



## **Instructions to Bidders**

Date: 18th July 2019

lulaan: FSM-ADV-2019/045

Tender Ref: 25/2019

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### **1. General**

Fuel Supplies Maldives Pvt. Ltd invites interested parties to submit sealed bids for the goods or services by this invitation to bid.

A summary of the specification of the bid is in the following information.

### **2. Scope of Work**

Supply of Brand new and Genuine MICROSOFT Surface Pro 6 and accessories as per the attached specifications.

### **3. Cost of Bidding**

Bidder shall bear all costs associated with the preparation and submission of their bid, and FSM will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **4. Bidder Eligibility**

All locally registered companies, local investments, limited liability partnerships (LLPs) are eligible to submit bids.

### **5. Alternative Offers**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one or failure to provide any of the supporting documents will not be qualified.

### **6. Bid Currencies**

All the prices shall be in Maldivian Rufiyaa (MVR).

### **7. Payment Terms**

All payments will be made after the delivery of the product.

### **8. Minor Errors and Omissions**

FSM will determine whether each bid is generally complete and is substantially compliant to the tender document. For this determination, a substantial complaint bid is

one that conforms to all the terms, conditions and specifications of the tender document without any material deviations, objections, or reservation.

Provided that the bid is substantially compliant, FSM will waive such errors and omissions on the following basis.

Arithmetical errors, if any, will be rectified on the following basis:

- 1) If there is a discrepancy between words and figures, the former shall prevail.
- 2) If there is a discrepancy between unit price and line item total, the unit price shall prevail, and the line item total shall be corrected.
- 3) If there is an error in the total corresponding to addition or subtraction of the subtotals, the subtotals shall prevail, and the total shall be corrected.
- 4) If the amount expressed in words is related to an arithmetic error in 2 and 3, the corrected amount in figures shall prevail.

## **9. Documents Comprising the Bid**

All bidders are required to submit the below mentioned supporting documents

- 1) Checklist Annex 1
- 2) Bid submission form in Annex 2
- 3) Detail product specifications as per the required specifications in Annex 3
- 4) For companies:
  - Company profile,
  - Company registration copy,
  - Copies of Articles of Association and Memorandum of Association of the company,
  - GST registration copy
- 5) For Limited Liability Partnerships (LLPs):
  - Business profile of the partnership,
  - Partnership registration copy,
  - Copy of Partnership Agreement
  - GST registration copy

As and when necessary, FSM has the right to request the winning bidder to produce the originals of for verification purpose.

## 10. Evaluation of The Bids

The Company's determination of bid's responsiveness shall be on the contents of the submission without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by the company and may not subsequently be made sensitive by the bidder by correction of the non-conformity.

The bid that does not meet minimum acceptable standards of completeness, consistency, and details will be rejected for non-responsiveness.

If any of the information furnished by the bidder is found to be incorrect, the bid/ contract is liable to rejected/ terminated the bid proposal.

### Assessment Criteria

- Price: 80%
- Delivery Period: 20%

**Price:** Maximum points for the lowest proposed price

**Delivery:** Maximum points for the earliest delivery

## 11. Bid Validity Period

You are requested to hold your proposal valid for (45) forty five days from the date of submission, during which time you will maintain the proposals, without changing any proposed fees for the project. FSM will make its best to select the successful bidder within this period.

## 12. Bid Submission

All proposals are expected to be delivered to below address on 25<sup>th</sup> July 2019, 1100 hrs in a sealed envelope marked the below subject matter.

### **Bid Proposal**

#### **Supply of MICROSOFTE Surface Pro and Accessories**

Date: 25<sup>th</sup> July 2019, 11:00 AM

#### **Fuel Supplies Maldives Pvt. Ltd**

4<sup>th</sup> Floor | STO Aifaanu Building  
Boduthakurufaanu Magu | Male' 20-05 | Republic of Maldives  
Tel: 3336655, Fax: 3313881

### **13. Bid Opening**

Bids will be opened in the presence of bidders or their representative who choose to attend bid opening on 25<sup>th</sup> July 2019, 1100 hrs at the address above. Any change to this date shall be informed via e-mail to representatives who had attended the pre-bid information session.

### **14. Clarification of The Bids**

FSM may request, in writing, bidders for any explanation at any time during the bid evaluation process. Such requests and subsequent responses shall not include any changes to bid except for confirmation of arithmetic errors.

FSM may use Bidders responses for further evaluations, but it is not obligated to take that information into account.

### **15. Other Instructions**

FSM is not bound to take any proposals and do reserve the right to dismiss all applications if found necessary.

### **16. Accepting the Goods**

FSM will check the goods to verify that it matches the specifications given in the Annex 3 of this bidding document. FSM have the right to reject any goods supplied, if it not matches the specifications given.

The winning party should fully cooperate in the process mentioned above.

Please contact 3331 457 or 3331 453 or email us at [purchasing@fuelmaldives.net](mailto:purchasing@fuelmaldives.net) regarding any clarifications or questions

## Annex 1

### Checklist

No	Document	✓
1	Bid submission form	
2	Specifications of the MICROSOFT Surface pro 6	
3	Warranty Certificate	
4	Profile of the Company/ partnership	
5	Business Registration Copy,	
6	Copies of Articles of Association and Memorandum of Association	
7	Partnership Agreement copy	
8	GST Registration / BPT Registration copy / Tax Clearance Report	

## Annex 2

### Bid Submission Form

(All bidders are requested to complete this form, sign it and return it as part of their bid submission. Please do not alter this form)

Date: .....

### Subject: Supply MICROSOFT Surface Pro 6 and Accessories

We, the undersigned, declare that:

- a. We offer to supply MICROSOFT Surface Pro 6 and accessories to Fuel Supplies Maldives Pvt. Ltd, in conformity with the bidding documents, and following specifications of this bid
- b. The prices are as follows:

#	Description	Quantity	Rate	Total
1	MICROSOFT Surface Pro 6	8		
2	Surface Pen	8		
3	Type Cover Keyboard	8		
4	Surface Dock	5		
			<b>SUB TOTAL</b>	
			<b>GST 6%</b>	
			<b>TOTAL</b>	

- c. Our bid shall be valid for a period of [number of days in words and in figures] from the date of the bid submission deadline.
- d. We confirm that the delivery will be completed in [number of days in words and in figures] after signing the contract.
- e. We have no conflict of interest in any activity of Fuel Supplies Maldives Pvt. Ltd.
- f. We confirm that have not been associated, or had been involved in any way, directly or indirectly, with the preparation of specifications or other documents used as a part of this tender.
- g. We understand that Fuel Supplies Maldives Pvt. Ltd is not bound to accept the lowest evaluated bid or any other bid that may receive.

We certify that the undersigned is duly authorized by [bidder name] to sign this bid and its subsequent documents.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## Annex 3

### Specifications:

#### **MICROSOFT Surface Pro 6**

Condition:	Brand New / Genuine
Size:	12.3"
Processor:	intel core i5
RAM:	4GB
Hard Drive:	256 GB SSD
Colour:	Black
Warranty:	1 year
Operating System:	Genuine Windows 10 Pro (pre-installed)

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#### **Surface Pen**

Connector Type:	Bluetooth 4.0
Buttons:	Barrel button and tail eraser
Colour:	Black
Battery:	AAA Battery

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#### **Surface Dock**

Ports:	2 Mini Display Ports 1 Gigabit Ethernet port 4 USB 3.0 ports 1 Audio out port Surface Connect cable External power supply
Colour:	Black

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#### **Type cover keyboard**

Interface:	Magnetic
Keys:	Activation: Moving (mechanical) keys Layout: QWERTY, full row of function keys (F1 – F12) Dedicated buttons for Windows shortcuts, media controls, screen brightness Right Click button
Colour:	Black