

Republic of Maldives

REQUEST FOR QUOTATIONS DOCUMENT

for the

**Procurement of ICT Lab Furniture for Junior
College (Ha. Dhidhdhoo) and TVET Center (R.
Alifushi)**

(Reference no: MV-MOHE-154479-GO-RFQ)

Iulaan No: (IUL)475/475/2023/81

15th May 2023

**Maldives: Enhancing Employment and Resilience of Youth
Project (MEERY)
Ministry of Education
Male', Republic of Maldives**

SIMPLE REQUEST FOR QUOTATIONS (FOR GOODS)

To: All Vendors

Date: 15th May 2023

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring Entity reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Republic of the Maldives General Conditions of Contract (available on request) except were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Description of Supply and Delivery
Procurement of Furniture for Junior College and TVET Center (Delivery to Ha. Dhidhdhoo and R. Alifushi).
- 2) Quotation prices should be **DDP to location stated above**. Either price must include the cost of local insurance, transportation and delivery costs to **the above-mentioned final destination**. The total prices required are therefore total prices to the final destinations. Such prices are to include all local customs charges, import and sales taxes where appropriate.
- 3) The delivery period required is **latest up to 5th July 2023**.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **Not Applicable**
- 6) Quotations must be received, in sealed envelopes, no later than: **11:00 hours on 22nd May 2023, Monday**.
- 7) Quotations must be submitted to: **Ministry of Higher Education, 5th Floor, Umar Zahir Office Building, Orchidmaa Hingun, Hulhumale', Maldives**.
- 8) **The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.**
- 9) Please provide the catalogue of the offered product with clear indication of offered equipment and its specifications.
- 10) Please provide clear photos of the items to be offered.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Purchase Order.

Name: Ali Shareef

Title/Position: Project Manager

For and on behalf of the Purchaser

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Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Delivery period offered:
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable): **Not Applicable**
- 5) We confirm that our quotation is based on the terms and conditions stated in your request for Quotations referenced above, and that any resulting contract will be subject to the Republic of Maldives General Conditions of Contract.
- 6) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature:	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company:	
Address:	

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

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SECTION C: SCHEDULE OF REQUIREMENTS (to be priced by Tenderer)

Item No	Description of Goods	Unit	Qty	Unit Price MVR	Total Price MVR
<i>Lot 1:</i>					
a	Executive Table	NOS	2		
<i>Lot 2:</i>					
b	Student Stations – TO BE CUSTOM MADE (2 seats in each station)	NOS	20		
<i>Lot 3:</i>					
c	Student Chair - Low back Chair	NOS	40		
<i>Lot 4:</i>					
d	Executive Chair - Low back Chair	NOS	2		
<i>Lot 5:</i>					
e	Glass White Board	NOS	2		
	<i>Pls provide photo of your offered item (FOR REFERENCE)</i>				
	<i>Pls provide separate quote stating your offered specification (FOR REFERENCE)</i>				
	<i>Delivery to Ha. Dhidhdhoo and R. Alifushi</i>				
	<i>Price must include delivery to and installation at final destination.</i>				
SUB TOTAL					
GST 8%					
Total DDP Price to Final Destination (MVR)					

Authorised By:

Signature:	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company:	

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Procurement of Furniture for Junior College (Ha. Dhidhdhoo) and TVET Center (R. Alifushi)

(Reference No: MV-MOHE-154479-GO-RFQ)

Announcement No: (IUL)475/475/2023/81

Date: 15th May 2023

INFORMATION FOR BIDDERS

The Ministry of Higher Education now invites quotations from eligible bidders for the following item/s:

DETAILS:

The number and identification of lots (contracts) comprising this RFQ is Five (5) as detailed in the below table.

Prices quoted for each Lot shall correspond to 100 percent of the items specified for each Lot.

Prices quoted for each item of a lot shall correspond to 100 percent of the quantities specified for this item of a lot.

Each Lot will be evaluated separately.

If the contract value is equivalent or exceeds MVR 100,000/- the supplier must furnish a performance guarantee at 5% of contract price.

LOT 1	
Details	Quantity
Executive Table	02 NOS
LOT 2	
Details	Quantity
Student Stations – TO BE CUSTOM MADE	20 NOS (2 seats in each station)
LOT 3	
Details	Quantity
Student Chair - Low back Chair	40 NOS
LOT 4	
Details	Quantity
Executive Chair - Low back Chair	02 NOS
LOT 5	
Details	Quantity
Glass White Board	02 NOS

All detailed specification of the items in the Lots 1- 5 are given in the Technical Details (Page 7-11) of this document.

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DELIVERY DURATION:

All items must be delivered to the final destination latest by **5th July 2023.**

REQUIRED DOCUMENTATION AND ELIGIBILITY CRITERIA:

The criteria below will be used to determine the most substantially responsive offer: The criteria are as follows:

Details	Requirement
Company/Sole Proprietorship Registration	Compulsory
Tax Clearance Report obtained from MIRA dated no earlier than 30 working days prior to the bid submission dates. – If Applicable	Compulsory
Experience: The Vendor shall demonstrate that it has successfully completed at least Two contracts within the last Five years prior to bid submission deadline that are similar in nature to the requirement of this announcement (please provide completion certificates or other related documentation)	Compulsory
Section B and Section C of RFQ document competed and submitted.	Compulsory
Technical Evaluation (Will be done for each Lot separately).	Pass

The Purchaser shall compare the evaluated costs of all substantially responsive offers established in accordance with the above criteria to determine the lowest evaluated cost. Each Lot will be evaluated separately.

The successful vendor will be who has most substantially responsive offer (all documentation accepted and passed in technical evaluation) and has the lowest cost.

INFORMATION SESSION:

An Information Session will be held on **18th May 2023 (Thursday), at 10:00 AM** in Ministry of Higher Education, 5th Floor, Umar Zahir Building, Orchidmaa Hingun, Hulhumale', Maldives. Quotations will not be accepted by those parties who do not attend this information session.

Important Information to be noted:

- Technical Specification is provided in the RFQ Document.
- Kindly adhere to all terms given in Section A and Section B of the RFQ document.
- **Please make sure to complete and submit Section B and C. The quotation will not be accepted without these two sections.**
- Please provide clear specifications in a separate quotation in accordance with the detailed specs (for easier reference)
- All prices are to be DDP to final location.

QUOTATION SUBMISSION:

Quotation submission is on **22nd May 2023 (Monday), at 11:00 AM** in Ministry of Higher Education, 5th Floor, Umar Zahir Building, Orchidmaa Hingun, Hulhumale', Maldives.

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Procurement of Furniture for Junior College (Ha. Dhidhdhoo) and TVET Center (R. Alifushi)

(Reference No: MV-MOHE-154479GO-RFQ)


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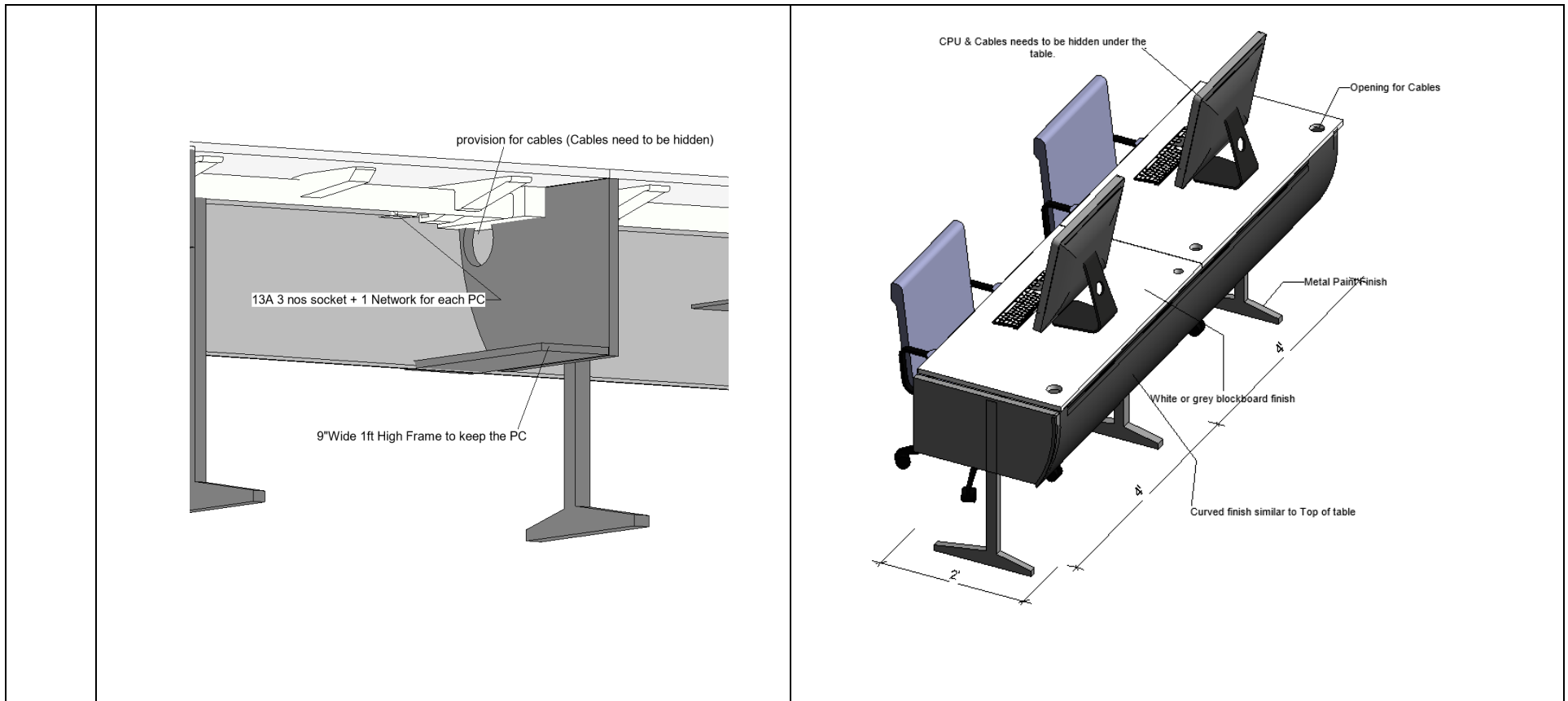
TECHNICAL DETAILS

LOT 1			
ITEM	DETAILED SPECIFICATION	QUANTITY	SIMILAR IMAGE
a	<p><u>Executive table</u></p> <ul style="list-style-type: none">- Modern Executive Office Table - (not more than 5 ft in length, width: not more than 2.5 ft- Material: blockboard finishing or tempered glass top or gloss finishing top.- Color: Mainly white and grey- Style: modern, ergonomic- 1 Drawer- Round edges preferred- Installation must be included.- <i>Delivery to:</i><ul style="list-style-type: none">*1 Nos – Junior College (Ha. Dhidhdhoo)*1 Nos – TVET Center (R. Alifushi)	02 NOS	<p>Pls see similar image below:</p> 

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LOT 2			
ITEM	DETAILED SPECIFICATION	QUANTITY	SIMILAR IMAGE
B	<p><u>Student Stations – TO BE CUSTOM MADE</u></p> <ul style="list-style-type: none"> - Computer tables with Built-In Cable Management Tray (similar to the design shown here) - Arrangement: 2 students in one bench (each bench has 2 computers with 1 screen size of 24". Set of 2 tables should - Gloss finishing - Color: White and grey - Quantity: Total 40 students' capacity - Installation at final destination must be included. - <i>Delivery to:</i> *10 Nos – Junior College (Ha. Dhidhdhoo) *10 Nos – TVET Center (R. Alifushi) <p><i>The purchaser requires the successful supplier to provide one physical sample of the student station for inspection and acceptance as Deliverable 1. Only after the formal acceptance from the Purchaser, shall the supplier proceed with the production of remaining quantity.</i></p> <p><u><i>Pls see detailed specifications in the 2 images below:</i></u></p>	<p>20 NOS (2 seats in each station)</p>	<p>Pls see similar image/layout below:</p> 



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LOT 3

ITEM	DETAILED SPECIFICATION	QUANTITY	SIMILAR IMAGE
c	<p><u>Student Chair - Low back Chair</u></p> <p>Low back chair Contemporary Office Chair With arm rests Color: Grey/Black - Installation must be included. - <i>Delivery to:</i></p>	40 NOS	Pls see similar image below:

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	<p>*20 Nos – Junior College (Ha. Dhidhdhoo) *20 Nos – TVET Center (R. Alifushi)</p>		
LOT 4			
ITEM	DETAILED SPECIFICATION	QUANTITY	SIMILAR IMAGE
d	<p><u>Executive Chair - Low back Chair</u></p> <p>Low back chair Contemporary Office Chair With arm rests Color: Grey - Installation must be included. - <i>Delivery to:</i> *1 Nos – Junior College (Ha. Dhidhdhoo) *1 Nos – TVET Center (R. Alifushi)</p>	02 NOS	<p>Pls see similar image below:</p> 

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LOT 5			
ITEM	DETAILED SPECIFICATION	QUANTITY	SIMILAR IMAGE
e	<p><u>Glass White Board</u></p> <p>Magnetic Dry Erase Glass Whiteboard with metal marker tray Size: 4 x 8 feet Installation must be included.</p> <ul style="list-style-type: none"> - <i>Delivery to:</i> <ul style="list-style-type: none"> *1 Nos – Junior College (Ha. Dhidhdhoo) *1 Nos – TVET Center (R. Alifushi) <p><i>The purchaser requires the successful supplier to provide one physical sample of the Glass White Board for inspection and acceptance as Deliverable 1. Only after the formal acceptance from the Purchaser, shall the supplier proceed with the production of remaining quantity.</i></p>	02 NOS	<p>Pls see similar image below:</p> 