



DEPARTMENT OF NATIONAL REGISTRATION

REQUEST FOR PROPOSAL

RFP 2019-05

(ILU)133-AS/133/2019/9

Announcement Date

12 June 2019

Pre-Bid Meeting

19 June 2019

(13:00)

Proposal Submittal Due Date

26 June 2019

(13:00)

To

Department of National Registration

Velaanaage, 4th Floor

Ameer Ahmed Magu

Male'

RFP 2019-05

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.

1. Price Schedule Form specification

- Unit price should be identifiable
- GST value should be specified
- Total price should be specified

Sample:

Item #	Description	Solution	Rate (MVR)	Amount (MVR)
1	Business Computer System	4		
Sub Total				
6% GST				
Grand Total (Maldivian Rufiyaa) with 6% GST				

2. FORM I - Technical Specification

ITEM # 01

QTY	Minimum Requirements	Yes or No
04	Intel 8 th gen core i7 (3.0 GHz processor) or better	
	16 GB DDR4 RAM should be upgradeable	
	256GB M.2 Solid State Drive (SSD)	
	1TB Hard disk	
	Stranded USB mouse and Qwerty keyboard and DVD-RW	
	Should have 8 USB ports	
	Should have 2xDP or 2xHDMI port for dual display (converters are Not accepted)	
	3 years parts warranty	
With Genuine Windows 10 Pro 64bit		
08	24 inch LCD Monitor with DP Or HDMI ports with relevant cable	

2.1. The above table should be filled and submitted

3. Evaluation Criteria

Criteria	Marks
Price with GST	40%
Delivery	10%
Warranty	30%
Authorization Letter	20%

3.1. Price:

- 3.1.1 Each bidder's price is used to identify their relative position on a 0 – 40 price scale. This is done by allocating the lowest priced bid 40 points and calculating the remaining bidder's score in relation to this scale.
- 3.1.2 Price percentage = $40 \times (\text{lowest price} / \text{bid price})$

3.2 Delivery:

- 3.2.1 Each bidder's Delivery is used to identify their relative position on a 0 – 10 price scale. This is done by allocating the lowest Delivery bid 10 points and calculating the remaining bidder's score in relation to this scale.
- 3.2.2 Delivery percentage = $10 \times (\text{Lowest Delivery} / \text{Bid Delivery})$

3.3 Warranty:

- 3.3.1 Each bidder's Warranty is used to identify their relative position on a 0 – 30 price scale. This is done by allocating the Highest Warranty bid 30 points and calculating the remaining bidder's score in relation to this scale.
- 3.3.2 Warranty percentage = $30 \times (\text{bid Warranty} / \text{Highest Warranty})$
- 3.3.3 All bidders must provide minimum 3-Years Warranty (Parts and services) including on-site support service. DNR should receive the full right to open any Machin at a given time without warranty been voided hence these systems will contain for confidential information. If Parts warrant and services warranty are provided separately than the smallest date will be considered.

3.4 Authorization letter:

- 3.4.1 For Authorization letter 20% will be awarded
 - 3.4.2 Should submit the **Manufacturer's Authorization Letter** to demonstrate that it has been duly authorized by the manufacturer to sell/service the products and services.
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4. 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 specification
 - 4.1.3 2.0 FORM I - Technical Specification
 - 4.1.4 GST Registration

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.
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