



**DEPARTMENT OF NATIONAL REGISTRATION
REQUEST FOR PROPOSAL
RFP 2026-03**

Announcement Date

15 - 09 – 2026

Proposal Submittal Due Date

23 – 09 - 2026

(13:00)

To

Department of National Registration
Velaanaage, 4th Floor
Ameer Ahmed Magu
Male'



RFP 2026-03

Definitions

RFP	Request for Proposal
DNR	Department of National Registration

Introduction

The Department of National Registration (DNR) intends to purchase hardware equipment specified in this RFP. This RFP is not an offer to purchase but is a request to receive proposals. DNR reserves the right to accept or reject any or all responses, as well as the right to negotiate with one or more, or none of the responding vendors. Omissions, alterations, or irregularities of any kind shall constitute sufficient cause for rejection of a proposal. DNR reserves the right to advertise new proposals if, in its judgment, the best interests of the department will be served. It is the responsibility of each vendor to be aware of, and comply with, all relevant laws. All proposals submitted will be properties of DNR and are not, and will not be, responsible for any costs incurred by the vendor in preparations for the proposal.

1. **Executive Summary:** A summary of the Proposer's document and approach to the installation of systems of this kind and identifying any unique or distinctive features of the system of particular interest to the evaluators based on the needs specified in this document.
2. **Proposer and/or Partner(s) overview and background:** The Proposer must provide basic information on the Proposer and any partners or subcontractors participating in the tender. This information should include, but not 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.
3. **Proposal Format:** Proposal shall be submitted in the following format and include the following information.
 - Detailed description of proposed equipment/services including the manufacturer part numbers, scope of work and quotation.



· All bidders must arrange customs clearance and delivery of the items to Department of National Registration.

The proposer shall submit the following documents.

1. Manufacturer Authorization Letter

Bidder that does not manufacture or produce the Goods it offers to supply must submit the Manufacturer's Authorization Letter, to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Republic of Maldives. Manufacture authorization letter must be referred to the tender advertisement.

2. Technical Support Plan

It is mandatory that the proposer maintain the required technical team as deemed as suited based on the requirements and milestones. The proposer must provide a support plan to assure zero down time of the production environment in Department of National Registration. it is expected that the Proposer will maintain necessary resources on-site during crucial stages of the Project that requires closer interaction with Department of National Registration during installation, configuration, integration, training, testing, etc.



Price Schedule Form

Item #	Description	QTY	Rate (MVR)	Amount (MVR)
1	Multifunction Printer	04		
Sub Total				
8% GST				
Grand Total (Maldivian Rufiyaa) with 8% GST				

Department of National Registration shall confirm that the following legal documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected or deemed invalid at evaluation stage.

- a. Company Profile
- b. Company Registration
- c. GST Registration
- d. SME Certification
- e. MIRA Tax Clearance Report (Not older than 3 months)
- f. Manufacturer Authorization Letter (Sole Distribution / Distribution)
- g. Bid Security of 0.05% if bid value exceeds 500,000 MVR



Schedule of Technical Requirements / Bill of Material Form:**LOT 1**

Manufacture	-
Description	Multifunction printer
Quantity	4

Specification Requirement		Bidder's Response (Yes/No)
Brand	Well Known Brand	
Functions	Colour Laser Multifunction Printer (MFP) Print, Copy, Scan	
Print Speed	Minimum 25 PPM (A4)	
Duplex	Automatic Two-sided printing	
Print Resolution	Up to 1200 × 1200 dpi / 4800 Color Quality	
Paper Input Capacity	Multipurpose tray: 150 Sheets Tray 1: 550 sheets Tray 2: 550 Sheets	
Supported paper size and weight	Paper Size: A6 to A3, SRA3, Ledger, Legal, Letter, A4 and others Weight: 60–300 gsm	
Paper Output	Minimum 500 sheets	
Touch Display	Minimum 10-inch Touch Color Display	
Ethernet	Gigabit Ethernet (10/100/1000)	
Wi-Fi	Built-in Wi-Fi connectivity 802.11a/b/g/n/ac	
Other Connectivity	USB 2.0 Specification Hi-Speed Certified port (Type A) USB 2.0 Specification Hi-Speed Certified (Type B)	
Maximum Duty Cycle	Up to 100,000 pages/month	



Memory	Minium 4GB	
Time to First Page	Black: 7.5 seconds or faster / Colour: 8.5 seconds or faster	
Laser Cartridge Yields	Black: Minimum 46500 Pages or more Color: Minimum 47500 Pages or more	
Imaging Unit Estimated Yield	Black: 220,000 Pages or more Color: 240,000 Pages or more	
Starter Kit	Must include a set of starter kit toners with minimum 5,000 Pages	
ADF Capacity	200 Sheets	
Scan Speed duplex	up to 200 IPM	
Copy Speed	Up to 25 cpm	
Warranty	2-year Limited Warranty and After sales services	
Other	Supplier must provide Authorized Distributorship letter from the Manufacturer Supplier must have an established After Sales Service Centre with certified Engineers Supplier must submit Cost per page calculations for the proposed model for their Toners and Imaging Unit/Drum.	



Warranty

The Successful Bidder must provide **2-Years limited warranty (2 years parts and 2 years on-site service)**.

Marking formula

Bidders warranty / largest warranty x 10

Experience

A total of 15 marks will be awarded as experiences. For each successful completion letter within the past 5 years from the date of bid submission would carry 5 marks. Three letters would be the maximum number of marks that could be awarded.

Cost per page

For Cost per page to be calculated the following table should be submitted if any bidder fails to submit the table marks will not be provided to that specific bidder at evaluation stage. All prices should include GST

Marking formula

smallest Cost per page / Bidders Cost per page x 25



Example:

Cost Per Page			
Consumables	Yield 5%	Price (MVR)	CPP (MVR)
Toner C	10,000	5,000.00	0.50
Toner M	10,000	5,000.00	0.50
Toner Y	10,000	5,000.00	0.50
Toner K	10,000	5,000.00	0.50
Drum C	10,000	5,000.00	0.50
Drum M	10,000	5,000.00	0.50
Drum Y	10,000	5,000.00	0.50
Drum K	10,000	5,000.00	0.50
Waste Toner	10,000	5,000.00	0.50
Cost per page at 5% yield with GST			4.50

AWARDING CRITERIA

Criteria	Points
Price	40
Warranty (Warranty Period)	10
Manufacturer Authorization Letter (Distribution)	10
Experience similar projects within last 5 years	15
Cost per page	25

