

Request For Proposal: Periodic Maintenance of Air-Conditioning Systems

No. and Date of Issue	SDFC/AP/IU/2023/28
	14 th September 2023
Project Name	Periodic Maintenance of Air-Conditioning Systems
Purchaser	SME Development Finance Corporation (SDFC)
Address	SME Development Finance Corporation, M. Kaneeru Villa, 2 nd Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026010 Mail: info@sdfc.mv
Site Visit and Information session	Interested parties are requested to attend on time for the information session. Venue: SDFC, M. Kaneeru Villa, 2 nd floor Date and Timing: 25th September 2023, 1100hrs.
Clarification Deadline	Vendors can send written queries before 26th September 2023, 1400hrs pm to procurement@sdfc.mv
Bid Submission Deadline	The bid submission meeting will be held on 28th September 2023, 1100hrs at SDFC (M. Kaneeru Villa 2 nd Floor, Orchid Magu).
Bid Validity	120 Calendar days from the date of submission.
Bid language	English

1. General Information

SME Development Finance Corporation was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs.

2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement.

3. Scope of Work and Deliverables

In consultation with SDFC designated staff, the successful bidder is required to deliver the scope of work and outputs outlined in **Annex 1**.

4. Bid Prices

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

If the Price Quoted in the Bid Form differs from those given quotations, then the Price given in the Bid Form will prevail.

5. Payment terms

No advance payment will be given under this bid.

Payment will be made on a quarterly basis upon submitting the invoice for the services provided. Parts and spear-changing charges will be reimbursed upon submitting the invoices.

6. Award of Contract:

The bidder who scores the highest points from the total evaluation that is substantially responsive to this Request for Proposal (RFP) shall be recommended for award of the Contract.

7. Right to Reject:

The SDFC reserves the right to accept or reject any bids or to cancel the procurement process and reject all tenderers at any time before contract award.

8. Corrupt Practices:

The Government of the Republic of Maldives requires that Procuring Entities and Tenderers observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

- SDFC will reject a recommendation for an award if it determines that the Tenderer recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.

9. Evaluation Criteria:

9.1. Price 90%

The points will be given using the lowest proposed price as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

9.2. Experience of the bidder 10%

The bidder must submit a portfolio of relevant work done accompanied by reference letters about the satisfactory delivery of finished projects. The bidder should provide contact numbers and names of references for each project. The reference letters should be stamped by the issuing company. The projects listed as references should be carried out in the last 5 years (**September 2018 onwards**). Projects before this period will not be counted. The points will be given using the highest number of experience letters as the benchmark.

- Maximum number of letter count is 10.

$$\text{MAX\%} = (\text{No. of projects} / 10) \times \text{weightage}$$

10. Documents to be submitted.

All bids should be submitted with the following documents & forms and any bids submitted without these documents & forms will be disqualified.

Marks will be awarded based on the information on these forms/documents.

- 10.1. Covering letter
- 10.2. Form 1 – Application for BID submission
- 10.3. Form 2 – Bidder profile and technical proposal
- 10.4. Form 3 – Price schedule with the quotation for the contracting service
- 10.5. Declaration on Ethical Conduct and Fraud and Corruption (Annex iii)
- 10.6. Tax clearance report
- 10.7. Business Registration Certificate or Business profile extracted from the business portal.
- 10.8. A copy of the bidder's GST registration Certificate
- 10.9. Experience letters as specified in 9.2

Annex I

Scope of Work

In consultation with designated staff, the contractor is required to provide periodic maintenance of Air-Conditioners installed at the offices of SDFC.

Works to be delivered are as follows:

1. Conducting Fault detection and diagnostics of the Air-conditioning systems, determine the reason for defects and failures, and recommend means to solve any problems faced.
2. Conducting troubleshooting of affected systems and coming up with solutions speedily and cost-effectively.
3. Ensuring good indoor air quality by proper service and maintenance of the air-conditioning systems.
4. All repair and maintenance work shall be carried out by the manufacturer's instructions on how to operate and maintain the specific equipment and instruments.
5. Where necessary, the successful Bidder is required to move the system's indoor and outdoor units out of SDFC's premises to workshops or service centers in the presence of SDFC's designated staff where the units can be properly attended to. Written consent should be obtained from SDFC's procurement department prior to moving the systems.
6. Conducting planned, preventive, corrective, and predictive maintenance on all AC systems. The successful bidder shall do preventive maintenance, and all called up attendance every month during the contract period.
7. Run-to-failure arrangement is not encouraged, where cost should not be incurred on maintenance.
8. The successful Bidder must be equipped with all tools, equipment, and labor to affect a successful maintenance or service operation.
9. Changing spare parts of the AC system and gas refilling whenever necessary and such costs will be paid by SDFC. And for this approval must be taken in writing from the SDFC Procurement Unit.
10. The successful Bidder shall bear all transport costs of tools, equipment, labor, and Air-conditioning units to and from SDFC premises whether to or from locations within Male'.
11. It is the responsibility of the successful bidder to make all necessary arrangements for the removal of air-conditioning units from walls, ceilings, balconies, and rooftops, (whether indoor or outdoor) while ensuring the safety of personnel and equipment.
12. The successful Bidder must be fully responsible for ensuring safety.
13. In the event of an AC breakdown or a fault in an AC, the successful bidder is expected to attend this, upon request from SDFC. All complaints related to AC breakdown or a fault in an AC shall be attended to within 24 hours or at the earliest possible time.

Implementation of services

1. The contractor is required to provide AC maintenance services as per the schedule provided by SDFC.
2. AC general cleaning service shall be provided once every 3 months.
3. Full service of all ACs must be conducted once a year.

Annex ii

List of installed AC systems

BTU	Brand	AC type	QTY
Location: M. Kaneeru Villa, 2 nd floor			
24000	Daikin VRV	Ceiling	9
12000	Gree		1
12000		Wall	1
18000	AUX (VRV)	Ceiling	1
12000			1
1200			1
Location: M. Iris 3 rd , 4 th and 5 th floor			
24000	AUX	Wall	5
18000			1
12000			1
24000	Gree		5
18000			2
12000			2
12000			1
9000			2