



Ministry of Environment

Male', Republic of Maldives.

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Procurement of 05 Computers

TERMS OF REFERENCE

Reference Announcement No: (IUL)438-ICTU/438/2019/200

Date: 01 September 2019

A. INTRODUCTION

The Ministry of Environment is seeking bids from qualified suppliers who are experienced in supplying, computers and laptops.

B. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to supply, 05 Desktop Computers to the Ministry of Environment as per the specification given under the technical requirements.

C. SCOPE AND METHODOLOGY

1. Based on the above introduction and objectives, Ministry of Environment seeks to engage competent party to;
 - i. Supply and deliver 05 Desktop Computers and other accessories mentioned under the Section D.





D. TECHNICAL SPECIFICATIONS

Processor	Intel Core i7 (Quad Core 8 th Gen) or substantially equal
RAM	8 GB DDR4, 2133 MHz or better
Storage	500GB Solid State Drive or better
Optical Drive	16x DVD Writer
Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller
Standard I/O Ports	<ul style="list-style-type: none"> • Front I/O: 2 x USB 3.0, 1 Microphone in, 1 Headphone out • Rear I/O: 2 x USB 2.0, 2 x USB 3.0, 1 x Serial, 1 x RJ-45 (Gigabit LAN), • 1 x Audio line out, 1 x Microphone in, 1 x VGA • Up to 2 SATA-III port on-board
Monitor	24" LED
Keyboard	USB QWERTY Keyboard with US Layout, English
Mouse	USB 2-Button Optical Scroll Mouse
Power	220/240 Ac , 50-60Hz

**Computer must have minimum one-year hardware warranty.*

E. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Financial proposal
2. Copy of GST registration certificate
3. Copy of company registration certificate
4. Company profile
5. Technical Specifications of proposed product
6. Quotation validity of 45 days minimum.

F. EVALUATION CRITERIA

1. Pre-Evaluation
 - a. Pre Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - i. Bidder confirms to all requirements identified under Section E. Mandatory Documents and requirements.
 - b. Substantially non-responsive bids at this pre evaluation stage will be rejected from further stages of evaluation.
 - c. Substantially responsive bids at this pre evaluation stage shall be qualified for technical evaluation.





2. Technical Evaluation

- a. Technical evaluation is to confirm if the proposed server does comply with all the requirements listed under the technical requirements. Ministry of Environment holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation

- a. The proposal would be qualified to this stage after being assessed in pre evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 85$	85%
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 10$	10%
3	Experience $\frac{\text{Total experience points}}{100} \times 5$	5%

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points.

G. CLARIFICATIONS

Any clarification regarding this Terms of Reference shall be addressed to;

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