

# **Supply of Office Furniture for Ministry of Economic Development's Quota and Employment Approval Section**

## **Bidder Information Sheet**

### **1. General Information**

When the new administration was sworn in on 17th of Nov 2018, the mandate of managing the issuance of quota, employment approvals, deposit management and all functions related to management of foreign workers have been assigned to the Ministry of Economic Development (MED) from the Maldives Immigration. MED is in the process of transferring these functions from Maldives Immigration.

Therefore, it has been decided to purchase office furniture required to setup the quota and employment approval Section at Huravee Building.

### **2. Eligible Bidders**

The invitation is open to all interested local parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Both Individuals and registered local business entities (companies, partnerships, co-operative societies and soletraders) will qualify for the bid provided all documents mentioned in Section 7 of this information note are presented at the bid submission date and time.

### **3. Language of the Bid**

The language of the bid shall be submitted in English.

### **4. Scope of Work and Deliverables**

In consultation MED designated staff, the successful bidder is expected to deliver the scope of work and outputs outlined in the information sheet included in APPENDIX I.

### **5. Project Delivery Duration**

The winning bidder will be expected to deliver the office equipment within the agreed time frame. Application should be submitted in a sealed envelope with all the documents listed under Section 7.

Bid proposal should have a minimum validity of 35 days and all prices should be quoted with a final offer price, inclusive of all taxes and there shall not be any hidden or omitted costs.

### **6. Evaluation Criteria and Procedure**

#### 6.1 Price 40%

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

$$\text{MAX\%} = (\text{Proposed price} / \text{Benchmark price}) \times 40\%$$

#### 6.1. Experience of the bidder 10%:

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project.

The projects listed as references should be carried out in the last 10 years (Jan 2007 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows

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

#### 6.2. Delivery Period of equipment 40%

The points will be given using benchmark marking criteria where shortest delivery period for delivery will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Proposed price} / \text{Benchmark price}) \times 40\%.$$

#### 6.3. After sales service and warranty 10%

The points will be given using benchmark marking criteria where maximum period of after-sales service and warranty will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Proposed price} / \text{Benchmark price}) \times 10\%.$$

## 7. Documents to be Submitted

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

7.1 Form 1 – Application for BID submission

7.2 Form 2 – Bidder profile and technical proposal

7.3 Form 3 – Price schedule for the contracting service

The documents should be submitted in a closed envelope. The envelope should be clearly labelled as **“Supply of Office furniture for Ministry of Economic Development’s Quota and Employment Approval Section”** and addressed to:

Ministry of Economic Development  
Male’ Maldives

The proposal should be in a secure bind and there should not be loose papers.

## 8. Deadline

**Bid Submission will be held on 10 March 2019 (Sunday) 13:00 hrs at the Ministry of Economic Development, Waterfront building 1st Floor, Conference Hall. Bids received before and after the bid submission deadline will not be entertained by the Ministry.**

## APPENDIX 1

<b>Detail</b>	<b>Qty</b>
Office Table	40
Office Chair	40
Drawers	33
Filing Cabinet	10
Filing Rack	10
Conference Table	1
Chair (for Conference Room)	15
Safe	1