

INFORMATION FOR BIDDERS

Request for Proposals for Small Form Factor Desktops with Pre-loaded Windows 11 Professional

Bid Announcement Ref: FNK-I/IUL/2026/138

Bid Submission Date: 03rd September 2026

Bid Submission Address: FENAKA CORPORATION LTD.
PORT COMPLEX, 7TH Floor
Buruzu Magu, MALE'

Fenaka Corporation. Ltd. is seeking bids for the following items; interested bidders are invited to submit their bids for supply of the items as instructed in this document. Please ensure that all bids comply with the instructions, failure to comply with the instructions may result in disqualification of bid.

Note:

- 1. This tender document is the property of FENAKA Corporation LTD and is not transferable.*
- 2. This bid document has -- pages.*

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Disclaimer

The information provided in this Request for Proposal (RFP) document, as well as any subsequent information conveyed to bidder(s) or applicants, whether verbally or in written form, by or on behalf of Fenaka Corporation Ltd, is furnished to bidders under the terms and conditions outlined in this RFP document. This document does not constitute an agreement, offer, or invitation by Fenaka Corporation Ltd to any parties other than qualified applicants eligible to submit bids ("bidders"). The sole purpose of this RFP is to furnish bidders with information to facilitate the development of their proposals.

It is important to note that this RFP does not purport to encompass all the information that each bidder may require. Each bidder has the liberty to conduct independent investigations and analyses, and is encouraged to verify the accuracy, reliability, and completeness of the information provided herein. Fenaka Corporation Ltd. explicitly disclaims any representation or warranty and assumes no liability under any law, statute, rules, or regulations regarding the accuracy, reliability, or completeness of this RFP.

Fenaka Corporation Ltd. reserves the right, at its absolute discretion and without obligation, to update, amend, or supplement the information contained in this RFP.

Introduction

The procurement process for Small Form Factor Desktops at Fenaka Branches welcomes participation from commercially capable technology suppliers and registered Internet Service Providers (ISPs). Fenaka invites interested vendors who meet the specified criteria to take part in the tender for the acquisition of Two hundred and Fifty (250) desktops pre-installed with Windows 11 Pro. Vendors are also required to provide 24-inch monitors that align with the CPU models specified in the tender.

The tender document outlines detailed specifications, terms, conditions, and relevant information under specified subheadings. Fenaka encourages eligible vendors to submit both technical and commercial proposals in accordance with the stipulated terms and conditions.

It is noteworthy that the 250 desktops will be delivered in four batches, First 2 Batches (63) PCs in each of the 2 Batch, and the remaining 2 Batches including (62 PCS) each batch with a 20-day interval between each batch until the total number of 250 desktops is reached. Furthermore, each set of desktops must include basic peripherals, such as a mouse and a QWERTY keyboard. Interested and qualified technology suppliers and registered ISPs are urged to actively participate in this procurement opportunity.

Part I – Specification and related information on desktop systems

- **Vendor has to comply with each and every line item of this RFP.**
- Maximum Delivery Time: For the first batch max delivery is 40 days and successive batches its Twenty (20) days, delivery timeline over this will be disqualified.
- The bidder must have executed single order of Maldivian Rufiyaa Five (5) million or more for the installation or deployment of IT related equipment, in any ministry or government company or commercial business in Maldives during the last 3 financial years. An authenticated / verified copy of the Purchase Order and Completion Certificate(s) should be submitted along with the technical details.
- The bidder shall keep the price valid for 150 days from the date of RFP submission.
- The Bidder undertakes that it has not supplied /is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Government Company of the Maldives.

GENERAL DESCRIPTION Desktop Systems

Desktop Computer Description and Specifications

No	Item Description	QTY
1	Small form Factor Desktop with 24" Monitors (Preferred Model: Dell, HPE)	250
	Processor: Intel Core i5 Raptor Lake Refresh with 20 threads, 2.5 GHz p-core or Higher	
	Memory: 2x 8GB DDR4 3200 MT/s RAM OR DDR5-4800 OR higher	
	Storage: 256GB NVMe M.2 SSD with 1TB HDD or 512 SSD	
	Graphics: Intel® UHD Graphics	
	Front Ports: Atleast 3 USB Type-A ports ; 1 headphone/microphone	
	Rear : 4 USB Ports; 1 RJ-45 1G; 1 HDMI port, 1 Display port OR 2 HDMI Ports	
	1 wired mouse and 1 Qwerty US International keyboard along with each pc	
	24 inch monitor and monitor should be same brand as desktop and should have HDMI input and Display Port	
	Both monitor and CPU should be supplied with UK plug power codes	
	Genuine Windows 11 pro preinstalled	
	1 Year warranty	

Part II – Instructions to Bidders

General Instructions for Bidders

- **The bidder should be a company registered in Maldives**
- Only those vendor(s) that have complied with all listed technical requirements will be evaluated by the technical and tender committee.
- The bidder should be an established System Integrator, being in this business for a period exceeding five years as on 31.05.2026.
- The bidder must provide a list of places where such systems have been installed and/or are being maintained by him with their configuration and with references, it would be appreciated if Work order or purchase order etc. are attached with this proposal. The bidder is required to provide assurance to arrange for a visit at such place in case the Fenaka ICT needs to evaluate the performance of the installation.

Withdrawal / amendment to RFP contents

Fenaka Corporation Ltd. retains the discretion to either accept or reject any or all proposals, modify the tender, request one or more resubmissions or clarifications from one or more vendors, or partially or wholly cancel the process without providing specific reasons. Fenaka Corporation Ltd. also maintains the right to amend the Request for Proposal (RFP) or issue clarifications, explanations, additions, modifications, or amendments due to issues arising at any point during various aspects of the RFP. Amendments will be communicated via email to participating bidders. To afford prospective bidders

adequate time to incorporate the amendment into their bid preparations, Fenaka Corporation Ltd. may, at its own discretion, extend the last date for bid submission.

Key events and dates

The following schedule will apply for this RFP but may change in accordance with the organization's needs or unforeseen circumstances. All changes will be informed to the bidders in advance.

RFP Submission Date: 03rd September 2026, 1100hrs (Maldivian Time)

RFP must be valid 150 days from the date of submission

Location of Clarification Meeting

**FENAKA Corporation Limited
PORTS COMPLEX, 7th FLOOR,
HILAALEE MAGU, MALE'**

Please note that pre-bid meeting is not mandatory. Vendors are advised to arrive early for the Bid submission meeting, as vendors will NOT be allowed to submit any Bids after the time specified above.

Communication

The terms and conditions outlined in this document shall govern communications and inquiries pertaining to this Request for Proposal (RFP) between Fenaka Corporation Ltd. and vendors. Questions, inquiries, and requests for clarification must be submitted via email to: tender.registration@fenaka.mv. Any other form of communication will be deemed informal and will carry no weight, influence, or bearing in the RFP process.

Fenaka Corporation Ltd. commits to addressing requests for clarification and queries on the RFP submitted no later than the bid submission date specified in "Section 1.2 Key events and dates: RFP Submission Date." All responses and clarifications, including the queries without identifying the source, will be emailed to all vendors by the date outlined in "Section 1.2 Key events and dates: RFP Submission Date."

If a question remains unanswered, vendors should assume that the information provided in the tender document remains unchanged. In such cases, vendors are expected to propose a solution that closely aligns with the criteria outlined in the tender document.

For Qualified Bidders

Any individual business entity (such as a sole proprietorship, partnership, company, joint venture, or other legal entity registered in the Republic of Maldives, excluding Foreign Subsidiary Companies or Foreign Companies) is eligible to participate in understanding the Vendor's bid. However, this condition does not apply to registered Internet Service Providers (ISPs).

By responding to this Request for Proposal (RFP), the vendor acknowledges and assumes full responsibility for comprehending the RFP thoroughly, including making any necessary inquiries to Fenaka Corporation Ltd. to gain such understanding. Fenaka Corporation Ltd. retains the right to disqualify any vendor demonstrating inadequate understanding and further reserves the sole discretion to determine if the vendor has demonstrated such understanding. This right extends to the cancellation of the contract awarded. Any disqualification or cancellation will not incur fault, cost, or liability to Fenaka Corporation Ltd.

Each proposal for this bid will undergo evaluation by Fenaka Engineers in multiple stages, and the award will be based on scores according to the specified evaluation criteria. The bid will not be divided among multiple vendors; a single vendor will be selected. If the selected vendor fails to deliver the resources as per the schedule, Fenaka Corporation Ltd. reserves the right to procure the same or similar resources from an alternate vendor.

Fenaka Corporation Ltd. maintains the right to inspect all active/passive equipment/materials procured/provided under this project. The Vendor is responsible for the cost of all such tests. If inspected goods do not conform to specifications after installation, Fenaka Corporation Ltd. may reject them, and the Vendor must replace the rejected goods. Inspection waivers must be obtained before dispatching goods. The inspection of the remaining materials will be conducted on-site by Fenaka Engineers.

The successful bidder will sign an agreement with Fenaka Corporation Ltd. and may need to work concurrently with other vendors/contractors on-site to ensure timely completion within the specified timeframe. Bidder engineers may need to visit the site multiple times, if required, at no additional cost.

PRICING

This procurement initiative necessitates vendors to provide desktop computers in batches, First 2 batch consisting of Sixty-Three (63) units, remaining 2 batches, each consisting of Sixty-Two (62) units until the cumulative quantity of desktops outlined in these tender reaches Two Fifty (250). The total number of these batches is fixed at Four (4). **Vendors are required to furnish comprehensive pricing details for each individual batch.**

To ensure a systematic and well-distributed delivery, each batch is scheduled to be delivered to Fenaka Corporation Ltd. with a 20-day gap between them. This delivery timeline is set to commence from the date of bid award. By adopting this approach, the aim is to facilitate the organized distribution of equipment over the course of multiple months. This strategic scheduling contributes significantly to the fulfillment of the overall desktop requirement within the specified timeframe, promoting efficiency and timely deployment of resources.

Payment Terms

- Fenaka Corporation Ltd. will not make any advance payments or issue letters of credit upon placing an order with the supplier/agency.
- The total quantity of Two Hundred and Fifty (250) computer units shall be delivered in four (4) batches, first 2 batches consisting of Sixty-Three (63) units, remaining 2 batches with each batch consisting of Sixty-Two (62) units. The supplier shall deliver each subsequent batch with an interval of twenty (20) days between batches.
- Up to 95% of the payment will be released upon the successful delivery of each batch.
- The final payment and the remaining 5% for each batch will be processed 2 months after the last batch (4th batch) from the date of supplying the last 62 computer units, subject to verification of responsiveness to complaints and fulfillment of warranty obligations and training completion.
- The successful bidder shall bear full and exclusive responsibility for the payment of all applicable duties, taxes, levies, and other statutory charges in accordance with existing or future applicable laws and regulations.
- Payments will be made within 30 days after the submission of invoices, following the delivery of each batch.

Order Cancellation

Fenaka Corporation Ltd. maintains the right to cancel the purchase order under the following circumstances:

- Delay in the supply, installation, and commissioning of equipment beyond the stipulated delivery timelines, which shall be Forty (40) days for the first batch and twenty (20) days for each subsequent batch from the previous batch delivery date.
- Alteration in the technical scope of ICT at any point before project award.
- Significant discrepancy in the quality of the equipment supplied.
- In the event of order cancellation, the vendor is responsible for retrieving the faulty equipment at their own cost and expenses.

Suspension of Work

Fenaka Corporation Ltd. retains the right to temporarily suspend and reinstate the execution of the entire project or any specific portion without invalidating the terms of the contract. Written orders for the suspension or resumption of work will be issued by Fenaka Corporation Ltd. to the vendor. The timeframe for project completion will be suitably extended to account for the duration of the suspension.

Guarantees

The vendor is required to ensure that the equipment supplied to Fenaka Corporation Ltd. originates either directly from the Original Equipment Manufacturer (OEM) or from an authorized dealer/distributor. All equipment must be securely sealed in box packaging and provided with their original, comprehensive electronic, and/or paper printed documentation.

Warranty Support

- **Vendor responsibility:** Address faults or breakages in desktop units supplied under the tender.
- **Options for resolution:** Vendor to either service the faulty equipment or replace defective items.
- **Coverage:** Both manufacturing defects and faults occurring during normal use included.
- **Cost responsibility:** Vendor bears the expenses for servicing or replacing faulty items.
- **Warranty duration:** Minimum one-year warranty required for faulty items.
- **Warranty scope:** Encompasses both manufacturing-related issues and faults during routine usage.
- **Assurance:** Comprehensive warranty provision ensures reliability of the procured desktop units.

Proposal Requirements

Qualification Criteria

Fenaka Corporation Ltd. shall confirm that the following legal documents and information have been provided in the Bid. If any of these documents or information is missing, Fenaka Corporation Ltd. reserves the right to reject the offer.

- Company Registration Certificate (if not a registered ISP)
- GST Registration Certificate (if not a registered ISP)
- SME Registration Certificate (if not a registered ISP)
- Trade Permit (if not a registered ISP)
- Company Profile
- Bid Security / Bid bond (As per Tender announcement on gazette)

- 01 Original set, 01 hard copy set and 01 softcopy.
- Technical specification of the offered product
- Relevant Experience letters (If Available)
- Contact Details

Note: Bids lacking the documents mentioned in Qualification criteria can *Comprise the Bid (except Experience letters)*

The bid document must meet minimum criteria and include all required documents; otherwise, it will be rejected. Bidders should submit supporting documents with their proposals, using reference numbers provided.

Vendors must quote prices for all items as specified; partial offers will be rejected. Failure to provide specified services or products will lead to bid rejection by Fenaka Corporation Ltd.

Bidders must clearly state the total cost during bid opening; failure results in disqualification. Vendors can submit a maximum of two bids, clearly stating the total price for each option, or face disqualification.

In bid evaluation, if there's a discrepancy between unit and total price, unit price prevails; vendor dispute may lead to bid rejection.

Bid Format

Executive Summary: A summary of the Bidder's document and approach to the installation of systems of this kind, identifying any unique or distinctive features of the system of interest to the evaluators based on the needs specified in this document.

Bidder and/or Partner(s) overview and profile: The bidder must provide basic information on the bidder and any partners participating in the tender. This information should include, but not be limited to, the history of the organization, its experience and its experience in the IT field, technical capabilities, experience implementing similar architecture, the size of implementations and success stories. This section should also explain any partnering arrangements that have been made to respond to the proposal.

Proposal: Proposal shall be submitted in the following format and include the following information.

- Provide a comprehensive description of the proposed equipment/services, encompassing manufacturer part numbers, scope of work, and financial proposal (valid for 90 days from the date of bid submission). Include the following:
 - Unconditional Acceptance of Terms and Conditions.
 - Bid Form
 - Price Schedule Form
 - Terms and Conditions
 - Bill of Quantities – Including manufacturer part numbers and descriptions
 - Delivery and Implementation Schedule
 - Technical proposal
 - Support and Warranty Details.
- Vendor must quote for standard 'make' items and Specify 'name of the manufacturer', 'make' & 'model' of the items along with product catalogue. Detail bill of material must be provided by the vendor in the technical specification of products along with all Makes, Model nos.

- Any additional details about compliance, non-compliance (Deviation) or additional features about quoted items must be described and attached separately.
- In case any vendor not meeting technical specifications for any system/sub-system as per tender, it should be clearly mentioned separately in technical offer specifying details of deviation.
- The price quoted by the Vendor cannot be altered or changed due to escalation on account of any variation in taxes, levies, and cost of material.
- The price quoted is to be written in words as well as figures and in case of discrepancies between prices written in words and prices written in figures, the prices written in words shall be correct.
- Evidence of the bidder's financial, technical and organizational capability and experience to perform the Contract;
- Any other pertinent information the Bidder may wish to submit

Delivery and Installation

If, during the contract, the winning bidder or its subcontractor encounters issues causing delays, they must promptly inform Fenaka Corporation Ltd in writing, detailing the delay's likely duration and cause. Upon receiving this notice, Fenaka Corporation Ltd may, at its discretion, extend the performance time. Both parties will confirm any extension through a contract amendment. Delivery dates commence upon bid award, inclusive of the handover day.

The delivery period, in calendar days, includes weekends and public holidays. If the deadline falls on a working day (Sunday-Thursday), the latest delivery time should be 3:00 pm. On public holidays, the deadline extends to the next working day at 3:00 pm without penalty. Vendors must agree to provide free doorstep delivery to any Male' location. Failure to meet the set deadline incurs specified penalties.

1. 1.5% of total section price as awarded will be deducted per day starting on the date after delivery deadline date.
2. If delivery delays are longer than 20 days from the agreed period, Fenaka Corporation Ltd has the right to terminate the contract as non-delivery of items.
3. If bid is cancelled due to non-delivery, vendor may be disqualified from future contracts and purchases due to non-performance, for a period of up to 3 years.
4. If the successful bidder decides to withdraw from the bid, they will be suspended from participating in any future project initiated by Fenaka Corporation Ltd for a period of up to 3 years.

Submission of Bids

- All bids must be submitted in a sealed envelope.
- The envelopes must bear the name of the company submitting the bid and must be addressed to the bid submission address indicated below.
- Vendors must submit original document comprising the BID as described and clearly marked it as "ORIGINAL" with all pages stamped with company seal and signed by a person duly authorized to sign on behalf of the bidder. In addition, the bidder should submit one copy of the document comprising the BID as described along with a soft copy of the document. In the event if any bidder fails to submit the documents as stipulated, Fenaka Corporation Ltd reserves right to reject the proposal from the vendor. If any discrepancy between original and copies, the original shall prevail.
- Any interlineation, erasures or overwriting shall be valid only if they are signed or initiated by the person signing the bid.
- All Bids should be addressed as follows:

Evaluation and Comparison of Bids

- **Clarification of Bids:**

All the Technical Bids shall be evaluated by the Technical and Evaluation committee formed at Fenaka Corporation Ltd. For proper evaluation & comparison of Bids, the committees, may at its discretion, ask the vendor for any clarification of Bid. The request for clarification and the response shall be in **WRITING**, but **no changes in the price** of the bid shall be offered or permitted. Any clarification submitted by a bidder in respect to its bid and that is not in response to a request by Fenaka Corporation Ltd. shall not be considered. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by Fenaka Corporation Ltd. in the evaluation of the bids.

The vendor shall submit their offers strictly in accordance with the terms and conditions of the Bid Documents. Any bid, which stipulates conditions contrary to the terms and conditions given in the Bid Documents, is liable for rejection. Any decision of Fenaka Corporation Ltd. in this regard shall be final, conclusive and binding on the vendor.

- **General Instructions:**

- Fenaka Corporation Ltd. reserves the right to accept or reject in part or full any or all the bids without assigning any reason whatsoever. Any decision of Fenaka Corporation Ltd. in this regard shall be final, conclusive and binding on the Bidder.
- The bidder should confirm in writing for supply of upgraded model of the product in case of technological obsolescence / non-availability of contracted product/model. The supply of upgraded product, subject to Fenaka Corporation Ltd. approval, will be at the same contracted price of the obsolete model.
- In case of reduction of prices due to technological difference / change of product model, the Bidder should pass on the price benefit to Fenaka Corporation Ltd.

- **Responsiveness of Bids:** If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Fenaka Corporation Ltd. and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.

- **Technical Evaluation of Bids:** Fenaka Corporation Ltd. shall evaluate the technical aspects of the Bid submitted in accordance with the RFQ, to confirm that all requirements specified in the RFQ, have been met without any material deviation or reservation.

Evaluation Criteria:

Criteria	Marks
Price Each bidder's price is used to identify their relative position on a 0 – 80 price scale. This is done by allocating the lowest-priced qualified bid 80 points and calculating the remaining bidder's score in relation to this scale. $Price\ Score = \frac{Lowest\ Evaluated\ Bid\ Price}{Bidder's\ Evaluated\ Bid\ Price} \times 80$	80%
Payment Plan/terms The payment terms may be stated as equal monthly installments and payable after delivery of goods.	20%
Total	100%

SAMPLE FORMS

Bid Form

BID FORM **Section 1/2/3/... (Specify)**

Description of product/works:	SUPPLY OF COMPUTER SYSTEMS
Bid to:	FENAKA Corporation Limited
Address:	Ports Complex 7 th Floor, Hilaalee Magu, Maafannu, Republic of Maldives

Having examined the conditions of Contract, technical specifications, drawings and bill of quantities for the execution of above named works, I/we the undersigned, offer to construct and maintain the whole said work in conformity with the said conditions of Contract, technical specifications, drawings and bill of quantities for the sum of **MVR:** _____ (_____).

We undertake, if our Bid is accepted, to commence the works within seven (7) calendar days of receipt of the letter of award and to complete whole of the works comprise in the Contract within calendar ____ (_____) days.

We agree to abide by this Bid for a period of Ninety days (90) days from the date of submission of the Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this Bid together with our written acceptance thereof shall constitute a binding Contract between us.

Yours faithfully,

Signed _____

In the capacity of _____
Duly authorized to sign bids for and on behalf of _____

(Company Name & Stamp)
Date: _____

Name & Address of Signatory

Name: _____

Address: _____

Tel No.: _____

Fax No.: _____

Price Schedule Form

Section #:

Description:

Total Price inc. GST (MVR):

Delivery Period:

****Note:** Successful Bidder shall provide cost information by completing the information above indicating the estimated amount of time and cost of completing the project.

Bill of Materials

Item	Manufacturer Part Number	Item Description	QTY

Equipment Delivery and Installation Schedules

Item	Description	Quantity	Delivery in Days	Installation and Commissioning in Days	Total Delivery and Installation Scope in Days

Note: In addition to the above information, the bidder shall provide a detailed implementation schedule, including site preparation requirements and any specific prerequisites necessary for the installation, configuration, and commissioning of the supplied equipment. The bidder shall clearly identify any equipment requiring specialized installation conditions or additional arrangements prior to deployment. Client can use own format.

Form of Qualification Information

a) Experience

Works of similar nature completed over the last 2 years

Experience Form:

Customer	Project Details	Value	Year of Completion
Organization {....} Contact Person {....} Email {....} Phone {....}	Products {.....} Services {.....} Agreement No {.....}	MVR {.....}	Year {.....}