

Bidder Information Sheet: Installation of glass partitions with aluminium frames

No. and Date of Issue	SDFC/IU/2021/12
	16 th March 2021
Project Name	Installation of glass partitions with aluminium frames.
Purchaser	SME Development Finance Corporation Pvt Ltd
Address	SME Development Finance Corporation, M. Kaneeru Villa, 2 nd Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: +960 3306999 Mail: info@sdfc.mv
Bid Information Session and site seen	<p>Bid information session will be held as follows:</p> <p>Date & Time: 18th March 2021, 10:00hrs</p> <p>Information session will be conducted via Zoom Meeting.</p> <p>Register in advance for this meeting:</p> <p>Link: https://zoom.us/meeting/register/tJcscuuqrzlvEtFhZGIDm1TpMhu97hZRLD63</p> <p>Bidders who do not attend information session will not be allowed to submit bids.</p> <p>Site seen:</p> <p>20th March 2021 from 11:00am - 12:00pm</p>
Bid Submission Deadline	All bid shall be submitted via given link at bid submission meeting. Bid submission meeting will be held via zoom on 22nd March 2021, 14:00hrs. Meeting link will be shared with bidders who attend information session.
Delivery duration	Delivery duration is to be proposed as per Form 2
Quotation Validity	40 Calendar days from the date of submission.
Bid language	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 service described herein. Partial bid and bids that does not meet specific requirements may be rejected.

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 below:

1. Installation of 6mm tinted glass partition with aluminum frames as per the drawing in annex I.
2. Installation of 6mm tinted glass doors with aluminum frames as per the drawing in annex I.
3. All glass partition should be with frost sticker as approved by SDFC.
4. Room 3 should be sound proof.

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 35%

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 05%

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 (March 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 documents 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

7.4 BOQ