

# Supply of Office Equipment for SME Development Finance Corporation

## Bidder Information Sheet

### 1. General Information

SDFC was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs. This institution is formed as to financially support Micro, Small Medium- Sized Enterprise (MSME) growth in the Maldives.

Therefore, it has been decided to purchase office equipment required to expand the office at H. Sakeenaa Manzil 3<sup>rd</sup> Floor.

### 2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Both Individuals and registered local business entities (companies, partnerships, co-operative societies and soletraders) will qualify for the bid provided all documents mentioned in Section 7 of this information note are presented at the bid submission date and time.

### 3. Language of the Bid

The language of the bid shall be submitted in English.

### 4. Scope of Work and Deliverables

In consultation SDFC designated staff, the successful bidder is expected to deliver the scope of work and outputs outlined in the information sheet included in APPENDIX I .

### 5. Project Delivery Duration

The winning bidder will be expected to deliver the office equipment within the agreed time frame. Application should be submitted in a sealed envelope with all the documents listed under Section 7.

Bid proposal should have a minimum validity of 35 days and all prices should be quoted with a final offer price, inclusive of all taxes and there shall not be any hidden or omitted costs.

### 6. Evaluation Criteria and Procedure

#### 6.1 Price 60%

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

#### 6.1. Delivery Period of equipment 40%

The points will be given using benchmark marking criteria where shortest delivery period for delivery will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage} .$$

## **7. Documents to be Submitted**

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

7.1 Form 1 – Application for BID submission

7.2 Form 2 – Bidder profile and technical proposal

7.3 Form 3 – Price schedule for the contracting service

The documents should be submitted in a closed envelope. The envelope should be clearly labelled as “**Supply of Office Equipment for SME Development Finance Corporation**” and addressed to:

Sakeena Manzil 3<sup>rd</sup> Floor  
Medhuziyaarai Magu, Male’

The proposal should be in a secure bind and there should not be loose papers.

## **8. Deadline**

**Bid Submission will be held on 29th September 2019 (Thursday) 14:00 hrs at Sakeena Manzil 3rd Floor, Conference Room. Bids received before and after the bid submission deadline will not be entertained by the SDFC**

**APPENDIX 1**

No:	Item	Quantity required	Item Specification	
1	Computer Systems	07	<b>Processor</b>	Intel Core i5 8500 (6 Core/9MB/6T/up to 3.5GHz/35W)
			<b>Memory</b>	8 GB DDR4 2666MHz Upgradable to 16GB
			<b>Network Interface</b>	Realtek RTL8111HSD-CG Ethernet LAN 10/100/1000
			<b>Hard Disk</b>	480 GB SSD
			<b>Screen Size</b>	24"
			<b>Input / Output Ports</b>	6 External USB:4 x 301 and 2 x 2.0 1 RJ-45, 1 HDMI 4.1, 1 Display Port 1.2, 1 UAJ, 1 Line – Out
			<b>Operating System</b>	Genuine Windows 10 Pro
			<b>Graphics</b>	Intel UHD Graphics 630
			<b>Monitor</b>	Black, Screen Size 24"
			<b>Keyboard</b>	Wireless Keyboard English Black
			<b>Mouse</b>	Wireless Mouse Black
			<b>Warranty</b>	3 Year Parts & Service