



Allied Insurance Company

Allied Insurance Company of the Maldives Pvt. Ltd.

Bid Announcement Ref:	AI/BID/2018/010
Bid Submission date:	26/03/2018
Bid Submission time:	10:15am
Bid Submission address:	Allied Insurance Company of the Maldives Pvt. Ltd. City Square, 3 rd floor Chaandhanee Magu, Male', 20156, Maldives

Allied Insurance Company is seeking bids for the following items/services. Interested vendors are invited to submit their bids for the supply of the items/services as instructed in this document. Please ensure that all bids comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

SUPPLY OF LAPTOPS

No	Qty	Item Description
1	15	<p>Laptop specifications:</p> <ul style="list-style-type: none"> • Processor: 8th generation Intel Core i5 processor • RAM: 8GB memory • Storage: 256GB SSD (SATA or M2) • Display: 14" FHD display, non-touch screen • Connectivity: Wireless 802.11ac, dual band + Bluetooth 4.0, Ethernet RJ-45 • Ports/Slots: Minimum 1 USB Type C and 2 USB ports (1 must be USB 3.0), 1 headset/mic jack, minimum 1 port for external display, either HDMI or VGA • Weight: Must be under 2.0kg (with battery) • OS: Windows 10 Professional (64Bit) English • Warranty: Minimum 1 year hardware/service warranty • Accessories: Must include carry case or backpack and USB optical mouse. • Must include power adapter and cord for UK power points <p><i>Suggested models: ASUSPRO P2400 series, Dell Latitude 3000 series, Lenovo Ideapad 300 series, Lenovo Thinkpad E400 series, and other high-end grade laptops.</i></p>

Vendors can propose different brand/models as options. Note that pricing must be indicated separately for each option.

Maximum delivery: 30 days. Delivery durations over this will be disqualified.

Any proposals which do not meet above minimum requirements will be disqualified.

EVALUATION CRITERIA

- 70%: lowest priced proposal
 - Price percentage = $70 \times (\text{lowest submitted price} / \text{bidder's price})$
- 10%: delivery timeline
 - Delivery percentage = $10 \times (\text{lowest submitted delivery timeline} / \text{bidder's delivery timeline})$
- 10%: warranty coverage/period
 - 5: for warranty coverage of 1 year hardware and service and above
 - 10: for warranty coverage of 3 years hardware and service and above
- 10%: vendor experience
 - 5: for vendor with local service center
 - 5: past experience in market/with company

CONTACT FOR ADDITIONAL INFORMATION

Please contact:

Mohamed Abdul Hameed
System Administrator, Information Systems
Email: mohamed.hameed@alliedmaldives.net
Telephone: 3014616

BID SUBMISSION MEETING

All vendors are allowed to present Bids at the closing time specified below. Attendance at the clarification meeting is a requirement to qualify for submission of a Bid.

Bids should be submitted at the following location.

Allied Insurance Company of the Maldives Pvt. Ltd.
CITY SQUARE, 3rd FLOOR,
CHAANDHANEE MAGU, MALE'

Vendors are advised to arrive early for the Bid submission meeting, as vendors will **NOT be allowed** to submit any Bids after the time specified above.

Vendors will be required to fill out the attendance form and note their prices for each section at the Bid submission meeting. For this reason please ensure that all Bids clearly identify the total price per section. A copy of the completed attendance/price form will be provided for all vendors present at the meeting.

BID SUBMISSION FORMAT

For ease of comparison of Bids for the evaluation team, vendors are advised to follow the following format for the price Bids. **This format is a suggestion but all Bids should have the following information included as a minimum requirement.** Vendors are encouraged to provide all the relevant information/specifications, item spec sheets, links to websites as part of the Bid.

Section X – AI/BID/2010/006		
Item Name /Description / Model Number Specifications... Specifications...	Unit Cost / Qty	Total Cost of Items
Item Name /Description / Model Number Specifications... Specifications...	Unit Cost / Qty	Total Cost of Items
Any Included Accessories (Manual, Cables, CD's Etc)		
Total for Section X		Total Cost for Section X

Warranty/Installation/Support Terms and Conditions (for section)

Delivery Timeline (for section)

Bids should be submitted on paper by a representative of the vendor at the designated time and location. No electronic or faxed Bids will be accepted.

Price Bid page(s) should be signed/stamped by the vendor.

Vendors are allowed to submit Bids for a single section or multiple sections, but price Bid should clearly identify which section the Bid is for. For this reason we require all vendors to use the reference numbers specified by Allied Insurance to refer to sections.

Vendors are allowed to submit more than one Bid (options) for each section as long as it meets the stated requirements, **if multiple options are given, vendors will have to clearly state the total price for each option for the section. If this information is not clearly stated the vendor will be disqualified from the whole section.**

Allied Insurance will **NOT Evaluate** price Bids which do not comply to the mandatory requirements specified in this document.

All Bids should be addressed as follows:

Ahmed Riyazi Mohamed
General Manager
Allied Insurance Company of the Maldives Pvt. Ltd.
City Square, 3rd floor
Chaandhane Magu, Male', 20156, Maldives
BID REFERENCE:

OTHER IMPORTANT INFORMATION

- Sections will be evaluated independent of each other; Bids will be evaluated section by section. And will be awarded as such.
- Allied Insurance reserves the right to cancel bids for a specific section without cancelling other sections.
- Sections will not be split up to be awarded to multiple vendors. A single vendor will be selected for each section.
- Bids should be valid for at least 2 weeks from date of submission.
- **Please note that vendors who do not provide easily viewable total cost per section may be disqualified from the section and price will not be noted.**
- **Please note that vendors who do not provide a cost per section at time of opening the bid may be disqualified from the section and price will not be noted.**
- **Vendors cannot bid for part of a section; any bids which only quote for part of the items of a section will be disqualified from the section.**

DELIVERY OF ITEMS AND PENALTIES

- Counting of delivery dates will start on the day the bid is awarded and award letter is handed over to the vendor. Inclusive of letter handover day.
- If delivery deadline falls on a working day (Sunday-Thursday and Saturday) latest delivery time should be 4:00pm.
- If delivery deadline falls on a public holiday delivery deadline will be extended to next working day 4:00pm without penalty.
- Vendors who bid must agree for free doorstep delivery to any location in Male'. Vendors must also agree that an order may be split up for delivery to multiple locations in Male'. (eg: 10 units to one location, 10 units to another location in Male') if requested by Allied Insurance.
- Failure to deliver within set deadline will result in the following penalties.
- **1.5%** of total section price as awarded will be deducted per day starting on the date after delivery deadline date.
- Delivery delays longer required maximum delivery days will result in bid-cancellation as non-delivery of items.
- If bid is cancelled due to non-delivery, vendor may be disqualified from future contracts and purchases due to non-performance by the Purchase Committee for a period of 03 months maximum.
- Vendor may apply for an extension of delivery date in writing stating the reasons for extension. Allied Insurance will provide the response to the request in writing as well.
- Extended deadlines are still subject to price deduction but exempt from cancellation.