

## **Information Sheet for Supply of Computer system, Printers and Scanners**

### **Section A**

#### **a) Bid Information**

#	Description	Quantity
a)	Computer System Medium End	79 Nos
b)	Black & White Printer (Multi-Functional)	26 Nos
c)	Colour Printer (Multi-Functional)	02 Nos
d)	Scanner	05 Nos
	<b>Total</b>	<b>112 Nos</b>

Quotation shall indicate the following;

#### **a) Price**

- The bidder shall submit quotation on door step delivery basis to Fenaka corporation head office (Port complex Building 7<sup>th</sup> Floor)
- Quotation shall indicate the unit price, total price for each item and total price of the quotation and the quoted currency shall be clearly specified. The quotation shall separately indicate additional charges such as freight charges, custom duty, insurance, taxes, etc.
- The unit rates and prices shall be quoted.

#### **b) Delivery Period**

- The delivery period shall be stated in 'calendar days'.
- If the delivery period indicates 'ex-stock', or if the duration is not specified, it shall be taken same as the party offering the longest delivery period.

#### **c) Payment Terms**

- The payment terms shall be stated in 'days or months', and the payments will be released in equal monthly instalments.
- A maximum of 15% of the entire project can be provided as an advance if requested in the bid, however, it cannot be tied to the project starting date.



- For 15% advance bid awarded party shall submit a bank guarantee letter along with a pro-forma invoice.

**d) Technical Specifications**

- All the relevant information including the brand shall be given to enable technical evaluation of the items quoted.
- Technical compliance letter will be required to enable technical evaluation

**e) Quotation validity** should be a minimum of 60 days from the date of quotation opening.

**f) Clarification Time:** Please send your Queries to [tender@fenaka.com.mv](mailto:tender@fenaka.com.mv) from 04<sup>th</sup> July 2019 till 14<sup>th</sup> July 2019

**Note:** It is in FENAKA Corporation Limited's discretion to reject/cancel any quotation which does not fulfil or comply the above terms.

**Section B**

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# Specifications

a) **Medium End Computer System Specification**

Item Name	Technical Specification
Processor Type	<b>Type:</b> Intel Core i5
	<b>Speed:</b> 3GHz or Higher
RAM	<b>Size:</b> 8 GB or Higher
Hard Disk HDD	<b>Size:</b> 1 TB or Higher
	<b>Type:</b> SATA
Viedio Interface	<b>Type:</b> Intergrated HD Graphics
	<b>Ports:</b> HDMI,DVI or VGA
Audio	Intergrated Audio
network Interface	Giabit 10/100/1000Mbps
Keyboard	USB/ QWERTY
Mouse	USB/ Optical
Optical Drive	Internal DVD+/-RW or Higher
Operating System	Microsoft Windows Genuine 10 Pro (64bit)
Screen Size (LED or LCD)	23 inches or Higher
Ports	Should comply define "Video Interface Port"
Warranty	1 Year or MORE

b) **Black and white printer (Multi-Functional) Specification**

Item Name	Technical Specification
Type	Laser
Print Mode	Black and Shite
Connectivity Ports	Network and USB
Scan and Photocopy	Flatbed and Feeder
Paper Size	Upto A4 or Higher
Duplex Printing	Automatic 2 Sided
First Print	Less than 10 Seconds
Paper Size	Upto A4 or Higher
Paper Capacity	Minimum 200 Pages
Page Per Minute (PPM)	Minimum 30PPM
Memory	64MB or Higher
Driver Should Support	Win 7, 8 and 10 / MacOS or ubuntu Should
Driver CD	Provide
Display	LCD Panel
Warrenty	1 Year or More

c) **Colour printer (Multi-Functional) Specification**

Item Name	Technical Specification
Type	Laser
Print Mode	Colur
Connectivity Ports	Network and USB
Scan and Photocopy	Flatbed and Feeder
Paper Size	Upto A4 or Higher
Duplex Printing	Automatic 2 Sided
First Print	Less than 10 Seconds
Paper Size	Upto A4 or Higher
Paper Capacity	Minimum 200 Pages
Page Per Minute (PPM)	Minimum 30PPM
Memory	64MB or Higher
Driver Should Support	Win 7, 8 and 10 / MacOS or ubuntu Should Provide
Driver CD	
Display	LCD Panel
Warrenty	1 Year or More

d) **Scanner Specification**

Item Name	Technical Specification
Type / Model	Destop Document
Light Source	RGB LED
Type Of scanning	front, Back and Duplex
Interface	High Speed USB 2.0 Or USB 3.0
Balck and White	60ppm (Page Per minute)
Colour	60ppm (Page Per minute)
Daily Duty Cycle	6,000 Scans
Feeder Capacity	60 Sheets
Warrenty	1 Year Or more



## Section C

# Required Document and Evaluation criteria

## Required Documents

- Quotation (inclusive of the delivery period and the payment terms)
- 1 compact disc (CD), along with 2 sets of the bid documents (One Original and 1 copy set) separately packed and sealed with company stamp. All the pages in bid documents should be stamped and Bind properly
- Specification of the offered product
- Related Completion Letter of past 5 years (If available)
- Details of the company
  - Company profile
  - Company registration certificate
  - GST registration certificate (For local suppliers only)
  - Tax Clearance Report (last 6 months)
  - Contact details (Name, Designation, Mobile number and Email)

## **Important Note:**

- Bids lacking the documents above are subjected to be rejected during bid opening, Except “Related Completion Letter of past 5 years”. Also it is in FENAKA’s discretion to cancel this invitation to bid at any time.
- Bidders can offer maximum 2 options.

## Evaluation Criteria

- **Proposal Cost:** 60 points
  - $(\text{Lowest proposed price} / \text{proposed price}) \times 60$  points
- **Delivery:** 20 Point
  - $(\text{Shortest Delivery Period}) / (\text{Quoted Delivery Period}) \times 20$
- **Payment Terms:** 10 points for the maximum days given for payment
  - $(\text{Proposed credit period} / \text{longest credit period}) \times 10$
- **Experience** 10 points (Point will be given by analyzing Related completion letters of past 5 years depending on the value of the project)

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Please submit your bids by 21<sup>st</sup> July 2019, Sunday, 11:00hrs (Maldivian time), addressed to;

Tender Ref: FNK-I/IUL/2019/118

Managing Director

Fenaka Corporation Ltd

Port Complex Building, 7<sup>th</sup> Floor

Hilaalee Magu, Maafannu

K. Male'

The proposal and the envelope must bear the reference number of the tender. All envelopes must be duly sealed and stamped. Fenaka Corporation will not be liable for the misplacement or premature opening of unlabelled sealed proposals. The bids will be opened on 21<sup>st</sup> July 2019, Sunday, 11:00hrs (Maldivian time), in the presence of the bidders. The bids received after the stated time, and the bids received via email will not be accepted.

For more information and clarifications, please email us at [tender@fenaka.com.mv](mailto:tender@fenaka.com.mv)

03<sup>th</sup> July 2019