



MALDIVES METEOROLOGICAL SERVICE (MMS)

Hulhule', Republic of Maldives

TERMS OF REFERENCE

Procurement of goods for data visualization

With reference to lulaan Number: MMS-A/2021/04

1) INTRODUCTION

Maldives Meteorological Services (MMS) has received assistance from Italian Ministry of Environment, Land and Sea towards strengthening Maldives' efforts to address the impacts of climate change and reduce climate vulnerabilities and associated impacts and risks. And MMS intends to apply part of the proceeds to strengthen the capacity of MMS by implementing the project "Procurement of goods for data visualization"

2) SCOPE OF WORKS

The tasks to be undertaken by the selected party under this Terms of Reference are to Supply, Deliver and install the proposed equipment / goods to the Maldives Meteorological Service (MMS) accordingly with the advisement of MMS engineers.

Contractor is expected to complete this project on a "turnkey" basis, and must supply, install and configure the system such that all equipment identified in this document are incorporated.

Contractor shall include all required accessories, mounting devices, cables, if so required. The contractor shall propose additional hardware if so required, where the said hardware is mandatory to achieve the objective and said hardware is not already included in the given equipment specification.

List of items / goods to be procured under this project:

#	Item	Qty
1	Multimedia Projector	1
2	75" 4K UHD TV	3
3	55" 4K UHD TV	1
4	Sound System	1
5	Video Conferencing System	1
6	Mini PC	2

3) RECEIPT AND OPENING OF PROPOSALS

- The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.
- The Proposals must be sent to the address indicated and received by the Client no later than the date specified, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- The Client shall open the Proposal immediately after the deadline for their submission. The details of both the technical and financial proposals will be shared with the parties present at the bid opening.

4) EVALUATION OF PROPOSALS

- From the time the Proposals are opened to the time the contract is awarded, the Proponents should not contact the client on any matter related to its technical and/or financial proposal. Any effort by proponents to influence the client in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the proponents' proposal.
- The evaluation committee shall evaluate the technical proposals on the basis of their responsiveness to the technical requirements. A proposal shall be rejected at this stage if it does not respond to any technical aspects of the TOR, and particularly the technical requirements.
- After the technical evaluation is completed, the financial proposal of the proponents who met the qualifying criteria shall be then evaluated.
- The evaluation committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

5) EVALUATION CRITERIA

5.1) Technical Evaluation

- Technical evaluation is a preliminary evaluation done based on the technical proposal before moving on to the financial evaluation
- The technical proposal provided by the bidder will be compared to the specifications provided in this TOR

5.2) Financial Evaluation

- All proposals that are considered qualified by the Technical Evaluation will be subject to the Financial Evaluation

Point system for the evaluation is:

(a) Price of Quotation for Total Works	[75]
(b) Experience	[15]
(c) Duration	[10]

Total Weight: 100%

6) EQUIPMENT SPECIFICATION

6.1) Multimedia Projector x 1

Item	Requirement
Native Resolution	1920 x 1080 (Full HD)
Max Brightness	5000 Lumens
Aspect Ratio	Native: 16:9 / 16:10
Dynamic Contrast Ratio	50,000:1
Ceiling Mountable	Yes
Inputs/Outputs	2 x HDMI Audio/Video (Input), USB
Expected Lamp Life	10000 Hours
Warranty	1 Year

6.1.1) Projector Screen

Item	Requirement
Type	Motorized (Remotely control Up/Down of the screen)
Size/Aspect Ratio	No less than 10 feet(width) and Aspect Ratio of 16:9 or 16:10
Mounting	Wall or ceiling
Material	Non reflective material (Matt)
Color	White or very light gray

6.2) 75" 4K UHD TV X 3

Item	Requirement
Size	75"
Display	4k UHD LED
Resolution	3840 x 2160
Aspect ratio	16:9 / 16:10
Wide Viewing Angle	Yes
Connectivity / input / output	HDMI USBs ports Wi-Fi 802.11n (Wi-Fi 4 or later) Ethernet - RJ-45
HDMI Input	up to 4K UHD 3840x 2160 @60Hz
HDMI AUDIO RETURN CHANNEL	YES
Mounting	Wall Mountable (Include mounting kit)
Warranty	1 Year

6.3) 55" 4K UHD TV X 1

Item	Requirement
Size	55"
Display	4k UHD LED
Resolution	3840 x 2160
Aspect ratio	16:9 / 16:10
Wide Viewing Angle	Yes
Connectivity / input / output	HDMI USBs ports Wi-Fi 802.11n (Wi-Fi 4 or later) Ethernet - RJ-45
HDMI Input	up to 4K UHD 3840x 2160 @60Hz
HDMI AUDIO RETURN CHANNEL	YES
Mounting	Wall Mountable (Include mounting kit)
Warranty	1 Year

6.4) Sound System:

MMS Observatory hall is sometimes used to provide lecturers to school students and internal office events. Our aim is to install a conference hall sound system with wireless mic in the Observation hall.

Item	
Speakers	<ul style="list-style-type: none"> • 4 Speaker located on 4 corners of the hall • Ceiling mountable • Minimize echo in the hall
Microphone	<ul style="list-style-type: none"> • 1x Wireless body mic • 1x Wireless hand-held mic • Range: cover the entire hall

6.5) Video Conferencing System:

General:

1. Conferencing solution for a medium meeting room up to 20 people
2. The table display controller shall be certified to use with Microsoft Teams Rooms as our organization uses Microsoft 365. Ability to control and manage meetings from the controller.
3. Share any resources from an external source like a laptop easily from the table (using HDMI) to the conference system screen (meeting).
4. Even though the table display controller is specific for Microsoft Teams, the conferencing system shall allow to host a meeting on any major platforms (Google, Zoom) like connecting an external laptop.
5. System shall be fairly easy to setup and all the hardware provided shall be fully compatible with one another for a smoother experience.
6. Provide hardware warranty for a minimum of one year.

6.5.1) Camera (1x):

Details	Requirement
Video support up to	4k UHD 30fps 1080, 720 30fps and 60fps
Features	Zoom (10x minimum) Tilt Pan Autofocus Plug and play connectivity Low light adjustment/noise reduction/ reduce glare and backlighting
Field of view	Minimum 90 Degrees
Mounting Kit	Included
Compatible OS	Windows 10 or higher macOS 10 or higher
Included Accessories	Power adapter and cable Connectivity Cable (to PC) Mounting hardware

6.5.2) Speaker(1x):

- High quality speaker with clear, natural sound for meetings
- Background noise reduction
- Active echo cancellation to reduce echo in the room
- Shall include power and connection cables and mounting kits (if required)
- Compatible with the conferencing system

6.5.3) Microphone (2x):

- Range: 10ft minimum
- Omnidirectional microphones
- Active echo cancellation to reduce echo in the room
- Background noise reduction
- Mute button on the mic to instantly mute
- Shall include power and connection cables
- Compatible with the conferencing system

6.5.4) Table Display Controller(1x):

Details	Requirement
Display	Minimum 10" 720p resolution Touchscreen
Ports	<ul style="list-style-type: none"> • 2x USB 2.0/3.0/3.1 Type A to connected accessories to the meeting room PC • 3.5mm headphone jack • HDMI input to share content (like using a laptop)
Software	Compatible with Microsoft Teams Rooms
Included Accessories	Power adapter and cable Connectivity Cable to PC HDMI input cable for content sharing Mounting hardware (if any)

6.5.5) Mini PC for Meeting Room (x2):

Details	Requirement
Purpose	Presentation and general word processing tasks
Processor	Optimum CPU for the above purpose Min Burst Frequency: 2.4 GHz Min No of cores/threads: 4
Network	Ethernet WIFI
Ports	RJ45 (Networking) HDMI 2.0 (Must support 4k @60 fps to get maximum resolution from the TV installed in meeting rooms) USB 3.0
Memory	8GB
Storage	128 GB SSD
Supported Screen Resolution	4K (4096 x 2160)
OS	Genuine Windows 10 installed

Accessories:

1. All the cables required for the sound system, projector and TV connection to the computer system.
2. Provide any additional hardware or software required for the sound system. (Eg: mic receiving system or a control unit for the sound system)
3. The sound system and the projector shall be connected to PC in the observation hall. MMS will provide the PC needed.
4. All the cables and accessories required to install, connect and configure the entire video conferencing system to the requirement.

7) MANDATORY DOCUMENTS TO INCLUDE

- Technical Specification of each equipment
- **Reference letters** on total value of works executed by the bidder in the last 5 years (If any).
- If a company is submitting the proposal, **company registration certificate**. And if an individual is submitting the proposal, **National Identity card**.
- **GST registration certificates** (if applicable)
- The technical proposal and financial proposal must be submitted in ONE sealed envelope. The client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.
- Forms listed in Annex

7.1) OTHER TERMS & REQUIREMENTS;

- Installation: Supplier must supply, install and configure the equipment.
- A successful test run shall complete.
- Supplier shall bear all cost associated in the supply and delivery of the equipment to the final destination as required by the MMS
- The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned in the ToR
- 5% retention of the total contract value will be held for 06 months to measure the quality of the products delivered and installed.
- The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the MMS shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, MMS will follow accordingly as National Procurement Regulation.
- Upon the Supplier's fulfillment of all the obligations stipulated in the ToR and making a request for payment to the MMS in writing, accompanied by invoices describing, as appropriate, the Goods delivered and installed, payments shall be made after being verified via technical engineers at MMS.

7.2) Equipment Warranty

This section specifies what supplier will do to remedy equipment problems during the Warranty Period. A warranty is essentially a promise from supplier that its products are of the quality and will perform as represented. The warranty is backed up by Vendor's offer to repair or replace any of its products that fail to perform. The time period for warranties should be one (1) year. This Warranty Period begins the first day after the Acceptance Date. The supplier shall warrant for all the equipment's / goods to be supplied under this project.

8) BID CLARIFICATION AND BID SUBMISSION

8.1 CLARIFICATION

During the process, questions or clarifications regarding this tender document shall be requested by writing to the emails listed below. The last day to submit the queries are **1300hrs of 16th March 2021, Tuesday**

Email: projects@met.gov.mv

8.2 BID OPENING

Proposals must be delivered in sealed envelopes titled ***"Supply and installation of goods /equipment's for data visualization"*** to the address below on **17th March 2021, Wednesday at 13:00 hours local time**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address below on **17th March 2021, Wednesday at 13:00 hours local time**.

Maldives Meteorological Service, Hulhule, Republic of Maldives, Email: projects@met.gov.mv

ANNEX 1: STANDARD FORMS

STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide to "Supply and installation of goods /equipment's for data visualization" in accordance with your Term of Reference dated [.....] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [.....] which is inclusive of the local taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM-2: FINANCIAL BREAKDOWN

#	Description	MVR
1		
2		
3		
4		
5		
	Total:	
	GST :	
	Total with GST:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.

FORM-3: WORK SCHEDULE / PROPOSED DURATION

Task	Proposed Duration (Days)
Delivery of Proposed Equipment	
Installation of Equipment	
Duration for the entire Assignment	

- State the proposed duration for each individual task as listed above form
- State the duration for the entire assignment, as the individual tasks might be proposed to be executed simultaneously.