



TERMS OF REFERENCE

Renewal of Office 365 licenses

20th May 2024

Issued by:

Maldives Fund Management Corporation Ltd

Terms of Reference

Renewal of Microsoft Office 365 licenses

Purpose

Maldives Fund Management Corporation (MFMC) is seeking a Microsoft authorised Microsoft 365 reseller to renew Microsoft Office 365 licenses.

Background

Maldives Fund Management is a 100% state-owned establishment by the presidential decree on 3/2019, with the mandate to pursue capital market solutions for the government's development needs while facilitating private sector development subsequently creating opportunities for the local and foreign investors to benefit from the investments in various sectors in the Maldivian economy.

Fraudulent Practices

MFMC requires that staff, as well as bidders, suppliers, and contractors, observe the highest standard of ethics during the procurement and execution of works or services. In pursuance of this policy, MFMC defines,

1. "Corrupt practice" as the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
2. "Fraudulent practice" as a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of MFMC and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive MFMC of the benefits of free and open competition.

MFMC will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

MFMC will declare a firm ineligible, either indefinitely or for a stated period, to be awarded a contract (from MFMC) if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, an MFMC contract.

Employers' requirement

The winning bidder must provide the renewal of Microsoft Office 365 licenses for a 3-year period for the below requirement.

- Microsoft 365 business basic - 10 licenses
- Microsoft 365 Business Premium - 53 licenses

Duration

The bidder is required to provide the licences for 3 calendar years.

Bid Security

Bidders are required to provide a bid security equal to 3 percent of the total value of the bid. The bid security must be presented in the form of a guarantee from a reputable bank or a financial institute.

Bid security must be valid for 58 days from the date of bid opening.

Bid Validity

Bids must be valid for 30 days from the date of opening of the bids.

Mandatory requirements (*failure to meet this requirement will result in disqualification of the bid*)

1. Bidder must provide minimum 3 work completion/reference letters for Microsoft365 implementation/license renewal.
2. Bidder must possess letter/certification to verify Microsoft partnership and status (should be listed in Microsoft website under Microsoft365 Products as a product partner).
3. Bidder must provide quotation for annual subscription consisting of the pricing for Microsoft Office 365 with a validity of minimum 90 days.

Evaluation

Evaluation of the proposals will be carried out in 2 stages.

1. **Stage 1 - All proposals will be checked to ensure that they meet the mandatory requirements.**
2. **Stage 2 - Proposals that pass the minimum requirement will be evaluated according to the below criteria.**

1	Price (lower price will be given higher marks)	100%
---	--	------

Note:

MFMC reserves the right to negotiate with the bidders to obtain the best proposal.

MFMC reserves the right cancel the bidding process without giving a prior notice or reason to the bidders.

MFMC reserves the right to amend this document and issue addendums.

Documents to be submitted as part of the bid

- Copy of Business Registration
- Tax Clearance report (valid for past 6 months from bid submission date)
- Original bid security

- 3 work completion/reference letters for Microsoft365 implementation/license renewal.
- Letter/certification to verify Microsoft partnership and status.
- Quotation (with a minimum validity of 90 days)

Payment terms

Payment will be made within 30 days upon receipt of items and tax invoice.

Important Dates

Activity	Time and Date	Venue
Tender announcement	11:30 hrs 20 th May 2024	-
Deadline for submission of written queries	11:00 hrs 23 rd May 2024	Queries should be addressed to procurement@mfmc.mv
Deadline for bid submission	11:00 hrs 27 th May 2024	6 th Floor, H. Orchid, Ameer Ahmed Magu, Male'
Bid opening	11:30 hrs 27 th May 2024	6 th Floor, H. Orchid, Ameer Ahmed Magu, Male'