

Supply of Office Furniture for Male Business Centre

Bidder Information Sheet

1. General Information

The Business Development Services Centre (BDSC) formed with the initiation of Ministry of Economic Development, provides a wide-range of business development services (BDS), common use facilities, and financial support services to assist and promote Micro, Small and Medium-sized Enterprise (MSME) growth in the Maldives. The Business Development Centre established in Male City needs to be relocated.

Therefore, it has been decided to purchase office equipment required to setup the office at H. Sakeenaa Manzil.

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.

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

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

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

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.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage} .$$

6.3. After sales service and warranty 10%

The points will be given using benchmark marking criteria where maximum period of aftersales 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.

$$\text{MAX\%} = (\text{warranty period} / \text{Benchmark}) \times \text{weightage}$$

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 Male Business Centre”** 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 20th March 2019 (Wednesday) 10:00 hrs at the Ministry of Economic Development, Waterfront building 3rd Floor, Conference Hall. Bids received before and after the bid submission deadline will not be entertained by the Ministry.

APPENDIX 1

No	Description	Required Quantity
1	Conference Table for 8 pax	1
2	Conference Chairs	8
3	Office Table with drawers	9
4	Office chairs	9
5	Filing cabinets 2 door with 5 shelves	5
6	Office Table for MD	1
7	Office Chair for MD	1
8	Visitor Chair for MD room	2
9	3 seater waiting Lounge bench	1
10	Reception Table with drawers	1
11	Reception Chair	1