



DEPARTMENT OF NATIONAL REGISTRATION

REQUEST FOR PROPOSAL

RFP 2024-01

(IUL)133-AS/133/2024/16

Announcement Date

08- May -2024

Proposal Submittal Due Date

19-May-2024

(13:30)

To

Department of National Registration

Velaanaage, 4th Floor

Ameer Ahmed Magu

Male'

RFP 2024-01

Definitions

RFP	Request for Proposal
DNR	Department of National Registration

Introduction

The Department of National Registration (DNR) intends to purchase hardware equipment's specified in this RFP. This RFP is not an offer to purchase but is a request to receive proposals.

DNR reserves the right to accept or reject any or all responses, as well as the right to negotiate with one or more, or none of the responding vendors. Omissions, alterations, or irregularities of any kind shall constitute sufficient cause for rejection of a proposal. DNR reserves the right to advertise for new proposals if, in its judgment, the best interests of the department will be served.

It is the responsibility of each vendor to be aware of, and comply with, all relevant laws. All proposals submitted will be properties of DNR and is not, and will not be, responsible for any costs incurred by the vendor in preparations of the proposal.

- **Bidders are required to direct all the questions to:**
Email: procurement@dnr.gov.mv

Price Schedule Form

LOT #	Description	QTY	Rate (MVR)	6% GST	Amount (MVR)
1	Computer System i7	15			

SCOPE OF WORK

Lot 1. Computer System i7

QTY	Minimum Requirements		Yes or No
15	Processor:	14th Generation Intel Core i7 or better	
	RAM:	16GB DDR4 or better	
	Storage 1	M.2 2230 512GB PCIe NVMe or better	
	Storage 2	1TB Secondary Hard Drive or better	
	Speaker:	Headphone	
	Graphics:	Intel® UHD Graphics or better	
	Network:	Ethernet LAN 10/100/1000 (1 x RJ45 Ethernet port)	
	Ports:	Minimum 6 USB ports 2 x DisplayPort or 2 x HDMI Port or 1 x Display Port and 1 x HDMI Port	
	Keyboard:	Wired Qwerty Keyboard	
	Mouse:	Wired Mouse	
	OS:	Genuine Windows 11 Professional (64bit)	
	Warranty:	3 Years Warranty for 3 Years Parts & 3 Years' Service	
	Dual Monitor: (2 Monitors)	Monitor 24 inch with Tilt, Rotate HDMI / DP port. Resolution: Full HD (1080p) 1920 x 1080 at 60 Hz or better 3 Years Warranty for Parts & Service	

THE SCOPE OF WORK INCLUDES:

- On-the-Job Training by implementing while installing and configuring on premises

1. Evaluation Criteria

Criteria	Marks
Price with GST	70%
Delivery	15%
Experience	15%

2. Each LOT will be evaluated and awarded Separately.

Price:

- 3.1.1 Each bidder's price is used to identify their relative position on a 0 – 70 price scale. This is done by allocating the lowest priced bid 70 points and calculating the remaining bidder's score in relation to this scale.
- 3.1.2 Price percentage = $70 \times (\text{lowest price} / \text{bid price})$

Delivery:

- 3.1.3 Each bidder's Delivery is used to identify their relative position on a 0 – 15 price scale. This is done by allocating the lowest Delivery bid 15 points and calculating the remaining bidder's score in relation to this scale.
- 3.1.4 Delivery percentage = $15 \times (\text{Lowest Delivery} / \text{Bid Delivery})$
- 3.1.5 The maximum delivery period shall be 60 calendar days from the date of confirmation.

Experience

- 3.1.6 A total of 15 points is allocated for Proof of supply of similar Equipment's to other organizations within last 5 years. (Letter from user/organization mentioning successful delivery of similar equipment's.) for each successful implementation 5 points will be awarded with a maximum of 15 points.

How bid document will be deemed invalid or disqualified

4.1 Department of National Registration shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected or deemed Invalid at evaluation stage.

4.1.1 Company Registration

4.1.2 Price Schedule Form or Quotation specification

4.1.3 GST Registration

4.1.4 Scope of work

4.1.5 (1) one Tax clearances report within past 3 months from the day of bid submission

ADDITIONAL INFORMATION

1. All certificate copies and reference letters will be verified by contacting the relevant parties. Therefore, please provide contact information with certificate copies and reference letters.
2. All documents must be printed on one side.
3. Unless otherwise specified, the Bidder shall quote entirely in Maldivian Rufiyaa.

Notes:

1. If all goods and services are not supplied during the committed delivery period in the contract, Department of National Registration reserves the right not to accept the goods and annul the contract.

#	Check List	✓	✗
1	Company Registration		
2	Price Schedule Form or Quotation specification		
3	GST Registration		
4	Scope of work		
5	Tax clearances report within past 3 months from the day of bid submission		
6	Quotation Validity period 90 days		

