

Regional Airport Company Limited (RACL)

Information Sheet

for

Procuring of a Server rack and related items

Reference No: RACL/IUL(PROC)/2021/25

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BIDDING PROCEDURE

1. General

1.1 Bid scope

RACL requires to purchase a server rack and related items to its Head office operation. Hence, RACL requests quotations from interested parties (Refer Appendix 2 for technical specifications).

1.2 Eligible bidders

Eligible bidders for this are any registered business under Ministry of Economic Development.

The bidding firm shall not participate in more than one Bid. Such participation shall result in the disqualification of all Bids in which the firm is involved.

1.3 Eligible goods

Items required to be supplied are clearly specified (Appendix 2). The bidder shall ensure all the items required are delivered.

2. Preparing the bid

2.1 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.2 Language

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder shall be written in the English.

2.3 Documents

The Bid shall comprise of the following:

- Quotation (This must include details of delivery period and payment terms)
- Items specifications
- Letter of Bid
- Company details
 - Company background/profile
 - Certificate of registration
 - GST registration certificate
 - Tax clearance report
 - Contact information

2.4 Bid prices

The quotation shall include the unit price of each item as well as the total price.

All the items mentioned in the information sheet shall be quoted in the bids and the items shall confirm to the technical requirements. Prices quoted shall correspond to 100 % of the items specified and to 100% of the quantities specified.

Any other charges included shall be separately specified in the quotation.

2.5 Currency of bid and payments

Prices shall be quoted in Maldivian Rufiyaa (MVR).

2.6 Technical compliance

If the items do not comply with the technical requirements mentioned (Appendix 2: Technical specification), the respective bid shall be rejected.

2.7 Format and signing the bid

The bidder shall submit two (2) sets of the bid document (1 original and 1 copy), enclosed separately in two envelopes with the name of the company, stamp and the tender reference number.

All the pages of the bid document shall be stamped.

Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business.

3. Bid submission

3.1 Deadline

Bids must be received to RACL at the address mentioned no later than the date and time specified.

3.2 Bid rejection

RACL will not consider any Bids received after the deadline for submission of Bids. Any Bid received by RACL after the deadline for submission of Bids shall be declared late and will be rejected.

Bids received electronically will not be accepted.

Bidders who do not register through email would be unable to participate in the bid opening.

Bids which do not comply clause 2.3: Documents would not be accepted

3.3 Bid opening

Bids will be opened on 26th August 2021, 1400 HRS in the presence of all bidders.

Bids will be opened at:

H. Suez,
Head Office,
Regional Airports Company Limited
Ameer Ahmed Magu, K. Male', Republic of Maldives

RACL shall prepare a record of the Bid opening that shall include, as a minimum:

- (a) The name of the Bidder
- (b) The Bid Price



4. Evaluation

4.1 Clarification

Where any clarification is required regarding the bid, RACL may at its discretion ask any Bidder for such clarification. Any such request for clarification shall be in writing.

If a Bidder does not provide clarifications of its Bid by the date and time set in RACL's request for clarification, its Bid may be rejected.

4.2 Evaluation of bids

RACL shall consider the Bids that are:

- substantially responsive to the information sheet
- The lowest evaluated cost.

To evaluate a Bid, RACL shall consider the following:

- Evaluation will be done for the total price of the bid
- The additional evaluation factors are specified

RACL's evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price. These factors include,

- Payment terms
- Delivery terms

4.3 Purchaser's rights to accept and reject

The purchaser has the right to accept or reject any or all Bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted shall be promptly returned to the Bidders.

4.4 Evaluation Criteria

Proposal Cost: 60 points for the lowest price

- (Lowest price/proposed price) x60

Delivery: 40 points for the lowest delivery period

- (Lowest delivery period/proposed delivery period) x40

The Bidder shall furnish documentary evidence to demonstrate that the goods it offers meet the requirement specified.

5. Awarding

5.1 Awarding process

RACL will inform the Bidder that receives the overall highest score in the evaluation process.

5.2 Notification of award

RACL will notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (the letter of acceptance) shall specify the sum RACL will pay to the successful bidder.

6. Information Sheet Summary

A summary of the information sheet is provided below,

<p>1. General</p> <p>The reference number of the Request for Bids (RFB) is:</p> <p>The Purchaser is: Regional Airports Company Limited</p> <p><u>Minimum Requirement</u></p> <p>The items to be quoted are:</p> <ol style="list-style-type: none"> 1. 42U19” Server Rack Standard 600x2000x1000 (mm) (Black)-1nos 2. UPS System (6KVA)- 1nos 3. KVM and Console- 1nos
<p>2. Preparing the Bids</p> <p>The language of the Bid is: English</p> <p>The Bidder shall submit the following documents in its Bid:</p> <ul style="list-style-type: none"> • Quotation (This must include details of delivery period and payment terms) • Items specifications • Letter of Bid • Company Details <ul style="list-style-type: none"> ○ Company background/profile ○ Certificate of registration ○ GST registration certificate ○ Tax clearance report ○ Contact information <p>Prices quoted shall correspond at least to 100 percent of the items specified</p> <p>In addition to the original of the Bid, the number of copies is: One Original (01), One Hard copy (01)</p>
<p>3. Bid submission</p> <p>For Bid submission purposes only, the Purchaser’s address is:</p> <p><i>Regional Airports Company Limited</i> <i>7th Floor H. Suez,</i></p>

Male', Maldives,
Tel: (960) 3306969

The deadline for Bid submission is:

Date: 26th August, 2021
Time: 14:00 hrs

Bidders shall not have the option of submitting their Bids electronically

The Bid opening shall take place at:

Regional Airports Company Limited
7th Floor H. Suez,
Male', Maldives,
Tel: (960) 3306969
Date: 26th August, 2021
Time: 14:00 hrs

4. Evaluation

RACL may contact any Bidder, any time to clarify in writing

Bids shall go through a strict evaluation process

Bids shall be evaluated as per the Clause 4.4: Evaluation criteria

5. Awarding

Successful Bidder will be informed in writing

If a Bidder wishes to make a procurement-related complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:

*For the attention: Abdulla Mizan
Title/position: General Manager - Procurement
Purchaser: Regional Airports Company Limited
Email address: tender@airports.mv*

Appendix 1: Letter of bid

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Date of this Bid submission:

To: **Abdulla Mizan, Regional Airports Company Limited**

- (a) **No reservations:** We have examined and have no reservations to the bidding document.
- (b) **Eligibility:** We meet the eligibility requirements mentioned in this instruction to bidders' document.
- (c) **Conformity:** We offer to supply the items as per the technical requirement specified.
- (d) **Bid Price:** The total price of our Bid is:
- (e) **One Bid per Bidder:** We are not submitting any other Bid(s)
- (f) **Purchaser Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
- (g) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: *[insert complete name of the Bidder]

Name of the person duly authorized to sign the Bid on behalf of the Bidder: **[insert complete name of person duly authorized to sign the Bid]

Title of the person signing the Bid: [insert complete title of the person signing the Bid]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] **day of** [insert month], [insert year]

Appendix 2: Technical Specification

42U 19" Server Rack WxHxD (600 x 2000 x 1000)

- Required Sensors for Environment Monitoring
- Smoke Sensor
- Humidity Sensor
- Water Detector
- CCTV Camera
- Tablet for Monitoring with Biometric Unlock for Cabinet Door
- Integrated Monitoring System with SMS and Email Alerts
- Door Access Control
- Blank Fillers

Usable Space After UPS, Battery and other Monitoring Equipment's: 24U

KVM and Console

8-Port Cat6 1U Rack-Mount USB KVM Switch with 17" LCD and IP Remote Access, 8 Interface Modules Included

UPS System

- 1 x HUAWEI PS2000G 6KVA UPS
- 4 x 7AH Battery Packs (for 3 to 4 Hours Runtime with 2 Servers and 4 Switches)
- 2 x Full Height PDU

