



REQUEST FOR BID PROPOSAL

Supplying of Plants for Allied Calendar 2021

Allied Insurance Company of the Maldives Pvt Ltd

Bid Announcement Ref: AI/BID/2020/22

Bid Submission date: 22nd December 2020

Bid Submission time: In Between 14:00hrs – 14:15hrs

Bid Submission address: Proposals are to be emailed to below address:

admin@allied.mv

Note: Vendors are required to email their proposal ONLY ON 22nd December 2020 during mentioned time duration. submission made earlier or later than mentioned date/time duration will not accepted.

Allied Insurance Company is seeking bids for the following items/services. Interested suppliers are invited to submit their bids for the supply of the items/services 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 the bid.

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SUMMARY OF THE WORK:

Supplying of Plants for Allied Calendars for 2021

SPECIFICATIONS

Refer to section 2 ‘Deliverables’ and illustrations and requirements in the Annex of this document

ACCEPTING VENDOR QUESTIONS:

Primary Contact Name: Aishath Sudha

Title: Deputy Manager– Marketing

Email: Aishath.sudha@allied.mv

1. OVERVIEW

Allied Insurance Company is seeking bid proposals for supplying of Plants (Mix Cactus in a pot) as per our requirement. The supplier will be expected to deliver the required quantity along with the required packaging. All plants must be delivered fresh and should meet the given requirements following in this bid.

2. BID REQUIREMENTS

1. Allied Insurance reserves the right to cancel bid proposals based on evaluation of submitted proposal
2. Bid proposals should be at least valid for 1 month.
3. The cost of the sample plant and packaging must be borne by the supplier.
4. The bid winning supplier must provide a sample to be approved by Allied Insurance before supplying the final quantity. *Attendance at the bid clarification meeting is necessary to be qualified for submission of a bid proposal.*
5. Suppliers will **not be allowed** to submit any proposals after the submission time specified.

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6. Under this agreement, the chosen supplier shall provide any additional plants that may require throughout the next two months.
7. Bid proposals should be emailed to: admin@allied.mv
8. Bid proposal pricing page(s) should be signed and stamped by the Supplier.
9. Bid proposals should be submitted by email before the time specified.

Please ensure that proposals clearly identify the total price.

5. DELIVERY

1. Counting of delivery/implementation starts on the day the bid is awarded and bid contract is signed with the suppliers.
2. Delivery of the plants from supplier must be delivered to Allied Building. And should meet the packaging requirement. All plants must be delivered with great care in the required packaging in a way that not only protects it from breakage, but also from temperature extremes.
3. Should be able to deliver the full quantity (safe & fresh). The delivery depends on the following period (January 15th to February 30th) Therefore, the whole qty must be available and ready for delivery within any day of this period, and completed within 3 days from the start)
4. Refer to Annex 1 for specifications, size, and quantity
5. Refer to Annex 2 for evaluation criteria

6. PENALTIES

1. Failure to deliver or implement within set deadlines will result in the following penalties:
 - 1.5% of total price as awarded will be deducted per day starting on the date after set deadline date up to a maximum of 15%.
 - Delivery/implementation delays longer than required maximum delivery days will result in bid-cancellation as non-delivery of items.
 - If bid is cancelled due to non-delivery, supplier may be disqualified from future contracts and purchases by the Purchase Committee of Allied Insurance Company for a period of 3 to 6 months maximum.
 - Supplier may apply for an extension of delivery date in writing, stating the reasons for extension. Allied Insurance will provide the response to the request in writing as well.

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- Extended deadlines are still subject to price deduction but exempt from bid-cancellation.

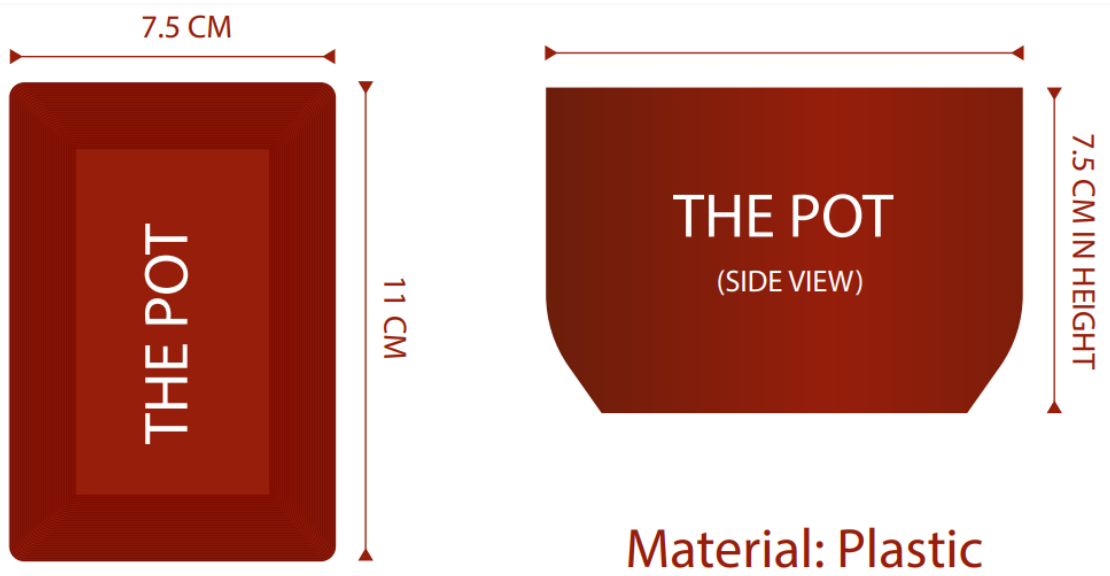
ANNEX 1: Plant Specification, Size and Quantity.



Cactus (Mix Cactus in a pot size guide shown below.)

All the cactus pots should be in the same color, either black, white or brown.

When packed, the plant should be steady and safe to avoid spilling or breakage.



Note: The plant pot size should meet the dimensions mentioned in the image.

Each plant should come with a paper box as shown in the below image. Each box must hold ONE plant.

Material: Paper



QUANTITY: 600 (Both Cactus pot and Cactus box)

ANNEX 2: EVALUATION CRITERIA

Proposed Price	70%
Delivery - should be able to deliver the full qty (safe & fresh). The delivery depends on the following period (January 15th & February 30th) Therefore, the whole qty must be available and ready for delivery within any day of this period, and completed within 3 days from the start)	
Experience (previously completed projects & reference letters must be submitted). If have successfully completed 2 similar Bid, will get full marks (Reference/work completion letters must be submitted). - Rest of the parties will get marks proportionately.	30%

Deliverables:

- Reference letters and samples of completed projects

Note:

The highest scoring supplier will be selected and asked to submit the sample as per the given requirement mentioned in this bid proposal.

Sample must be provided within 7 days. All cost relating to the sample must be borne by the supplier.

Samples will be retained to match the quality of the final supply.

The final order should be placed, after the sample meets our given requirement.

The final order delivery must meet the given delivery dates mentioned in this bid proposal.

If additional plants are required, we will contact the supplier for further details.