



**INFORMATION SHEET FOR  
PROCUREMENT OF COMPUTER  
SYSTEMS (QTY: 194)**

**Reference No.: FNK-I/IUL/2020/063**

Issued on: 26<sup>th</sup> February 2020

Issued by:

Fenaka Corporation Limited

Male', Republic of Maldives

## Section I: Instruction to Bidders

A. General	
<b>1. Scope of Bid</b>	1.1 Fenaka Corporation Limited requests quotations for computer systems (qty: 194) in accordance to <i>Section III, Technical Specifications</i>
<b>2. Eligible Participants</b>	2.1 Local companies registered in Maldives are eligible to participate in the tender
	2.2 Foreign companies are eligible to participate in the tender only if the total bid value is above 2,500,000 Maldivian Rufiyaa
B. Preparation of the Bid	
<b>3. Bid Prices</b>	3.1 The unit price of each item and the total price shall be clearly indicated in the quotation
	3.2 All items shall be quoted in the bid (please refer to <i>Section III, Technical Specifications</i> for the details of required items)
	3.3 Quotation shall separately indicate the additional charges such as freight charges, insurance, etc.
	3.4 The bidder shall submit quotation on CIF basis to Male' port
<b>4. Currency</b>	4.1 The bidder shall quote entirely in Maldivian Rufiyaa or US Dollars
<b>5. Alternative Bids</b>	5.1 Bidders can submit a maximum of two (2) options
<b>6. Validity of Bids</b>	6.1 Quotation shall remain valid for minimum sixty (60) days from the date of bid opening

<p><b>7. Bid Security</b></p>	<p>7.1 All bids should be accompanied with a bid security of USD 3,000 (Three Thousand US Dollars) or its equivalent in Maldivian Rufiyaa</p> <p>7.2 The bid security should be:</p> <ul style="list-style-type: none"> <li>- Original bank guarantee letter (or)</li> <li>- Bank guaranteed and stamped check (or)</li> <li>- An insurance policy from Maldives Monetary Authority (MMA) registered insurance company</li> </ul> <p>7.3 Any bid not accompanied by a Bid Security shall be rejected during bid opening</p> <p>7.4 The bid security must be valid for a minimum of twenty (20) additional days beyond the validity of quotation</p>
<p><b>8. Technical Compliance</b></p>	<p>8.1 All relevant information including the brand shall be given to enable technical evaluation of quoted items</p> <p>8.2 Fenaka Corporation Limited will only accept items that meet OEM standards</p> <p>8.3 If the goods do not comply with the requirements mentioned in <i>Section III, Technical Specifications</i>, the bid will be rejected during evaluation</p> <p>8.4 In case supplied items do not meet the required items, they will be rejected and returned</p>
<p><b>9. Documents Comprising the Bid</b></p>	<p>9.1 Quotation (inclusive of the delivery period and payment terms)</p> <p>9.2 Specifications of the offered product</p> <p>9.3 Details of the company</p> <ul style="list-style-type: none"> <li>- Company profile/background</li> <li>- Company registration certificate</li> <li>- GST registration certificate (for local bidders only)</li> </ul>



	<ul style="list-style-type: none"> <li>- TAX clearance report (6 months validity)</li> <li>- Contact details (name, designation, mobile number and e-mail address)</li> </ul>
	<p>9.4 Experience letters, if available</p> <ul style="list-style-type: none"> <li>- Letters within past five (5) years</li> <li>- Relevant experience letters</li> <li>- Letters with project name and value</li> </ul>
	<p>9.5 One (1) compact disc with original bid document scanned and written</p>
<b>10. Format of Bid</b>	<p>10.1 The Bidder shall submit two (2) sets of the bid document (1 original and 1 copy), enclosed separately in two envelopes and sealed with company stamp</p> <p>10.2 All pages of the bid document shall be stamped and bound properly (excluding the bid security)</p>
<b>C. Bid Submission</b>	
<b>11. Sealing and Marking Bid Document</b>	<p>11.1 The bid document shall be sealed properly in an envelope clearly marked 'ORIGINAL' or 'COPY', with the name of the company and the tender reference number (FNK-I/IUL/2020/063)</p>
<b>12. Bid Opening</b>	<p>12.1 The bids will be opened on 8<sup>th</sup> March 2020, 1300hrs in the presence of bidders</p> <p>12.2 Bids will be opened at: Fenaka Corporation Limited Hilaalee Magu, K. Male', Republic of Maldives</p> <p>12.3 Bids received electronically will not be accepted</p>
<b>13. Bid Rejection</b>	<p>13.1 Bidders that arrive after bid submission deadline shall not be able to participate in the bid</p>

	<p>13.2 Bidders that do not register for the tender are unable to participate in the bid opening</p> <p>13.3 Bids lacking the documents mentioned in 9. <i>Documents Comprising the Bid</i> (except 9.4 <i>Experience letters</i>) and that do not comply with 10. <i>Format of Bid</i> are subjected to be rejected</p>
<b>D. Awarding of Contract</b>	
<b>14. Payment Terms</b>	14.1 An advance payment will not be released for this project



## Section II: Evaluation Criteria

**Proposal Cost:** 70 points for the lowest price

- $(\text{Lowest price} / \text{proposed price}) \times 70$

**Delivery:** 20 points for the lowest delivery period

- $(\text{Lowest delivery period} / \text{proposed delivery period}) \times 20$
- If the delivery period indicates 'ex-stock', it shall be taken same as the party offering the longest delivery period.

**Credit Period:** 10 points for the maximum credit period

- $(\text{Proposed credit period} / \text{longest credit period}) \times 10$
- No points will be given for payment terms if the supplier requests for Letter of Credit (LC)

## Section III: Technical Specifications

Item Name	Technical Specification
Processor Type	<b>Type:</b> Intel Core i5
	<b>Speed:</b> 3GHz or Higher
RAM	<b>Size:</b> 8 GB or Higher
Hard Disk HDD	<b>Size:</b> 1 TB or Higher
	<b>Type:</b> SATA
Video Interface	<b>Type:</b> Integrated HD Graphics
	<b>Ports:</b> HDMI,DVI or VGA
Audio	Integrated Audio
Network Interface	Gigabit 10/100/1000MBps
Keyboard	USB/ QWERTY
Mouse	USB/ Optical
Optical Drive	Internal DVD+/-RW or Higher
Operating System	Microsoft Windows Genuine 10 Pro (64bit)
Screen Size (LED or LCD)	23 inches or Higher
Ports	Should comply define "Video Interface Port"
Warranty	1 Year or More