

Reference No: HDC(161)-BSI/IU/2021/469

Date: 12<sup>th</sup> September 2021

## RESPONSE TO ENQUIRIES 1

**Project Name:** Lease of Units for SME's for the Provision of a Retail Stores in Hiyaa Commercial in Phase 2 (Stage 3)

**Proposal Reference Number:** HDC (161)-CM/IU/2021/404

**Announced Date:** 23<sup>rd</sup> August 2021

The following are the response(s) for the enquiries raised to this RFP.

	Enquiry	Response
1.	Could you please provide us the details of all the necessary documents which are required for the submission of the bid?	All the necessary information regarding the bid submission will be available in our RFP document uploaded to HDC Corporate website and myhulhumale' properties website. For the details of the RFP, please visit our websites ( <a href="https://properties.hdc.com.mv/">https://properties.hdc.com.mv/</a> ) and ( <a href="https://hdc.com.mv/">https://hdc.com.mv/</a> ).
2.	Is there a specific usage allocated to the units which were announced under this RFP?	Yes, the units should be used to operate any type of retail stores. Please refer to RFP, Section V, Clause 1.
3.	Is the unit appropriate to operate a retail hardware shop?	Yes. Please refer to RFP Section V. Lessor's Requirements for details of restricted usages.
4.	Can any proponent submit the proposal without participating in the pre-proposal meeting?	Yes, any interested Proponents can submit the proposal.
5.	Will there be a grace period without payment of rent for working on the store outlet finishing?	Yes. Three months grace period will be given from the date of unit handover.
6.	Does selling canned foods and canned drinks also fall into F&B related category which is not allowed in the unit?	Sales of canned foods and canned drinks does not fall into F&B related category specified in the RFP. Please refer to RFP Section V. Lessor's Requirements for details of restricted usages.

7.	What is the finishing status of the outlet? (electricity wiring, sockets etc, walls painted, ceiling, flooring tiles)	The units leased under this RFP are bare shell units. Electricity provisions are provided.
8.	Is there any access to the units in addition to the main entrance? Can a side entrance be installed?	There are no side entrances to the units and installation of additional entrances will not be permitted.
9.	Can the Lessee install a toilet inside the unit? Is there any specific spot allocated to install a toilet by Lessor or can Lessee allocate a spot for toilet installation?	Toilets can be installed to the locations where sewerage lines are currently present, with HDCs approval and as per provided guidelines.
10.	Is there anyway of inspecting the area before the deadline of the submission?	HDC will not be conducting any site visits. However, the Hiya area is now open for public.
11.	How many units are open for bid in this RFP? What is the area of the Units?	A total of 5 units are open under this RFP. The units to be leased for the Provision of Retail Stores under this RFP are: <ul style="list-style-type: none"> <li>• H1-G-07 measuring an area of 539.92 sqft</li> <li>• H5-G-09 measuring an area of 539.92 sqft</li> <li>• H7-G-07 measuring an area of 539.92 sqft</li> <li>• H8-G-04 measuring an area of 539.92 sqft</li> <li>• H16-G-04 measuring an area of 542.72 sqft</li> </ul> Please Refer to RFP, Section V, Clause 3.
12.	Can a start-up business join the bidding process? And If the proposal is submitted by a newly started business what financial documents have to be submitted?	Yes, a start-up business can also submit their proposal. Please refer to RFP Section IV. Business Proposal Requirement, Clause 4 for the Financial documents to be submitted.
13.	What are the areas to be included in the Management and Operational Plan under Business Plan?	For the Management and Operational Plan shall include; <ul style="list-style-type: none"> <li>• Proposed Project Schedule</li> <li>• Management and Operational Details</li> <li>• Resources requirement and Human Resources Plan.</li> </ul> Please refer to RFP Section IV, Clause 5.3.
14.	Our company is registered; however, our business name is not yet registered. Will it be ok if we register our business name if our bid is successful?	Yes, we do not require the business name to be registered. Please refer to RFP Section IV Business Proposal Requirement, Clause 3 for Legal documents to be submitted.
15.	If I'm a shareholder in a company that has already applied for the bid, can I apply individually as well?	No, it is Considered as a Conflict of Interest if one Proponent, directly or indirectly controls, is controlled by or is under common control with another proponent. Please refer to RFP, Section I – Information to Proponents (ITP), Clause 3.4,

16.	What will happen if our company is registered for BPT but is not eligible to register for GST? What document will we have to submit?	Proponent shall submit all documents applicable to them. Please refer to RFP Section IV Business Proposal Requirement, Clause 3 for Legal documents to be submitted.
17.	Does the bid security of MVR 5,000/- have to be paid upfront?	Bid Security shall be submitted as a unconditional guarantee issued by a locally registered Bank or Financial Institution (such as an insurance, bonding or surety company) and bid security should be submitted as per Form 1 in Section IV. Please refer to RFP Section I ITP 13 and Section IV Business Proposal Requirement, Form 1.
18.	Can the proposal be written in Dhivehi language?	Yes, the proposal can be written in English or Dhivehi Language. However, all the Forms Provided with the Proposal should be in English. Please refer to RFP, Section I – Information to Proponents (ITP), Clause 8, Language of Proposal.
19.	Can we operate a grocery store at the unit?	Yes. Please refer to RFP Section V. Lessor's Requirements for details of restricted usages.
20.	Will the proponent be eligible if they are awarded an apartment flat from Hiyaa Towers or commercial units in the Hiyaa Towers?	Please refer to RFP, Section III –Qualification and Evaluation Criteria, Clause 1.4, Award of Unit from Hiyaa Commercial.
21.	Can we sell food items at the retail unit?	Yes, food items such as groceries retail will be allowed. However, as per the usage restriction mentioned in RFP, Section V, Clause 1.2 any type of F&B related usages such as Cafe, Specialty Coffee/Beverage (Juice Joints) & Bakery shall not be allowed in this units.
22.	How long will the bid document need to be valid for?	The bid document must be valid for 150 calendar days. And as for the Bid Security, it is valid for 180 days from the date of Bid Submission. Please refer to RFP, Section II – RFP Data Sheet, Clause C – Preparations of Proposals.
23.	Where can we find the location map and floor drawings of the unit?	Location Map and Floor Drawing is included in the Announced RFP.  Please refer to RFP Section V - Lessor's Requirements, Clause 3 – Drawings.
24.	Since a start-up business may not have registered bank account, how will they submit bank statement which is required under Financial Documents? Will they be disqualified	Proponent is required to propose a method of financing and submit financial documents supporting the proposed methods.

	if they are unable to open a bank account within this period?	Please refer to RFP Section IV, Clause 4 for the details of documents to submitted for methods of financing
25.	Can sole proprietor submit management accounts instead of GST Return Report?	Management accounts may not be submitted instead of GST return report. However, Proponent may submit management account as a supporting document to prove their financial capacity. Please refer to RFP Section IV. Clause 4 for financial documents to submit
26.	What is the bank statement duration requirement if submitting equity injection commitment letter from shareholders?	Bank statement submitted shall be of the most recent 12 (twelve) months of the business entity or the monthly balance or monthly average balance confirmation. The submitted statement shall be original, authorized and sealed by the bank / financial institution. Please refer to RFP Section IV, Clause 4.4 & 4.5.
27.	What is the meaning of specialty coffee?	Specialty coffee refers to the highest quality green coffee beans roasted to their greatest flavor potential by true craftspeople and then properly brewed to well-established in accordance with the Specialty Coffee Association's developed standards.
28.	Can we sell gym equipment and accessories at the unit?	Yes. Please refer to RFP Section V. Lessor's Requirements for details of restricted usages.
29.	Can a business operating for only 1 year, submit a proposal?	Yes.
30.	Is it a plus point if the applier is a residence of Hulhumale' or has a flat in Hulhumale'?	No. Please refer to RFP, Section III –Qualification and Evaluation Criteria, Clause 1.4, Award of Unit from Hiyaa Commercial.
31.	Can an Individual apply for the bid?	Individual(s) cannot submit the proposal. Proponent must be a registered business. Please Refer to RFP, ITP clause 3.
32.	Can a sole proprietor apply for the bid?	Yes. Please refer to RFP, Section I – Information to Proponents (ITP), Clause 3, Eligible Proponents.
33.	How many days will it take to award the unit to the proponent?	The units will be awarded after completion of proposal evaluation.

34.	Can we include a few tables inside the unit similar to "7-Eleven" style?	It will be allowed if it is in accordance with the Hiyaa Commercial Area Guideline provided with the RFP.
35.	Should the business be operated by the Proponent who submitted the Proposal or can the winning Proponent allocate another Business (a third party) to operate the unit?	No. Sub-leasing is restricted in this RFP Please refer to RFP, Section VI – Contract Terms, Clause 12 – Duties and Obligation of Lessee
36.	Can a business be newly registered within this time period before the bid application deadline?	Yes. Please refer to RFP, Section III – Qualification and Evaluation Criteria, Clause 1.5 – Small and Medium Enterprise (SME)
37.	Is it compulsory for proponents to submit SME registration copy?	Yes, Failure to submit SME registration copy will result in the disqualification of their proposal. Please refer to RFP, Section III – Qualification and Evaluation Criteria, Clause 1.5 – Small and Medium Enterprise (SME)
38.	Do you have a minimum bidding value for the unit?	The lease rates are fixed for these units for 5 years. Please refer to RFP, Section VI – Contract Terms, Clause 6 – Lease Rate.
39.	Can a single party propose the bid for more than one unit from the allocated units?	Each proponent shall submit only one proposal under this RFP. The unit selection will be carried out based on Evaluation Ranking. Please refer to RFP, Section II – RFP Data Sheet, sub-section E – Award of Contract.
40.	Will the agreement be renewed after the 5-year lease term? If not, will be awarded to the same proponents after the first 5 years?	Agreement will not be renewed. As per Section VI. Term-Sheet, Clause 5.2. After the completion of lease term, the lessee shall vacate the unit.
41.	Do we have to submit the GST Registration Certificate?	Yes, if it is for a relevant or similar work. Please refer to RFP Section IV Business Proposal Requirement, Clause 3 for Legal documents to be submitted.

**Please include this response to enquiries when submitting the proposal.**