

## Terms of Reference for Empanelment of Vendors

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| <b>No. and Date of Issue</b>        | SDFC/AP/IU/2023/30   |
|                                     | 5 <sup>th</sup> September 2023   |
| <b>Project Name</b>                 | Empanelment of Vendors for the Supply and Delivery of Passenger Vehicles (Cars and Vans) for Taxi Purposes   |
| <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>       | Vendors can send written queries <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a>  |
| <b>Proposal Submission Deadline</b> | Proposal submission for this project shall remain open until 31 <sup>st</sup> December 2023 and submission can be made at any time within this deadline.<br>The Proposal should be forwarded to <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a> |
| <b>TOR language</b>                 | English  |

## 1. Background

SME Development Finance Corporation (SDFC) is seeking to empanel vendors interested in providing vehicles to its customers through SDFC Financing Options. This initiative aims to enhance customer access to vehicles and promote SME development by providing financing solutions. This TOR outlines the requirements and evaluation criteria for vendors interested in participating in the empanelment process.

## 2. Objectives

The primary objective of this empanelment process is to identify and select qualified vendors who can offer a preferable diverse range of cars through SDFC Financing Options. The empanelment aims to establish a partnership that benefits both SDFC's customers and the selected vendors.

## 3. Scope of Work

Interested vendors should submit comprehensive information about their company, product offerings, and their ability to collaborate with SDFC for offering Financing Options to customers.

Vendors should propose a framework for seamless collaboration with SDFC, including order processing and delivery,

## 4. Empanelment Criteria

Vendors interested in empanelment should meet the following eligibility criteria:

1. An entity that is a registered sole proprietor, partnership, or a company incorporated in the Republic of Maldives.
2. A demonstrated history of successfully providing vehicles for a duration of two years, ideally in partnership with financial institutions.
3. Should have a vehicle repair workshop or shall have an arrangement for the repair of vehicles with a vehicle repair workshop.
4. Capacity to provide a diverse range of vehicles to meet customer preferences.

## 5. Empanelment Process:

1. Submission of proposals by interested vendors.
2. Initial review of proposals by SDFC's evaluation committee.
3. Shortlisting of vendors based on the empanelment criteria.
4. Final selection and empanelment of vendors on SDFC's website.

## 6. Documents to be Submitted

To establish its eligibility and qualifications to perform the contract in accordance with the TOR, proposal must be submitted with the following documents & forms and any proposal submitted without these documents & forms will be disqualified.

1. Cover Letter
2. Form 1 – Application for vendor registration
3. Form 2 – Vendor profile and technical proposal
4. Details of previous collaborations with financial institutions, if any.
5. Outline of after-sales service infrastructure and customer support.
6. Tax clearance report
7. A copy of the vendor’s Business registration Certificate.
8. A copy of the vendor’s GST registration Certificate
9. Experience letters
10. GST Return Statements and financial statement of the past 2 years.

## 7. Product Requirements

- The vehicle must be of a model no earlier than 2018.
- The vehicle should be a hybrid or an electric car.
- The vehicle must have seating capacity for 4 passengers.
- The vehicles must have a trunk space of at least 350 liters.
- The windows must not be tinted (This is a requirement of the transport ministry)
- The car must have other specific requirements stated under the rules, regulations (inclusive of taxi regulation) and laws of the Maldives.