

INFORMATION SHEET

Supply, Installation of Office furniture for Tradenet Maldives Corporation Limited (TMCL)

Project Title: South Asia Subregional Economic Cooperation National Single Window Project

Ministry of Economic Development.

Source of Funding: Asian Development Bank (ADB)

Request Date: 06th September 2020

Sir/Madam:

1. The Ministry of Economic Development under the National Single Window (NSW) Project and on behalf of the NSW Operator TradeNet Maldives Corporation Limited (TMCL) hereby requests you to submit price quotation(s) for the;

Supply, Installation of Office furniture for TMCL

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

We enclose the necessary technical specifications and required quantities in **Annex I Scope of Work**.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. All quotations should include 10 or more items.

3. You shall submit your price quotation in the form attached and may be submitted by facsimile or electronically to the following address:

Purchaser's Address : Ministry of Economic Development, Boduthakurufaanu Magu, Male' Maldives
Telephone : +960 3323668
Email : nsw@trade.gov.mv; info@tradenet.com.mv

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in the Maldives

5. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 3 is:

6. You shall submit only one set of quotations for the requested items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery of goods/services to TradeNet

Maldives Corporation Limited, H.Palmeyru 3rd Floor, Male'. Prices shall be quoted in Maldivian Rufiya (MVR) inclusive of all taxes

- (ii) **EVALUATION OF QUOTATIONS**: Offers that meet the minimum technical specifications as per **Annex II** will be evaluated by comparison of their prices. An offer that does not meet the requirement and the terms, conditions, and specifications in this Request for Quotation will not be considered further for evaluation. The Purchaser will evaluate and compare only the quotations that meet the minimum technical specification. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Goods and Service Tax (GST)

- (iii) **AWARD OF PURCHASE ORDER**.The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) **VALIDITY OF THE OFFER**: Your quotation should be valid for a period of thirty (30) days from the deadline for receipt of quotation indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information on technical specifications can be obtained from:
Ismail Sujau
Manager Corporate Services, TradeNet Maldives Corporation Ltd.
+960 994 7474
ismail.sujau@tradenet.com.mv

9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within **30** days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.








11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.












12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation.

ANNEX

ANNEX I

Office dimension and furniture layout have been attached in **ANNEX III** of this document hence the proposed furniture sizes should fit into the allocated spaces.

Item	FL	Description	Color	Qty
1	F1	Waiting area sofa : 3 seaters sofa / 4 diecast legs in chrome finish and adjustable glides / Genuine color leather	 Leather - Brown	01 NOS
2	F2	Waiting area sofa : 2 seaters sofa / 4 diecast legs in chrome finish and adjustable glides / Genuine color leather	 Leather - Brown	02 NOS
3	F3	Coffee table : In Formica finish work surface (Both side laminate) / Leg in chrome finish	 Black	02 NOS
4	F5	Executive desk : Formica finish work surface c/w base frame, structure, aluminum legs in silver metallic finish + leather sliding pad	 Black	03 NOS
5	F6	Credenza 4 Door : Formica finished surface w/ complete aluminum structure with 2 compartments, 4 swing doors.[AMGB2]	 Black	04 NOS
6	F7	High back chair (Exec) : Height adjustable seat / Backrest / Headrest / Chrome / arm match with fabric arm pad / Genuine black leather	 Black	03 NOS
7	F8	Low back chair : Height adjustable seat/chrome finish / Genuine color leather.	 Black	16 NOS
8	F9	1 seater sofa : 4 diecast legs in chrome finish and adjustable glides / Genuine color leather [AMGB3]	 Leather - Brown	01 NOS

9	F11	Meeting table: Formica finish work surface / Base frame in chrome finish/wire management	 Dark Gray	01 NOS
10	F12	Credenza 2 Door: Formica finish / 2 swing doors	 Black	02 NOS
11	F13	Foldable table: Formica / Leg in chrome finish / Connectable tables if required	 Formica – Light Brown	16 NOS
12	F14	Medium back chair: with height adjustable seat / Adjustable arm / Black mesh	 Black	24 NOS
13	F15	Fixed height tables (Call center / Training)	 Formica – Light Brown	23 NOS
14	F17	Double seater sofa: w/ backrest	 Blue	02 NOS
15	F18	Single seater sofa w/ backrest	 Gray	06 NOS
16	F19	Square ottoman / Single seater	 Orange	02 NOS
17	F20	Metal Cabinet : w/ Sliding door / Adjustable shell /	 Gray	09 NOS
18	F22	Chair : 4 legged w/ backrest / (Training)	 Black	21 NOS
19	F23	Stand table	 Formica – Light Brown	6 NOS

ANNEX II

Parties interested to deliver the scope of work outlined in Annex I, shall meet the below technical specifications;

Technical Specification

a) Delivery & Installation Duration

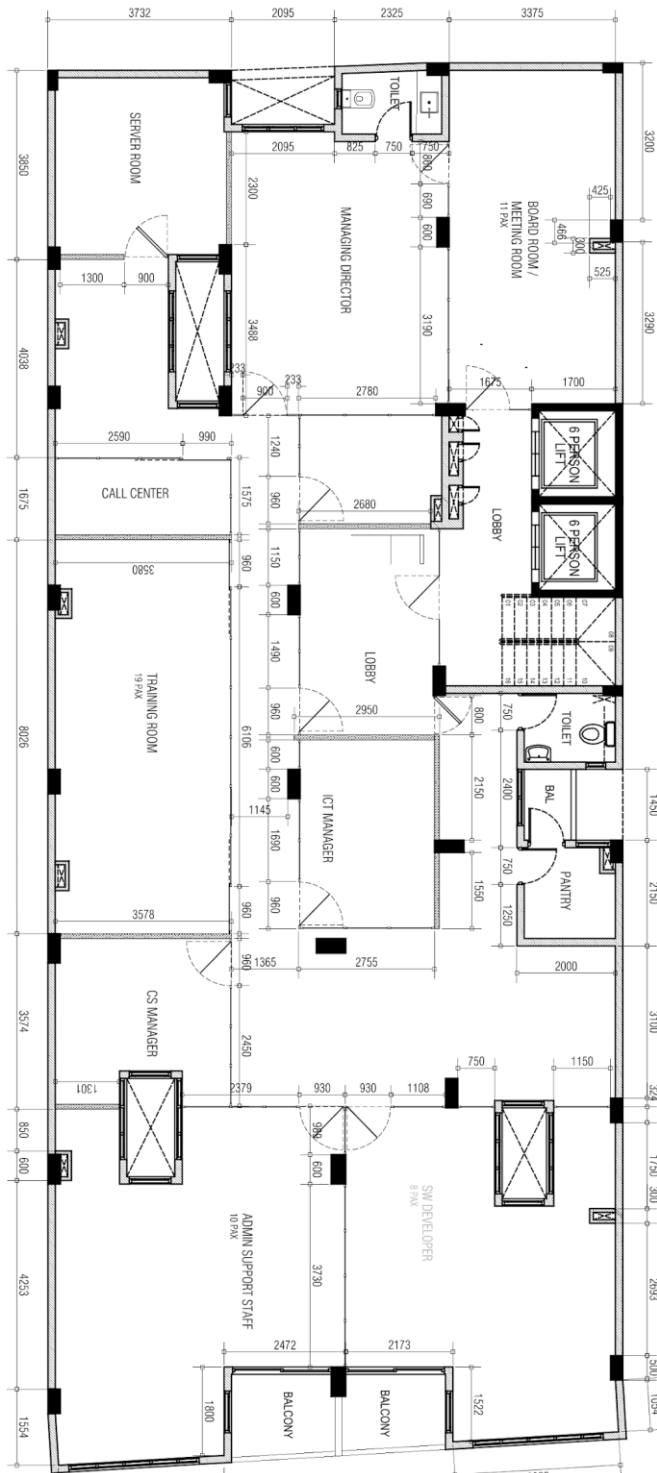
Delivery and installation should be completed within a maximum period of 45 days from the receipt of the purchase order.

*In evaluation, 0.5% from quoted price will be deducted for every 5 days reduced in delivery duration period provided than stated above. Deduction up to 2% will be provided. [AMGB1] [TM2]

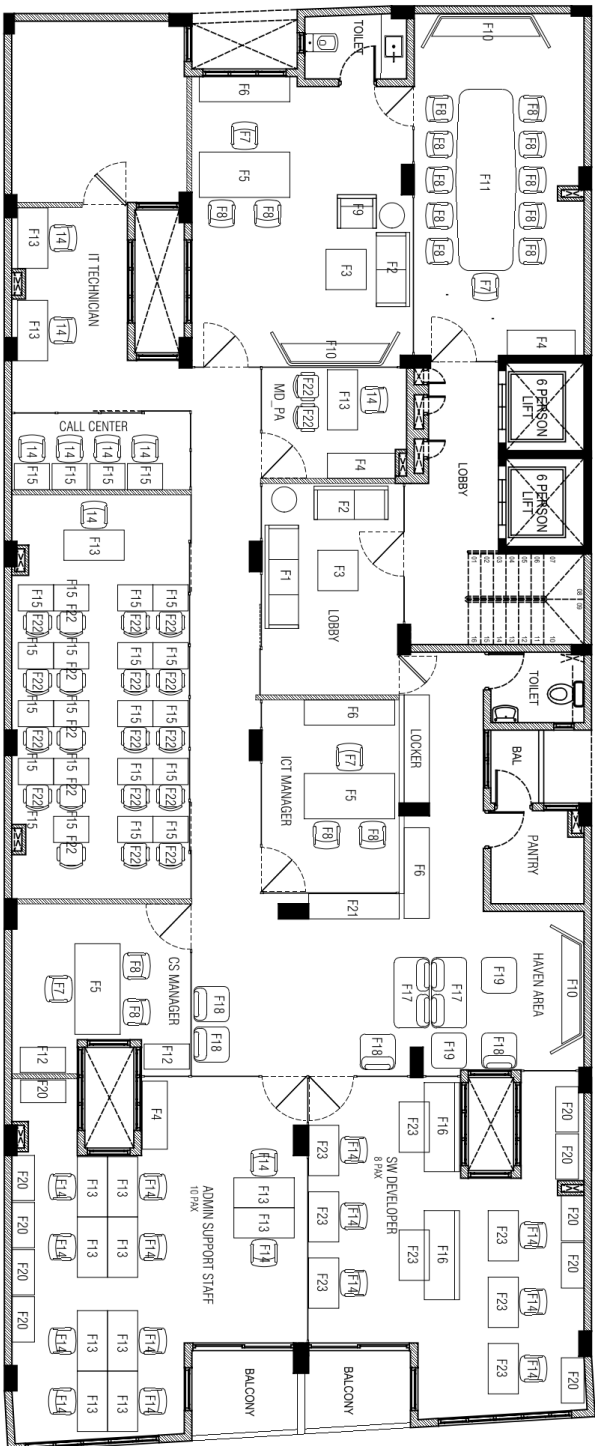
b) Color and Size.

Items should meet the color requirement outlined in section B Technical Details. The quoted item sizes should comply with the ANNEX III Furniture Layout.

ANNEX III
DIMENSION PLAN



FURNITURE LAYOUT



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