



INFORMATION SHEET FOR PROCUREMENT OF COMPANY CALENDAR 2023

Reference No.: FNK-I/IUL/2022/605

Issued on: 13th December 2022

Issued by:

Fenaka Corporation Limited

Male', Republic of Maldives

Section I: Specification

Desktop Calendar with Customize Wooden Base Stand

- The calendar should include 14 pages
- The size of the Pages should be 200 mm * 160 mm.
- The paper of the calendar sheets should be 300 GSM art card along with gloss finish.
- The printing should be in colors and specified on all the sheets (Calendar sheets)
- The finishing of the papers should have an engraved logo on the wooden stand with varnish finishing
- The delivery of the final calendars should be 12 – 15 days from the date of confirmation of the sample.
- The size of the wooden stand should be finalized by the supplier, based on the size of the sheets mentioned in the information sheet.
- Any changes can be made to the design of the stand after discussion between Fenaka and Supplier.

Section II: Instruction to Bidders

Fenaka Corporation Limited requests quotations for PROCUREMENT OF COMPANY CALENDAR 2023 in accordance with, *Technical Specifications*.

1.1 Preparation of the Bid

- The unit price of each item and the total price shall be clearly indicated in the quotation
- All items shall be quoted in the bid (please refer to Technical Specifications)
- Quotation shall separately indicate all the charges such as GST for mentioned charges should be omitted in grand total.
- Quotation shall remain valid for minimum sixty (60) days from the date of bid opening.

1.2 Documents Comprising the Bid

- Quotation (inclusive of the delivery period and payment terms)
- Details of the company
 - Company profile/background
 - Company registration certificate
 - GST registration certificate (for local bidders only)
 - TAX clearance report (6 months validity)
 - Contact details (name, designation, mobile number, and e-mail address)
- Experience letters, if available
 - Letters within past five (5) years
 - Relevant experience letters
 - Letters with project name and value
- One (1) compact disc with original bid document scanned and written. Bids lacking the documents above are subjected to be rejected during the bid opening

1.3 Sealing and Marking Bid Document

The bid document shall be sealed properly in an envelope clearly marked ‘ORIGINAL’ or ‘COPY’, with the name of the company and the tender reference number (FNK-I/IUL/2022/605)

1.4 Bid Opening

- The bids will be opened on 18th December 2022, 13:00hrs in the presence of bidders
- Bids will be opened at:
 - Fenaka Corporation Limited,
Hilaalee Magu, K. Male’, Republic of Maldives
- Bids received electronically will not be accepted

1.5 Bid Rejection

- Bidders that arrive after bid submission deadline shall not be able to participate in the bid
- Bidders that do not register for the tender are unable to participate in the bid opening
- Bids lacking the documents mentioned in 1.2. Documents Comprising the Bid (except Experience letters) and that do not comply with Format of Bid are subjected to be rejected

1.6 Payment Terms

- An advance payment will not be released for this project

Section II: Evaluation Criteria

- **Proposal Cost:** 70 points for the lowest price
 - $(\text{Lowest price} / \text{proposed price}) \times 70$
- **Delivery:** 20 points for the lowest delivery period
 - $(\text{Lowest delivery period} / \text{proposed delivery period}) \times 20$
- **Credit Period:** 10 points for the maximum credit period
 - $(\text{Proposed credit period} / \text{longest credit period}) \times 10$