

# **Instructions to Bidders**

Date: 24<sup>th</sup> July 2023

Tender Ref: 24/2023

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## **1. General**

Fuel Supplies Maldives Pvt Ltd (hereinafter referred to as "FSM") invites bids from eligible vendors to design, supply, install, and configure managed switches for the upgrade of organization's network infrastructure.

## **2. Scope of Work**

The TOR attached with this instructions outlines the requirements and deliverables for the project.

## **3. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of their bid, and FSM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **4. Bidder Eligibility**

All locally registered companies, local investments, limited liability partnerships (LLPs) are eligible to submit bids.

## **5. Alternative Offers**

Each bidder shall submit only one bid (one offer). A bidder who submits or participates in more than one or failure to provide any of the supporting documents will not be qualified.

## **6. Bid Currencies**

All the prices shall be in Maldivian Rufiyaa (MVR).

## **7. Bid Prices**

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

If the prices quoted in the Bid Submission form differs from those given in quotation, then the price given in the Bid Submission form will prevail.

## **8. Payment Terms**

All payments will be made after the completion of the project.

## **9. Minor Errors and Omissions**

FSM will determine whether each bid is generally complete and is substantially compliant to the tender document. For this determination, a substantial compliant bid is one that conforms to all the terms, conditions, and specifications of the tender document without any material deviations, objections, or reservation.

Provided that the bid is substantially compliant, FSM will waive such errors and omissions on the following basis.

Arithmetical errors, if any, will be rectified on the following basis:

- 1) If there is a discrepancy between words and figures, the former shall prevail.
- 2) If there is a discrepancy between unit price and line-item total, the unit price shall prevail, and the line-item total shall be corrected.
- 3) If there is an error in the total corresponding to addition or subtraction of the subtotals, the subtotals shall prevail, and the total shall be corrected.
- 4) If the amount expressed in words is related to an arithmetic error in 2 and 3, the corrected amount in figures shall prevail.

## **10. Documents Comprising the Bid**

All bidders are required to submit the below mentioned supporting documents.

- 1) All the documents Checklist Annex 1
- 2) Bid submission form in Annex 2
- 3) For companies:
  - Company profile sheet issued by Ministry of Economic Development,
  - Company registration copy,
  - Copies of Articles of Association and Memorandum of Association of the company,
  - GST registration copy
- 4) For Limited Liability Partnerships (LLPs):
  - Business profile of the partnership,
  - Partnership registration copy,
  - Copy of Partnership Agreement
  - GST registration copy
- 5) For Sole proprietorships
  - Registration Certificate,
  - Tax Registration Copy

As and when necessary, FSM has the right to request the winning bidder to produce the originals of for verification purpose.

## **11. Bid Security**

The bidder shall submit a bid security of MVR 50,000 in the format attached in Annexure 3 of this document.

Bid security shall be from a Bank or a financial institution registered at Maldives Monetary Authority (MMA)

The bid security shall be fortified if the winning bidder refuse/reject to sign on the contract after the bid award notification.

## 12. Performance Security

The awarded party shall furnish a performance security equivalent to 15% percent of the total contract value for the proper fulfillment of contract with a validity of 45 days.

The performance security shall be fortified if the supplier fails to fulfill the terms of the contract.

The supplier shall submit the performance security at the time of contract signing.

## 13. Evaluation of The Bids

The Company's determination of bid's responsiveness shall be on the contents of the submission without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by the company and may not subsequently be made sensitive by the bidder by correction of the non-conformity.

An offer that does not meet minimum acceptable standards of completeness, consistency, and details will be rejected for non-responsiveness.

If any of the information furnished by the bidder is found to be incorrect, the bid/ contract is liable to rejected/ terminated the bid proposal.

## Assessment Criteria

FSM intends to evaluate the proposals generally in accordance with the criteria itemized below.

Criteria	Marks
Price	60
Experience	40
Total	100

**Warranty and Support:** Minimum 3 years Parts and Service Warranty.

- **Price:** The points will be given using benchmark marking criteria where the lowest proposed price will be considered as the benchmark. Full marks will be given to the benchmark value and others weighted accordingly.
- **Experience:** Bidders are requested to submit any relevant feedback / Reference letters from previous clients. (Marks will be given for the relevant experience of maximum 10 feedbacks, 4 marks for each)

The projects listed as references shall be within 2018 to 2022. Any projects prior to this period will not be considered.

References should be in client's letterhead (with official stamp) and should include the project description, project value, client's contact details and client's feedback on the project.

#### **14. Bid Validity Period**

You are requested to hold your proposal valid for sixty (60) days from the date of submission, during which time you will maintain the proposals, without changing any proposed fees for the project. FSM will award the contract to the successful bidder within this period.

#### **15. Delivery**

Supplier should deliver all items within 45 (forty-five) days from the date of contract signing to the address below:

Fuel Supplies Maldives Pvt Ltd  
4th Floor, ICT Department, FSM Building  
Boduthakurufaanu Magu

#### **16. Pre-Bid Meeting**

There will not be a pre-bid meeting.

#### **17. Bid Submission**

All proposals are expected to be delivered to the address below on 10<sup>th</sup> August 2023, before 11:00 AM in a sealed envelope marked with the below subject matter.

Attendance to bid opening is not mandatory as all the submitted parties will get a copy of bid submission summary.

### **Bid Proposal**

#### **Design, Supply, Installation and Configuration of Managed Switches**

Date: 10<sup>th</sup> August 2023, 11:00 AM

#### **Fuel Supplies Maldives Pvt. Ltd**

6<sup>th</sup> Floor | FSM Building  
Boduthakurufaanu Magu | Male' 20-05 | Republic of Maldives  
Tel: 3336655, Fax: 3313881

#### **18. Bid Opening**

Bids will be opened in the presence of bidders or their representative who choose to attend bid opening on 10<sup>th</sup> August 2023, 11:00 AM at the address above.

All bidders shall submit the hard copies of the bid proposal at the bid opening and should email a soft copy to [tenders@fsm.mv](mailto:tenders@fsm.mv) before 2pm, 10<sup>th</sup> August 2023

## 19. Clarification of The Bids

FSM may request, in writing, bidders for any explanation at any time during the bid evaluation process. Such requests and subsequent responses shall not include any changes to bid except for confirmation of arithmetic errors.

FSM may use Bidder's responses for further evaluations, but it is not obligated to take that information into account.

## 20. Other Instructions

FSM is not bound to accept any proposals and does reserve the right to dismiss all applications if found necessary.

## 21. Accepting the Goods

FSM will check the goods to verify that they match the specifications given in the TOR of this bidding document. FSM have the right to reject any goods supplied if it does not match the specifications given. The winning party should fully be corporate in the process mentioned above.

## 22. Questions and Clarifications

Please contact 3331 458 or email us at [tenders@fsm.mv](mailto:tenders@fsm.mv) regarding any clarifications or questions, before 30<sup>th</sup> July 2023, 1400Hrs.

## Annex 1

### Checklist - Mandatory Documents

No	Document	✓
1	Bid submission form (Annex 2)	
2	Profile of the Company/ partnership issued by Ministry of Economic	
3	Business / Sole proprietorship Registration Copy	
4	Partnership Agreement copy	
5	GST Registration / BPT Registration copy / Tax Clearance Report	
6	Bid security	
7	Reference Letters	
8	Network Design	
9	Project Timeline	
10	Product Specification	

## Annex 2

### Bid Submission Form

(All bidders are requested to complete this form, sign it and return it as part of their bid submission)

Date: .....

#### Subject: Design, Supply, Installation and Configuration of Managed Switches

We, the undersigned, declare that:

- a. We offer the below prices for the work of “**Design, Supply, Installation and Configuration of Managed Switches**”, in conformity with the bidding documents, and following specifications of this bid.
- b. The prices are as follows:  
The total cost of the project, as per the FSM specifications. **(Insert amount in figures and in words)**

#### Switch Network

#	Location	Qty	Minimum Gigabit Eth Ports	Minimum SFP Ports	POE	Unit Cost	Net Amount
Server Room							
1	Core Switch	2		16 SFP+	No		
FSM Building (Network Switches)							
2	Floor 7A	1	48	2 SFP+	Yes		
3	Floor 7B	1	48	2 SFP+	Yes		
4	Floor 6AB	1	48	2 SFP+	Yes		
5	Floor 5A	1	48	2 SFP+	Yes		
6	Floor 5B	1	24	2 SFP+	Yes		
7	Floor 4A	1	24	2 SFP+	Yes		
8	Floor 4B	1	24	2 SFP+	Yes		
9	Floor 2A	1	16	2 SFP+	Yes		
Male Locations (Network Switches)							
10	Easyfill	1	16	2 SFP+	Yes		
11	Easyfill 1	1	16	2 SFP+	Yes		
12	Easyfill 2	1	16	2 SFP+	Yes		
13	Easyfill 4	1	16	2 SFP+	Yes		
14	Easyfill 3	1	24	2 SFP+	Yes		
15	Easyfill 5	1	16	2 SFP+	Yes		
16	Easyfill 6 - Thilafushi	1	16	2 SFP+	Yes		
17	Thilafushi Site	1	48	2 SFP+	Yes		
Regional Sites (Network Switches)							
18	Addu	1	16	2 SFP+	Yes		
19	Fuvahmulah	1	16		Yes		
20	Thinadhoo	1	16		Yes		
21	Felivaru	1	16		Yes		
22	Kooddoo	1	16		Yes		
23	Hulhumeedhoo	1	16		Yes		
Spare (Network Switches)							
24	ICT	1	48	2 SFP+	Yes		
25	ICT	1	24	2 SFP+	Yes		
						<b>Sub Total</b>	
						<b>GST (8%)</b>	
						<b>Total</b>	

**10G SFP+ LC LR 10km SMF Transceiver**

#	Location / Switch	Quantity Required	Unit Cost	Net Amount
1	Server Room (Core Switch)	32		
2	Department / Site (Access Switch)	32		
3	ICT Spare	2		
<b>Sub Total</b>				
<b>GST (8%)</b>				
<b>Total</b>				

- c. Warranty period for the switches .....*
- d. Our bid shall be valid for a period of 60 days from the date of the bid submission deadline.*
- e. We confirm that the delivery will be completed in 45 days after signing the contract.*
- f. We have no conflict of interest in any activity of Fuel Supplies Maldives Pvt. Ltd.*
- g. We confirm that have not been associated, or had been involved in any way, directly or indirectly, with the preparation of specifications or other documents used as a part of this tender.*
- h. We understand that Fuel Supplies Maldives Pvt. Ltd is not bound to accept the lowest evaluated bid or any other bid that may receive.*

We certify that the undersigned is duly authorized by **[bidder name]** to sign this bid and its subsequent documents.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_ Date: \_\_\_\_\_