



INFORMATION SHEET FOR PROCUREMENT OF FURNITURE

Reference No.: FNK-I/IUL/2023/013

Issued on 19th January 2023

Issued by:

Fenaka Corporation Limited

Male', Republic of Maldives

Section I: Instruction to Bidders

A. General	
1. Scope of Bid	<p>1.1 Fenaka Corporation Limited requests quotations for Procurement of furniture in accordance with <i>Section III</i>,</p> <p>1.2 It is in Fenaka Corporation Limited's discretion to cancel the bid invitation mentioned in 1.1 at any time.</p>
2. Eligible Participants	<p>2.1 Local companies registered in Maldives are eligible to participate in the tender</p> <p>2.2 Foreign companies are eligible to participate in the tender only if the total bid value is above 2,500,000 Maldivian Rufiyaa.</p>
B. Preparation of the Bid	
3. Bid Prices	<p>3.1 The unit price of each item and the total price shall be clearly indicated in the quotation</p> <p>3.2 All items shall be quoted in the bid (please refer to <i>Section III</i>, for the details of required items)</p> <p>3.3 Quotation shall separately indicate the additional charges such as freight charges and insurance.</p> <p>3.4 The bidder shall submit quotation on CIF basis to Male' port</p>
4. Currency	4.1 The bidder shall quote entirely in Maldivian Rufiyaa
5. Alternative Bids	5.1 Bidders can submit a maximum of two (2) options
6. Validity of Bids	6.1 Quotation shall remain valid for minimum sixty (60) days from the date of bid opening
7. Bid Security	<p>7.1 All bids should be accompanied with a bid security of USD 3,000 (Three Thousand US Dollars) or its equivalent in Maldivian Rufiyaa</p> <p>7.2 The bid security should be:</p> <ul style="list-style-type: none"> - Original bank guarantee letter (or) - Bank guaranteed and stamped check (or) - An insurance policy from Maldives Monetary Authority (MMA) registered insurance company

	<p>7.3 Any bid not accompanied by a Bid Security shall be rejected during bid opening</p> <p>7.4 The bid security must be valid for a minimum of twenty (20) additional days beyond the validity of quotation</p>
8. Technical Compliance	<p>8.1 All relevant information including the brand shall be given.</p> <p>8.2 Fenaka Corporation Limited will only accept items that meet OEM standards</p> <p>8.3 If the goods do not comply with the requirements mentioned in <i>Section III</i>, the bid will be rejected during evaluation</p> <p>8.4 In case supplied items do not meet the required items, they will be rejected and returned</p>
9. Documents Comprising the Bid	<p>9.1 Quotation (inclusive of the delivery period and payment terms)</p> <p>9.2 Specifications of the offered product</p> <p>9.3 Details of the company</p> <ul style="list-style-type: none"> - 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) <p>9.4 Experience letters, if available</p> <ul style="list-style-type: none"> - Letters within past five (5) years - Relevant experience letters - Letters with project name and value <p>9.5 One (1) compact disc with original bid document scanned and written</p>
10. Format of Bid	<p>10.1 The Bidder shall submit two (2) sets of the bid document (1 original and 1 copy), enclosed separately in two envelopes and sealed with company stamp</p> <p>10.2 All pages of the bid document shall be stamped and bound properly (excluding the bid security)</p>
C. Bid Submission	

11. Sealing and Marking Bid Document	11.1 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/2023/013)
12. Bid Opening	12.1 The bids will be opened on 29 th January 2023, 1100hrs in the presence of bidders 12.2 Bids will be opened at: Fenaka Corporation Limited Hilaalee Magu, K. Male’, Republic of Maldives 12.3 Bids received electronically will not be accepted
13. Bid Rejection	13.1 Bidders that arrive after bid submission deadline shall not be able to participate in the bid 13.2 Bidders that do not register for the tender are unable to participate in the bid opening 13.3 Bids lacking the documents mentioned in 9. <i>Documents Comprising the Bid</i> (except 9.4 <i>Experience</i>) and that do not comply with 10. <i>Format of Bid</i> are subjected to be rejected
D. Awarding of Contract	
15. Payment Terms	15.1 An advance payment will not be released for this project 15.2 Proposed payment terms should not be tied with submission of Bill of Lading.

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

- $(\text{Lowest delivery period} / \text{proposed delivery period}) \times 20$
- If the delivery period indicates 'ex-stock', it shall be taken same as the party offering the longest delivery period.

Credit Period: 10 points for the maximum credit period

- $(\text{Proposed credit period} / \text{longest credit period}) \times 10$

Note: Any discrepancy in technical details specified in quotation with technical specification document, the specification shall prevail.

Section III: Item List.

No.	Description	QTY
01	Executive Chair	137
02	Medium Back Chair	18
03	High back chair	1944
04	Office table with Partition	16
05	Office table (4x2.5 with Pedestal)	795
06	Office table (3"2)	11
07	Office table (1200x600x750)	15
08	Office table (4x15 with Pedestal)	18
09	Office table (5ft)	03
10	Office table (5x2.5ft)	10
11	Office table with Pedestal	58
12	Executive table with pedestal	108
13	Filing cabinet with locker	16
14	Locker (25 drawers)	78
15	Filing rack	209
16	Rack	06
17	Stock rack	196