



**Road Development Corporation Limited
Republic of Maldives**

**Terms of Reference for
Purchasing Office furniture for RDC Head Office**

Introduction

Road Development Corporation Limited, an incorporated limited liability company operating under the registration number C10482019 and having its registered office at MSL Building, First Floor, Malé, Republic of Maldives (herein after called and referred to as “the Employer” wishes to receive bids for the supply and complete installation of Office partition and furniture for its new office setup.



Objectives





The objective of this assignment is to provide technical Specification in Buying and supplying of office furniture and carry out complete installation and assembling of furniture at RDC Head Office Ground Floor,


Scope of Work

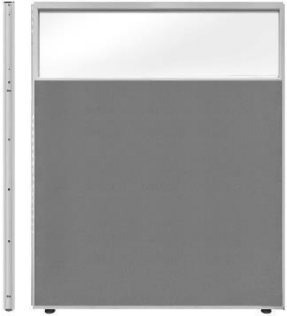


Supply, and complete installation of Partition and assembling of office furniture.

General Specification

	Quantity	Item Name	Specification	Attribution
1	64	Office Chair High Back	Swivel, High-back with armrest. With tilting and gas lift mechanism, chrome base with twin wheel caster. Color: black	
2	7	Office Executive Chair High Back	Swivel, High-back with armrest. With tilting and gas lift mechanism, chrome base with twin wheel caster. Color: black	

3	9	Visitor Office Chair	Modern, Synthetic leather, fixed, with armrest, unfolded. Dimension W65XD71XH94cm.	
4	3	L-Shaped Table -Right	1 standard grommet hole included for passing cable, Dimension W150XD150XH75CM	
5	4	L-Shaped Table -Left	1 standard grommet hole included for passing cable, Dimension W150XD150XH75CM	
6	4	Office Table	2 standard grommet holes included for passing cables. Dimension: W90XD60XH75cm	

7	2	Partition Cluster Of 4 With Table	Partition cluster of 4 with Fabric and Glass Panel, with table Dimension: W90XD60XH75cm	
8	3	Partition Cluster of 8 with tabletop	Partition cluster of 8 with Fabric and Glass Panel, Dimension: L4XW2XH4ft Tabletop (120x60cm) with 3 Drawer + Lock	
9	1	Partition Cluster of 12 with tabletop	Partition cluster of 12 with Fabric and Glass Panel, Dimension: L4XW2XH4ft Tabletop (120x60cm) with 3 Drawer + Lock	
10	1	Partition Cluster of 2	Partition cluster of 2 with Fabric and Glass Panel, Dimension: L4XW2XH4ft Tabletop (120x60cm) with 3 Drawer + Lock	

11	3	Partition (5x6ft)	Fabric and glass panel Dimension: W149xH182cm	
12	10	Chairs (Bar Stool)	<p>Linan- Bar stool, with a built in 360 degrees constructed with base and footrest.</p> <p>Easily adjust from counter to bar height, Air lift handle for easy seat height adjustment from 22.8"-in to 31".</p> <p>Dimension: Seat width 40, Seat Depth36, Seat Height 79-58cm, with backrest.</p>	
13	23	Pedestal with 3 Drawers + key Lock	<p>A3 drawer fixed pedestal, should be fit neatly under the desk and provide handy storage, Dimension: W39XD46XH45cm.</p>	

Evaluation Criteria

Price (80 Points)

A Price must be quoted by the bidder in the bid submission form. Failure to do so WILL lead to disqualification of the bid at the evaluation stage.

In calculating the score under this criterion, the party quoting the lowest Price will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis in descending order.

The formula thus used for the computation of the score is as follows:

Lowest proposed total price from among the bids received	
Price Score =	$\frac{\text{Lowest proposed total price from among the bids received}}{\text{Particular Bidder's proposed total price}} \times (80\%)$

Experience (20 Points)

Points will be awarded based on the number of similar projects carried out by the bidder. 4 marks will be awarded for each reference document. Employer will only review a maximum of 5 references. Therefore, the total marks allocated for experience would 20 marks.

Bidder should not submit more than 2 references from the same employer. (**Documents considered for evaluation will be those from the past 3 years, October 2019 to October 2022**)

(Offers will be accepted without Experience Documents. However, no mark will be allocated in absence of Experience Letters.)

Terms & Conditions:

- This tender is limited for local parties only.
- Supplier shall submit detailed specification sheet preferably with photos of the proposed product.
- The items are subjected to be delivered **immediately** upon confirmation by PO
- Supplier shall ensure that the quoted items are readily available in Maldives.
- Delivery Location: RDC Head office.
- Payment will be made in Maldivian Rufiyaa
- Payment Term: Payment shall be made, 30 days upon receipt of invoice after delivery and acceptance. Invoice shall be submitted along with the acceptance document from RDC.
- RDC reserves the right to terminate the contract if the supplier fails to deliver the item on the allocated timings and for poor quality service