

Supply of Printer 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.

It has been decided to purchase a printer required to expand the office at H. Sakeenaa Manzil 3rd 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 minimum 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 Printer for SME Development Finance Corporation**” and addressed to:

Sakeena Manzil 3rd 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 11th December 2019 (Wednesday) 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	Photo Copy Machine	01	Type Full Colour Printer / Copier/ Scanner																															
			<table border="1"> <tr> <td colspan="2" data-bbox="586 352 1149 449">Colour Support</td> <td data-bbox="1149 352 1555 449">Full colour</td> </tr> <tr> <td data-bbox="586 449 862 632" rowspan="2">Copy Resolution</td> <td data-bbox="862 449 1149 537">Scan</td> <td data-bbox="1149 449 1555 537">Main: 600 dpi x Sub: 600 dpi</td> </tr> <tr> <td data-bbox="862 537 1149 632">Print</td> <td data-bbox="1149 537 1555 632">1,200 dpi (equivalent) x 600 dpi</td> </tr> <tr> <td colspan="2" data-bbox="586 632 1149 728">Memory Capacity (Std./Max.)</td> <td data-bbox="1149 632 1555 728">4 GB</td> </tr> <tr> <td colspan="2" data-bbox="586 728 1149 808">HDD</td> <td data-bbox="1149 728 1555 808">250 GB</td> </tr> </table>		Colour Support		Full colour	Copy Resolution	Scan	Main: 600 dpi x Sub: 600 dpi	Print	1,200 dpi (equivalent) x 600 dpi	Memory Capacity (Std./Max.)		4 GB	HDD		250 GB																
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			Document Feeder	Flatbed and Automatic Document Feeder
			File Save	Internal HDD, Network (SMB, FTP), USB Storage
			File Format	pdf, jpg/jpeg, tiff,
			Tray 1	500 sheets (up to A3)
			Tray 2	500 sheets (up to SRA3)
			Multiple Bypass Tray	150 sheets (up to SRA3)
			Max. Paper Capacity (80 g/m2)*7	6,650 sheets
			Paper Weight	Tray 1 / 2 52 to 256 g/m2
				Multiple Bypass Tray 60 to 300 g/m2
			Multiple Copy	1 to 9,999 sheets
			Auto Duplex	Paper Size Width: 100 to 320 mm, Length: 148 to 457.2 mm
				Paper Weight 52 to 256 g/m2
			Power Requirements	AC 220 – 240 volts
			Communication	Network (TCP/IP), USB
			Security	LDAP, Active-Directory, RF card, Bio Metric Authentication
			Warranty	2 years Parts & Service