 Grace period of 03 (three) month shall be given to the Lessee from the date of handover of the unit.		
8.	Conditions Precedent	<p>8.1 Agreement will only be signed upon fulfilment of the following conditions precedent:</p> <p>8.1.1 Payment of Security deposit as per clause 9.</p>		

9.	Lease Deposit	<p>9.1 The lease deposit amount shall be 03 (three) months' lease of the lease rate for Year 1.</p> <p>9.2 This amount should be paid within 07 (seven) working days from the date of conditional award.</p> <p>9.3 Security Deposit will be paid back within 01 (one) Month upon expiration of the agreement after adjusting for any unpaid lease, penalty or expenses that lessor may incur linked to the agreement and the property, such as but not limited to unpaid utility bills.</p> <p>9.4 If the Agreement is terminated by the lessee before the expiration of the agreement term without the notice period specified under clause 16.5, the lessor has the right to take the lease deposit amount in full.</p>
10.	Drawing	<p>10.1 Lessee must submit AS Built Drawing prior to obtain utility permits from HDC.</p> <p>10.2 The AS Built Drawings must comply with the Hiyaa Commercial Area Guideline provided by HDC and Standards for Veterinary Facility in Maldives Guideline issued by Ministry of Fisheries, Marine Resources and Agriculture.</p> <p>10.3 Utility permits shall be issued after the submission of AS Built Drawing.</p>
11.	Unit Handover	<p>11.1 The Unit will be handed over to the Lessee within 07 (seven) working days after signing the Agreement.</p>
12.	CSR	<p>12.1 Lessee shall provide medical expertise and treatments including special medical surgeries and any other assistance for stray cats neutered in the spay and neuter clinic established by Urbanco as a CSR initiative.</p>
13.	Option to Renew	<p>13.1 The Lessor may at its discretion give the Lessee option to renew or extend the Term, provided that the Lessee requests to renew or extend the Term at least 06 (six) months prior to expiration of the Term. However, such renewal or extension may be granted based on the Lessee's performance under the Agreement. The Lessor and the Lessee shall negotiate the new extension of the Term. In the event that the Lessor and the Lessee fails to reach mutual Agreement with regard to the terms and conditions for renewal or extension of the Term latest by 03 (Three) months prior to expiration of the Term, then the Agreement shall expire at the end of the Term.</p>
14.	Duties and Obligation of Lessee	<p>14.1 Utilize the leased Premises only for the specific usage detailed in Clause 4, and remain consistent in carrying out the work.</p> <p>14.2 The Lessee shall ensure to commence the operation no later than one month from the end of grace period.</p> <p>14.3 If the unit has to be maintained at a certain temperature, it is the responsibility of the Lessee to take the proper measures & insulate the unit at their own cost.</p> <p>14.4 The Lessee shall not store any flammable liquids, corrosive materials and/or gas cylinders at the leased space.</p> <p>14.5 The Lessee shall not store any unlawful material or substances (whether in direct or indirect contravention of the laws of the Republic</p>

		<p>of Maldives) on the Property and shall adhere to the rules and regulations enforced by the Government Authorities.</p> <p>14.6 The Lessee shall not, either intentionally or unintentionally cause any damage to the property or any other neighboring property or violate any rules and regulations pertained by HDC. Such damage includes, but is not limited, to dumping garbage, pollution, unlawful entry, and waste disposal.</p> <p>14.7 The loading and unloading processes shall not cause any disturbances or congestions to any third party.</p> <p>14.8 The Lessee shall not be allowed to make any alteration, changes, replacements, improvements or additions (any of which is an alteration) in and to the premises at any time, unless approved by HDC.</p> <p>14.9 Use the Premises to provide facilities or services that conform to the rules and regulations and Lessor's guidelines which may be issued and/or modified from time to time, and the rules and regulations enforced by the relevant Authority or any other institution in charge of issuing of permits or authorizations.</p> <p>14.10 Make payments to the relevant Authorities for all utility services consumed or supplied inclusive of electricity meters, water meters and telecommunication connections to the Premises during the Term. The Lessor and the Lessee confirm the readings for the electricity and water supply meters on the Premises at the time of occupation of the Premises.</p> <p>14.11 Lessee shall adhere to the guidelines set forth by Ministry of Fisheries, Marine Resources and Agriculture for veterinary facilities.</p>
<p>15.</p>	<p>Duties and Obligation of Lessor</p>	<p>15.1 The Lessor must handover the units as per the clause 11.1.</p> <p>15.2 The Lessor should provide all the required information requested by the Lessee, without unreasonably withholding or delaying the information. HDC shall not be held responsible for any delay caused which is beyond the control of HDC. Nevertheless, where possible, HDC shall make the best of efforts to minimize the delay.</p>
<p>16.</p>	<p>Services to be provided</p>	<p>16.1 The following services shall be provided in the facility</p> <ul style="list-style-type: none"> ▪ Waiting room with reception ▪ Consultation room ▪ Examination room ▪ Pre-surgery room (Animal preparation area) ▪ Operating / Surgery room ▪ Isolation room ▪ Observation room

		<ul style="list-style-type: none"> ▪ Laboratory ▪ Diagnostic Imaging ▪ Pharmacy ▪ Administrative room ▪ Storage and cleaning room <p>16.2 The design must enable full control over and constraint of animals at all times to minimize the possibility of escape.</p> <p>16.3 Sanitary and aesthetic arrangements for the disposal of all wastes and cadavers must be provided, including provision of freezer for the storage of cadavers.</p> <p>16.4 Equipment's include the following:</p> <ul style="list-style-type: none"> ▪ Pulse Oximeter ▪ Autoclaving facilities ▪ Radiology equipment ▪ Adequate equipment to conduct full clinical examination <p>16.5 Lessee shall ensure that aforementioned services are provided continuously in the unit and if there is any disruption of service, Lessee shall inform the Lessor in written with justification for the disruption of service.</p>
<p>17.</p>	<p>Termination</p>	<p>17.1 Lessor may serve 30 (thirty) calendar days written notice to the Lessee to terminate the agreement in the event the Lessee fails to pay the rent and/or penalty as per the terms of the agreement for a period of 3 (three) consecutive months.</p> <p>17.2 The Lessor may terminate the agreement without any compensation payable to the Lessee in the event the rent due and/or penalty remains unpaid at the end of 30 (thirty) calendar days written notice period.</p> <p>17.3 If the Lessee fails to perform any of its obligation under the agreement, the Lessee shall be granted a period to rectify the breach along with a fine amount between MVR 5,000 (Maldivian Rufiyaa Five Thousand) and MVR 100,000 (Maldivian Rufiyaa One Hundred Thousand) considering the degree of the breach, to be determined by the sole discretion of the Lessor.</p> <p>17.4 If the Lessee fails to pay the fine and cure the breach within the extension period, the Lessor has the right to terminate the agreement and give the Lessee a duration of not less than 30 (thirty) calendar days to vacate the tent and handover the tent to the Lessor.</p>

		17.5	The Lessor may terminate the agreement immediately without any prior written notice, if the Lessee fails to perform any of the fundamental obligations.
		17.6	The Lessee may terminate the agreement by serving 06 (six) months' written notice upon the Lessor of its intention to do so for any reason whatsoever.
		17.7	The Lessor may terminate the agreement by serving 06 (six) months' written notice upon its intention to do so for any reason whatsoever.

DISCLAIMER:

- **This contract terms only includes the key points of the agreement. The agreement is not limited to the clauses included in this contract terms.**

