

## ANNEX 1

### TERMS OF REFERENCE (TOR)

#### 1. Introduction

State Trading Organization PLC (STO) invites eligible and experienced companies to submit an Expression of Interest (EOI) for the Engineering, Procurement, and Construction (EPC) contract for the development of additional fuel storage tanks at the existing terminal facility in K. Funadhoo, Maldives. This project forms part of STO's ongoing efforts to enhance fuel storage capacity and operational efficiency at its primary fuel terminal. The scope of work includes the detailed engineering design, procurement of materials and equipment, and construction of new fuel storage tanks and associated infrastructure within the existing terminal premises. STO aims to partner with a capable EPC contractor with demonstrated experience in similar scale petroleum storage developments, and who can deliver the project to high safety, quality, and environmental standards within the required timeframe.

#### 2. General Terms

2.1. The EOI must comprise the following documents:

- a. Applicant details: company's business name, country of incorporation, registry number; address of the corporate headquarters and its branch office(s), date of incorporation and/or commencement of business.
- b. Details of individual who will serve as the point of contact for STO.
  - i. Name, designation, mobile number, e-mail address
  - ii. Power of Attorney document

2.2. Applicant shall bear all costs associated with the preparation and submission of the EOI.

#### 3. Required Documents

- a. Relevant Business Registration Certificate
- b. Company Profile
- c. Shareholders / Owners Identity Card or Passport Copy.
- d. Company's Memorandum of Association and Article of Association (If applicable).
- e. Bank details
- f. Relevant Tax Registration Certificate
- g. Audited financial statements for the most recent 2 years
- h. Project Portfolio
- i. If a party elects to participate in the EOI as joint venture or partnership, including collaborations formed solely as bid for this project, an official document signed and stamped by all participating entities must be submitted.
- j. The applicant is required to submit the CVs of the team members.
- k. Reference letters / work completion letters (to be submitted separately) issued by the client.

#### 4. Evaluation of EOI

- 4.1. To assist in the examination, evaluation and comparison of EOIs, STO may at its discretion ask the applicant for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered or permitted.
- 4.2. STO will examine the EOI to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI is generally in order.
- 4.3. Prior to the detailed evaluation, STO will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI. STO reserves the right to waive minor deviations if they do not affect the capability of an applicant to perform the work.
- 4.4. An EOI determined as not substantially responsive will be rejected by STO.
- 4.5. This EOI does not entail any commitment on the part of STO, either financial or otherwise. STO reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.
- 4.6. Shortlisted parties will be contacted by STO and requested to submit a detailed proposal.

#### 5. Notices

- 5.1. This Invitation for an EOI does not constitute a solicitation. STO reserves the right to change or cancel the requirement at any time during the EOI Process. Thus, submitting a reply to this Invitation for an EOI does not automatically guarantee that the party will be considered for the Tender Process. STO undertakes to maintain confidentiality and protect information contained in the bidding documents to be used for any other purpose other than for this Bid.