Information to Bidders

Section-1: Bid Data Sheet (BDS)

Subject:	**Consultancy Services for ISO Quality Management System (ISO 9001:2015)**
Bid reference number: 153-FMS/IUL/2026/005	**Date: 09th November 2026**
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 16th November 2026** Time: **14:00hrs**
Bid submission and bids opening:	Date: Date: **before 17th November 2026** Time: **13:00 (Maldivian Time)** Email: procurement@mnu.edu.mv Copy: fms@mnu.edu.mv
Bid security amount: -	**Performance guarantee amount: -**
Clarification contacts regarding Administration and Technical specifications:	**Faculty of Maritime Studies,** The Maldives National University Shamsuddeen Magu, Vilimale' (21-042) Phone: +960 3345222 Email: fms@mnu.edu.mv

Section-2: Technical requirements with evaluation criteria

TERMS OF REFERENCE

Consultancy Services for Quality Management System

(ISO 9001:2015) at Faculty of Maritime Studies, The Maldives National University

This TOR is in reference to announcement number: 153-FMS/IUL/2026/005

A. Background

The **Faculty of Maritime Studies (FMS)**, **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 faculty 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 Economic Development, Transport and Trade.**

FMS is accredited under **ISO 9001:2015**, ensuring compliance with **STCW Regulation I/8 – Quality Standards**, certified by an **IACS-class Certification Body**. The faculty now has **certification from 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 FMS 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 FMS and facilitate the faculty to ready for surveillance audit from **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 FMS 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 (Surveillance) 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 (if required)**, 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 *(An Average of the team experience will be taken to the aggregate point)*	20%	
Qualifications and educational competence of the consultant/s *(An Average of the team qualification will be taken to the aggregate point).* ** Please note that the qualification should be in a relevant field)*	20%	PhD – 20 Master's degree – 15
Price	60%	