



Information to Bidders

Section-1: Bid Data Sheet (BDS)

Subject: Consultancy Services for ISO Quality Management System (ISO 9001:2015)

Bid reference number: 153-CMS/IUL/2025/003

Date: 12th October 2025

Project completion duration: Refer to TOR

Bid awarding: Refer to TOR

Eligible parties to submit bid:

- ☒ Both local and international parties / individuals
- ☐ Only local business entities/individuals
- ☐ Only local MSMEs

Pre-bid/site visit meeting:

Date: -
Time: -
Venue: -

Clarification deadline:

Date: **before 14th October 2025**
Time: **14:00hrs**

Bid submission and bids opening:

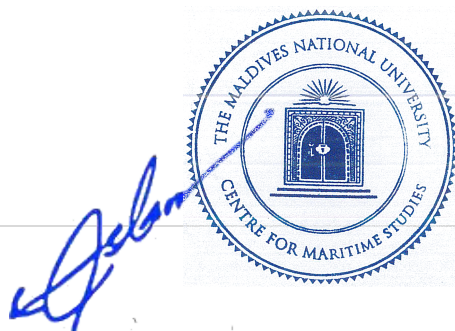
Date: **before 15th October 2025**
Time: **13:00 (Maldivian Time)**
Email: procurement@mnu.edu.mv
Copy: cms@mnu.edu.mv

Bid security amount: -

Performance guarantee amount: -

Clarification contacts regarding Administration and Technical specifications:

Centre for Maritime Studies,
The Maldives National University
Shamsuddeen Magu, Vilimale' (21-042)
Phone: +960 3345222
Email: cms@mnu.edu.mv



Section-2: Technical requirements with evaluation criteria



TERMS OF REFERENCE

Consultancy Services for Quality Management System (ISO 9001:2015) at Center for Maritime Studies, The Maldives National University

This TOR is in reference to announcement number: 153-CMS/IUL/2025/003

A. Background

The **Centre for Maritime Studies (CMS)**, **The Maldives National University (MNU)**, is the leading institution in the Maldives dedicated to providing education and training in the maritime and shipping industry. Established in **1987**, CMS has been the nation's foremost provider of maritime education and training for over three decades.

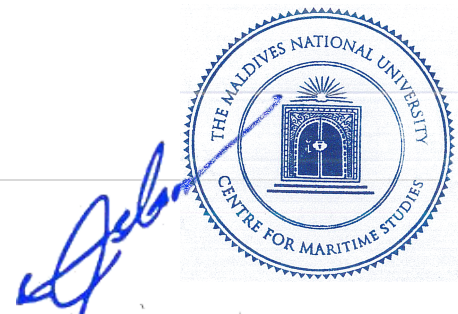
The Centre offers a wide range of **STCW**, **IMO**, and specialized courses for **skippers**, **crew**, and **marine mechanics**, in accordance with the requirements of the **Ministry of Transport and Civil Aviation**.

CMS is accredited under **ISO 9001:2015**, ensuring compliance with **STCW Regulation I/8 – Quality Standards**, certified by an **IACS-class Certification Body**. The Centre now intends to **transfer its ISO 9001:2015 certification from DNV to Bureau Veritas (BV)** as part of its commitment to maintaining international quality standards and continuous improvement.

B. Scope of Work

The selected consultant/firm will be responsible for:

- Reviewing and updating existing ISO 9001:2015 documentation and systems.
- Enhancing the Quality Manual, procedures, and supporting forms.
- Conducting internal and pre-certification audits.
- Facilitating certification and surveillance processes with relevant certification bodies.
- Providing advisory support and training to CMS staff as required.



C. Expected Outputs and Deliverables

The selected consultant or firm is expected to review, update, and strengthen the existing **ISO 9001:2015 Quality Management System (QMS)** at CMS and facilitate the Centre's transition of certification from **DNV** to **Bureau Veritas (BV)**.

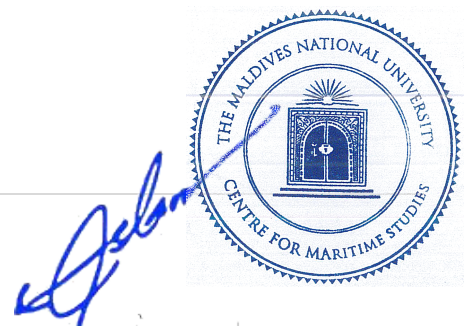
The key expected outputs and deliverables include:

1. **Inception Report and Work Plan** – outlining methodology, timeline, and responsibilities.
2. **Gap Analysis Report** – identifying areas requiring improvement in the current QMS.
3. **Revised QMS Documentation** – updated **Quality Manual, procedures, process maps, forms**, and related records.
4. **Training and Awareness Sessions** – for CMS management and staff on updated QMS procedures and ISO 9001:2015 requirements.
5. **Internal Audit and Management Review** – assistance in conducting internal audits and management review meetings, with corresponding reports.
6. **Support for External (Recertification) Audit** – facilitation during the transition and recertification audit process with **BV**.
7. **Final Completion Report** – summarizing activities undertaken, corrective actions, and recommendations for continual improvement.

All deliverables must be submitted in both **digital and printed formats**, meeting the standards and timelines agreed upon in the contract.

E. Price and Duration

- Initial evaluation points will be awarded based on the **first-year pricing**.
- **Completion period for the recertification deliverables is (1) month.**
- The **contract will initially be made for one (1) year**, and bidders may include proposed prices for **Year 2 and Year 3**. Based on satisfactory performance, the contract may be **extended for up to three (3) years**, until the next recertification cycle.



F. Minimum Qualifications

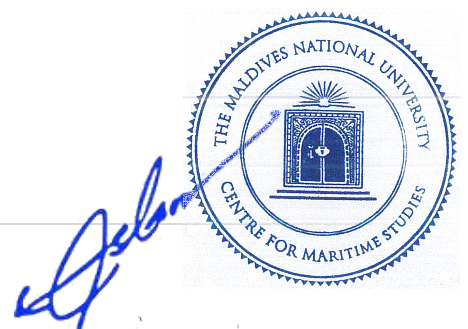
Interested consultants/firms must meet the following criteria:

- Proven experience in implementing and maintaining ISO 9001:2015 QMS in educational or public institutions.
- At least one ISO 9001 Lead Auditor or Lead Implementer (CQI–IRCA or PECB certified) on the project team.
- Demonstrated capacity to deliver similar consultancy services in the Maldives or regionally.
- Strong understanding of management systems, documentation, and audit processes.

G. Recommended Documents for Submission

Applicants are encouraged to include the following documents in their bid package:

1. **Company Profile** outlining relevant experience and expertise.
2. **Details of Project Team** including qualifications, certifications, and roles.
3. **Copies of ISO 9001 Lead Auditor/Implementer Certifications.**
4. **Past Project References** with contact details of clients (preferably similar institutions).
5. **Proposed Work Plan and Methodology** for ISO 9001:2015 implementation and support.
6. **Financial Proposal** with itemized costs and payment terms.
7. **Copy of Business Registration Certificate.**
8. **Tax Clearance and GST Registration Documents.**



H. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Marks allocated	
Experience of the consultant/s <i>(An Average of the team experience will be taken to the aggregate point)</i>	20%	
Qualifications and educational competence of the consultant/s <i>(An Average of the team qualification will be taken to the aggregate point).</i> <i>* Please note that the qualification should be in a relevant field)</i>	20%	PhD – 20 Master's degree – 15
Price	60%	

