

## **Bidder Information Sheet: Supply of Computer systems**

<b>No. and Date of Issue</b>	SDFC/IU/2021/06
	18 <sup>th</sup> January 2021
<b>Project Name</b>	Supply of computer systems
<b>Purchaser</b>	SME Development Finance Corporation Pvt Ltd
<b>Address</b>	SME Development Finance Corporation, M. Kaneeru Villa, 2 <sup>nd</sup> Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: +960 3306999 Mail: <a href="mailto:info@sdfc.mv">info@sdfc.mv</a>
<b>Bid Information Session</b>	Bid information session will be held as follows:  Date & Time: <b>21<sup>st</sup> January 2021, 14:00hrs</b>  Information session will be conducted via Zoom Meeting.  Register in advance for this meeting:  <a href="#">Zoom Registration Link</a>  Bidders who do not attend information will not be allowed to submit bids.
<b>Bid Submission Deadline</b>	All bid shall be submitted via given link at bid submission meeting. Bid submission meeting will be held via zoom on <b>25<sup>th</sup> January 2021, 14:00hrs.</b> Meeting link will be shared with bidder who attend information session.
<b>Delivery duration</b>	Delivery duration is to be proposed as per Form 2
<b>Quotation Validity</b>	40 Calendar days from the date of submission.
<b>Bid language</b>	English

### **1. General Information**

SDFC was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs. This institution is formed as to financially support Micro, Small Medium- Sized Enterprise (MSME) growth in the Maldives.

SME Development Finance Corporation invites you to submit your bids for the goods described herein. Partial bid and bids that does not meet specific requirements may be rejected, and SDFC reserves the right to award a contract for selected items only.

## **2. Eligible Bidders**

The invitation is open to all interested local parties with a formal intent to enter into an agreement. Each bidder shall submit only one quotation. A bidder who submits more than one quotation will result in disqualification of the quotations submitted by the bidder.

## **3. Scope of Work and Deliverables**

In consultation SDFC designated staff, the successful bidder is expected to deliver the minimum scope of work and outputs outlined in the information sheet included in ANNEX I.

## **4. Bid Prices**

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted is not indicated or mentioned as “exclusive” of GST or local taxes, SDFC have the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the Price Quoted in the Bid Form differs from that given quotations, then the Price given in the Bid Form will prevail.

## **5. Evaluation Criteria and Procedure**

### **5.1. Price 60%**

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

### **5.2. Delivery Period of equipment 30%**

The points will be given using benchmark marking criteria where shortest delivery period for delivery will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage}$$

### **5.3. Experience of the bidder 10%**

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (Jan 2016 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

$$\text{MAX\%} = (\text{No. of projects} / \text{Benchmark}) \times \text{weightage}$$

## 6. Documents to be Submitted

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

7.1 Form 1 – Application for BID submission

7.2 Form 2 – Bidder profile and technical proposal

7.3 Form 3 – Price schedule for the contracting service

### ANNEX I

<b>Supply of Computer System</b>	
<b>Form Factor</b>	Tower
<b>Type</b>	Business PC
<b>Qty</b>	12
<b>Processor</b>	Intel Core i5 9 <sup>th</sup> Generation or Later
<b>Memory</b>	8GB DDR4 (Minimum)
<b>Storage</b>	SSD and Harddrive
	500GB (Minimum for both drives)
<b>Network</b>	Gigabit network Port
<b>Display</b>	Monitor
	Minimum 24 Inch Display
<b>Accessories</b>	Wireless / Wired Keyboard and Mouse
<b>Operating System</b>	Windows 10 Professional Genuine (License keys should be provided via mail)
<b>Warranty</b>	1 Year
<b>Branded System</b>	Yes
<b>Authorized from Manufacturer</b>	Authorized Partner / Authorized Reseller / Authorized Distributor / Letter from Authorized Party