Ministry of Environment

Male', Republic of Maldives.

TERMS OF REFERENCE

Procurement of Office Equipment

Advertisement No.: (IUL)438-CCD/438/2021/55
Advertisement Date: 26th April 2021

A. INTRODUCTION

Ministry of Environment seeks to engage competent party to supply the equipment's stated section B to the Ministry as per the provided specification.

B. SCOPE OF WORK

Supply of;

#		Quantity
1	Desktop Computer System	02
2	Micro Desktop	01
3	24" LED Monitor	01
4	Speakerphone	1
5	Webcam	1
6	Wireless Headset	2
7	USB QWERTY Keyboard with US Layout, English and Optical Mouse Wireless Combo	1
8	8GB DIMM-DDR3 Desktop RAM, 1600 MHz	11
9	512GB Internal SSD with mounting cage	06

C. TECHNICAL SPECIFICATIONS

Desktop Computer System

Processor	Intel Core i7 (8 Core, 10th Gen) or substantially equal
Memory	16 GB DDR4, 2400 MHz or better
Internal Storage	512GB SSD
Optical Drive	Minimum: 16x DVD Writer
Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller
Graphics	NVIDIA® GeForce® GTX 1650 4GB GDDR5
Monitor	24" LED
Standard I/O Ports	• Front I/O: 2 x USB 3.2 Gen 2 Type-A Port, 1 Universal Audio Jack, USB 3.2 Gen 2 Type-C Port • Rear I/O: 2 x USB 2.0, 2 x USB 3.2, 1 x RJ-45 (Gigabit LAN)
Keyboard/Mouse	USB QWERTY Keyboard with US Layout, English and Optical Mouse Wireless Combo
Warranty	Minimum 1 Year Parts and Service Warranty

Micro Desktop

Processor	2.3 GHz Intel Core i5 - 6-Core (10th Gen) or substantially equal
Memory	32 GB DDR4 or better
GPU	Intel UHD Graphics 630
Internal Storage	512GB SSD
Ports	5 x USB Type-A (USB 3.1 / USB 3.2 Gen 2)
USB Type-C Ports	1 x USB 3.1 / USB 3.2 Gen 2
Display Ports	1 x DisplayPort 1 x HDMI 1 x VGA
Audio Ports	1 x Universal Audio Jack
Ethernet	1 x RJ45 (Gigabit)
Keyboard/Mouse	USB QWERTY Keyboard with US Layout, English and Optical Mouse Wireless Combo
Warranty	Minimum 1 Year Parts and Service Warranty

Webcam

Sensor	
Resolution and Frame Rate	1080p HD
Sensor	CMOS
Sensor Resolution	5 MP
Field of View	75°
Zoom	3x (Digital)
General	
Focus Type	Auto
Focus Range	0.3 to 32.8' / 0.1 to 10 m

Host Connection	USB Type-A USB 2.0
Power Source	Bus Powered
Supported Operating Systems	Windows 10 macOS 10.7 or Later

Microphone	
Microphone	Yes
Polar Pattern	Omnidirectional
Frequency Range	100 Hz to 18 kHz
Frequency Mode	Wideband

Environmental	
Operating Temperature	32 to 104°F / 0 to 40°C
Operating Humidity	5 to 80%
Storage Temperature	-40 to 140°F / -40 to 60°C
Storage Humidity	5 to 65%

Physical	
Privacy Shutter	No
Attachment Method	Clip, Tripod
Certifications	CB, CE, FCC, Kcc, UL, VCCI, WEEE, as per Manufacturer
Cable Length	6 to 6.5' / 1.8 to 2 m
Dimensions (W x H x D)	2.4 x 1.8 x 4.5" / 60.0 x 45.0 x 114.0 mm
Weight	4.52 oz / 128 g

Speakerphone

Speaker	
Frequency Response	250 Hz to 14 kHz
Microphone	
Frequency Response	150 Hz to 6.5 kHz
Number of Mics	1
Pickup Pattern	Omnidirectional
Microphone Coverage	360°
Technology	
Active Noise Cancellation	Yes
Frequency Mode	Wideband
Connectivity	
USB Connections	1 x USB Type-A USB 2.0 (Male)
Audio Ports	1 x 1/8" / 3.5 mm TRRS
Wireless Technology	Bluetooth 3.0
Supported Bluetooth Profiles	A2DP 1.2 HFP 1.6 HSP
Supported Communications	Alcatel-Lucent, Avaya, Cisco, Unified Communication, Unify
Wireless Range	300' / 100 m
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Wireless Range	300' / 100 m

Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.

ޖަމީލު ބިލްޑިންގ، ހަންދުވަރީ ހިނގުން،
މާފަންނު، މާލެ 20392، ދިވެހިރާއްޖެ.

+(960) 301 8300
www.environment.gov.mv

secretariat@environment.gov.mv
www.twitter.com/ENVgovMV
www.facebook.com/environment.gov.mv

Wireless Headset

Speaker	
Connectivity	USB-A receiver
Microphone Type:	Uni-directional
Adjustable microphone	Yes
Headband	Adjustable + padded
Sound quality	Laser-tuned drivers
Controls	On-earcup controls
Wireless range	32 ft/10 m wireless range
Battery life	Rechargeable 6-hr battery

D. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Financial proposal
2. Business Profit Tax Registration certificate
3. GST Registration Certificate
4. Copy of company registration certificate
5. Company profile
6. Technical Specifications of proposed product
7. Quotation validity of 45 days minimum.
8. Tax Clearance Report

E. EVALUATION CRITERIA

1. Pre-Evaluation
    a. Pre Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
        i. Bidder confirms to all requirements identified under Section C. Mandatory Documents and requirements.
    b. Substantially non-responsive bids at this pre evaluation stage will be rejected from further stages of evaluation.
    c. Substantially responsive bids at this pre evaluation stage shall be qualified for technical evaluation.

2. Technical Evaluation
    a. Technical evaluation is to confirm if the proposed product does comply with all the requirements listed under the technical requirements. Ministry of Environment holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation
    a. The proposal would be qualified to this stage after being assessed in pre evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\dfrac{Lowest\ price\ proposed}{Proposed\ price} \times 70$	75%
2	Duration $\dfrac{Shortest\ duration\ proposed}{Proposed\ duration} \times 20$	20%
3	Experience $\dfrac{Total\ experience\ points}{100} \times 10$	5%

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points.
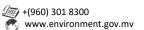
F. CLARIFICATIONS

Any clarification regarding this Terms of Reference shall be addressed to;

Mr. Mohamed Samir,
Senior Computer Programmer,
Information Communication Technology Section,
Ministry of Environment.

Email: mohamed.samir@environment.gov.mv , ict@environment.gov.mv , procurement@environment.gov.mv
Phone: +(960) 3018 333, +(960) 7944 212