

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



**PREVENT
DOMESTIC
VIOLENCE**

Procurement of 02 Computers and 01 Color Multifunctional Printer

TERMS OF REFERENCE

Reference Announcement No: (IUL)438-ENV/438/2021/195

Date: 07th July 2021

A. INTRODUCTION

The Ministry of Environment is seeking bids from qualified suppliers who are experienced in supplying, computers and multifunctional printer.

B. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to supply, 02 Desktop Computer systems and 01 color multifunctional printer to the Ministry of Environment as per the specification given under the technical requirements.

C. SCOPE AND METHODOLOGY

1. Based on the above introduction and objectives, Ministry of Environment seeks to engage competent party to;
 - i. Supply and deliver 02 Desktop Computer systems and 01 color multifunctional printer mentioned under the Section D.



D. TECHNICAL SPECIFICATIONS

02 Computer Systems

Processor	Intel Core i7 (8 Core, 10 th Gen) or substantially equal
Memory	8 GB DDR4, 2400 MHz or better
Internal Storage	512 SSD or More
Optical Drive	Minimum: 16x DVD Writer
Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller
Graphics	Integrated Graphics
Monitor	24" LED
Standard I/O Ports	<ul style="list-style-type: none">• 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

01 Color Multi-function Printer

Printer Type	Multifunction
Ink Color	LED – Color
Ink Type	Toner
Standard Functions	Copier, fax, printer, scanner
Print Speed	Up to 30 ppm (mono) / up to 30 ppm (color)
Duplex Printing	Automatic
First Page Out Time (Printing)	7.5 sec
Print Memory	4GB
Hard drive	320 GB
Connectivity	Gigabit LAN, NFC, High-speed USB 3.0

Paper Capacity	Standard paper capacity: 500 sheets
Paper size	Custom sizes: 3.5 x 3.9 in. to 11.7 x 17 in. (89 x 98 mm to 297 x 432 mm)
Document handler	Duplex Automatic Document Feeder
OS Support	Apple Mac OS X 1.10, Fedora 24, HP-UX 11i v3, IBM AIX 7.2, Linux, MS Windows 2000 Server, MS Windows 7, MS Windows Server 2003, MS Windows Server 2008, MS Windows Server 2012, Oracle Solaris 11.3, Red Hat Enterprise Linux, SuSe Linux 13.2, Windows 10, Windows 8, macOS 10.12
Warranty	Minimum 1 Year Parts and Service Warranty
Print Features	Automatic 2-sided, Booklet printing, Collation, Custom page size, Fit-to page, Print from USB, Print from local drive, Scaling, Toner save mode
Copy Features	Auto Background Suppression, Book Copy, Edge Erase, ID Card Copy, collation copy
First Page Out Time (Copying)	7.5 Seconds
Scan Features	Single-pass duplex scanning
Scan Destinations	Scan to e-mail, scan to network, scan to FTP, scan to SMB, scan to USB host, Billing Impression board (BIM) enabled.

E. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Financial proposal (must be signed by an authorised individual) with 90 days validity.
2. Tax registration certificate
3. Copy of Business registration certificate under ministry of economic development
4. Company profile information sheet from ministry of economic development (if a company)
5. ID card copy of the owner (if a Sole Proprietorship)
6. Technical Specifications of proposed product



F. 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 conforms to all requirements identified under Section E. 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 server 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 $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 85$	85%
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 10$	10%
3	Experience	5%



	$\frac{\text{Total experience points}}{100} \times 5$	
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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.

Note: After evaluation, highest scoring party will be notified to submit the tax clearance report. Tender will be awarded upon submission of the tax clearance report

G. 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