

## Request for Proposal: Upgrade and Configuration of Server

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|--------------------------------|---|
| <b>No. and Date of Issue</b>   | SDFC/IU/2022/054  |
|                                | 19 <sup>th</sup> November 2022  |
| <b>Project Name</b>            | Upgrade and Configuration of Server   |
| <b>Purchaser</b>               | SME Development Finance Corporation (SDFC)  |
| <b>Address</b>                 | SME Development Finance Corporation,<br>M. Kaneeru Villa, 2 <sup>nd</sup> Floor, Orchid Magu,<br>20212 – Male’ City, Republic of Maldives<br>Phone: 3026010<br>Mail: <a href="mailto:info@sdfc.mv">info@sdfc.mv</a> |
| <b>Clarification Deadline</b>  | The Vendors can send written queries via email to <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a> before <b>27<sup>th</sup> November 2022, 14:00hrs.</b>   |
| <b>Bid Submission Deadline</b> | Bid collection meeting will be held on <b>28<sup>th</sup> November 2022, 15:00hrs</b> at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu)   |
| <b>Delivery duration</b>       | Delivery duration is to be proposed as per Form 2   |
| <b>Bid Validity</b>            | 60 Calendar days from the date of submission.   |
| <b>Bid language</b>            | English   |

### 1. General Information

SME Development Finance Corporation was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs.

### 2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement.

### 3. Scope of Work and Deliverables

In consultation with SDFC-designated staff, the successful bidder is required to deliver the scope of work and outputs outlined in **Annex 1**.

### 4. Bid Prices

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted are not indicated or mentioned as “exclusive” of GST or local taxes, SDFC has the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the Price Quoted in the Bid Form differs from those given quotations, then the Price given in the Bid Form will prevail.

## 5. Payment terms

Advance payment for the work will not be made to the successful party until the work has been completed.

Payment will be processed once the work is approved and accepted by the procurement department of the SDFC.

## 6. Award of Contract:

The bidder who scores the highest points from the total evaluation which is substantially responsive to the requirements of this Request for Proposal (RFP) shall be recommended for award of the Contract.

## 7. Right to Reject:

The SDFC reserves the right to accept or reject any bids or to cancel the procurement process and reject all tenderers at any time prior to contract award.

## 8. Corrupt Practices:

The Government of the Republic of Maldives requires that Procuring Entities, as well as Tenderers, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

- SDFC will reject a recommendation for an award if it determines that the Tenderer recommended for the award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract

## 9. Evaluation Criteria:

### 9.1. Price 80%

The points will be given using the lowest proposed price as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

### 9.2. Delivery Period 15%

The points will be given using the shortest delivery period as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage}$$

### 9.3. Experience of the bidder 5%

The bidder must submit a portfolio of relevant work done accompanied by reference letters about the satisfactory delivery of finished projects. The bidder should provide contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (From **November** 2017 onwards). Any projects prior to this period will not be counted towards the points. The points will be given using the highest number of experience letters as the benchmark.

- We will be allocating 0.5 Points per experience letters which are related to supply and installation of enterprise storage solutions.
- Maximum points allocated will be 5 Points. (10 Experience Letters)
- The reference letters should be stamped by the issuing entity.

$$\text{MAX\%} = (\text{No. of projects} / 10) \times \text{weightage}$$

### **10. Documents to be Submitted**

All bids should be submitted with the following documents & forms and any bids submitted without these documents & forms will be disqualified.

Marks will be awarded based on the information on these forms/documents.

- 10.1. Cover Letter
- 10.2. Form 1 – Application for BID submission
- 10.3. Form 2 – Bidder profile and technical proposal
- 10.4. Form 3 – Price schedule for the contracting service
- 10.5. Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)
- 10.6. Tax clearance report
- 10.7. A copy of the bidder's Business registration Certificate.
- 10.8. A copy of the bidder's GST registration Certificate
- 10.9. Experience letters as specified in 9.3
- 10.10. The vendor must be an authorized partner/seller/reseller for the solution(s) they propose. Proposals without the authorization letter or license certificate will be disqualified.
- 10.11. License/ certification from authorized partners for enterprise lineup.

## Annex 1

### Background

SME Development Finance Corporation (SDFC) requires a vendor to supply this corporation with Items to upgrade Servers.

### Scope of Work

Supply of Items for Server Upgrade with the configuration as mentioned in system requirements.

### System Requirements

| <b>Items Required for Server Upgrade</b> |   |
|--|---|
| <b>Required Upgrades</b>                 | Storage   |
|  | Brand: Dell   |
|  | Capacity: 1.2TB 10K RPM 12Gbps 512n   |
|  | Size: 2.5 Inches  |
|  | Quantity: 6 NOS   |
|  | Memory  |
|  | Brand: Dell   |
|  | Capacity: 32GB - 2RX8 DDR4 RDIMM  |
|  | Speed: 3200MHz 16Gb BASE  |
|  | Quantity: 6 NOS   |
|  | Network Card  |
|  | Brand: Dell   |
|  | Model: Dual Port Broadcom 57416   |
|  | Speed: 10Gb   |
| Quantity: 3 NOS                          |   |
| <b>Installation and Documentation</b>    | <ul style="list-style-type: none"> <li>- Installation and configuration service shall be by vendor certified engineers only</li> <li>- Configuration documentation</li> </ul> |
| <b>Warranty:</b>                         | <ul style="list-style-type: none"> <li>- 3-Year Parts</li> </ul>  |