

Procurement of Tables and Chair

Fenaka Corporation Limited requests quotation from interested companies for Procurement of Tables and chair According to the information below.

Specification

#	DESCRIPTION	QTY	UNIT
01	Chair Low Back	6	NOS
02	Chair Medium Back	4	NOS
03	Chair High Back	27	NOS
04	Plastic Chair	137	NOS
05	Office Table with Side Drawer / Attached Pedestal	23	NOS
06	Counter Table with Drawer	1	NOS

Bid Information

Quotation shall indicate the following;

a) **Price**

- The bidder shall quote for door-step delivery to Fenaka Corporation head office.
- All items shall be quoted in the bid.



- Quotation shall indicate the unit price, total price for each item and total price of the quotation. The quotation shall separately indicate additional charges such as freight charges, insurance, taxes, custom duty etc.

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, the delivery period 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 payment supplier have to submit bank guarantee letter

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

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

Please make sure the items are properly packaged and labelled separately as specifications given above.

Required Documents

- 1 compact disc (CD), along with 2 sets of the bid documents (One Original and 1copy set) Separately packed and sealed with company stamp. All the pages in bid documents should be stamped and Bind properly.
- Quotation (Inclusive of delivery period and payment terms)
- Details of the company
 - Company profile



- Company registration certificate
- GST registration certificate (for local companies only)
- TAX clearance report (for local companies only)
- Contact details (contact name, address, contact number, and email address)
- Specification of the offered product.
- Pictures of quoted items.

NOTE:

- Bids lacking the documents above are subjected to fail.
- Bidders can offer maximum 2 options.

Evaluation Criteria

- Proposal Cost: 60 points for the price
 - $(\text{Lowest price} / \text{proposed price}) \times 60$
- Delivery: 30 points for the minimum days to deliver the items
 - $(\text{Lowest delivery period} / \text{proposed delivery period}) \times 30$
- Credit Period: 10 points for the maximum credit period
 - $(\text{Proposed credit period} / \text{longest credit period}) \times 10$

Note: Bids lacking the above documents are subjected to fail in the bid evaluation process. It is in Fenaka Corporation Limited's discretion to reject/cancel any quotation which does not fulfil or comply the above terms

Please submit your proposals by 21st July 2019, Sunday 01:00pm (Male' time) hrs. addressed to;

Fenaka Corporation Limited

Port Complex Building, 7th Floor

Hilaalee Magu, Maafannu

K. Male', Republic of Maldives

Email: tender@fenaka.com.mv

Reference No: FNK-I/IUL/2019/117

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The bids will be opened on 21st July 2019, Sunday 01:00pm (Male' time) hrs. At Fenaka Corporation 7th floor meeting room, in the presence of the bidders. The bids received after the stated time will not be accepted. All bids submitted to Fenaka Corporation prior to the bid opening time must be properly enclosed, sealed and stamped. The subject of the email, the envelope and the proposal must bear the reference number of the tender. Fenaka Corporation will not be liable for the misplacement or premature opening of unlabelled sealed proposals.

If you require further information, please contact us at tender@fenaka.com.mv before 14th July 2019

03rd July 2019