

INFORMATION FOR BIDDERS

Request for Proposals for Microsoft Licenses, Antivirus & Configure/Merge with the Existing IT Infrastructure

Bid Announcement Ref: FNK-1/IUL/2021/462

Bid Submission Date: 31st October 2021

**Bid Submission Address: FENAKA CORPORATION LTD.
PORT COMPLEX, 7th Floor
HILAALEE MAGU, MALE'**

Fenaka Co. Ltd. is seeking bids for the following items; interested bidders are invited to submit their bids for supply of the items as instructed in this document. Please ensure that all bids comply with the instructions, failure to comply with the instructions may result in disqualification of bid.

Note:

- 1. This tender document is the property of FENAKA Corporation LTD and is not transferable.*
- 2. This bid document has 15 pages.*

Table of Contents

Disclaimer.....	3
Introduction	3
Part I – Specification of Microsoft Licenses, Antivirus License	3
Installation and Configuring (must provide documents)	4
GENERAL DESCRIPTION OF MICROFOSOFT OFFICE 365 AND ANTIVIRUS SOFTWARE	5
1. Section I - Mircosoft Licenses.....	5
2. Section II - Antivirus	5
Part II – Instructions to Bidders	5
.....	5
General Instructions for Bidders.....	5
Withdrawal / amendment to RFP contents	5
Key events and dates	6
Communication.....	6
For Qualified Bidders	6
PRICING	7
Payment Terms	7
Order Cancellation	7
Warranty Support	8
Proposal Requirements.....	8
Qualification Criteria	8
Bid Format.....	9
Delivery and Installation	10
Submission of Bids	10
Evaluation and Comparison of Bids	11
Evaluation Criteria:	12
SAMPLE FORMS	13
Bid Form	13
Price Schedule Form	14
Bill of Materials	14
Equipment Delivery and Installation Schedules	14
Form of Qualification Information	15

Disclaimer

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of FENAKA Corporation Ltd is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by FENAKA Corporation Ltd to any parties other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. FENAKA Corp. makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. FENAKA Corporation Ltd may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Introduction

Fenaka Corporation is in the process of renewing the existing Software Licenses. Fenaka Corp invites technically complete and commercially competitive bids from reputed vendors for purchasing the software and licenses as the specification given in this document. This tender consists of two sections, Licensed Products from Microsoft and Enterprise Grade Antivirus. Purchasing and renewal of license includes setting up exchange in conjunction with on premises Exchange and installation of antivirus and setting up Licenses for software. This RFP is intended for competitive vendors who are interested to bid for Supply and Configuration of Servers and Antivirus solution. The vendor who is desirous to take up the role of solution provider is requested to give technical and commercial proposals in accordance with the terms and conditions mentioned in this document.

Part I – Specification of Microsoft Licenses, Antivirus License

- **Vendor has to comply with each and every line item of this RFP.**
- We will accept proposals of any vendor with authorized local support, which meets the features and specifications mentioned (**Specified requirement must be included in the bid document**).
- Maximum Delivery Time: 30 Days, delivery timeline over this will be disqualified.
- The bidder should submit valid letter from the OEMs confirming following:
 - Vendors must be an authorized partner for the solution(s) they propose (documentation required) OR Authorization letter from OEM / Technology partner.
- The bidder must have executed single order of Maldivian Rufiyaa two hundred thousand or more for the installation Microsoft Solutions (exchange and deploy AD), in any ministry or government company or commercial business in Maldives during the last 3 financial years. An authenticated / verified copy of the Purchase Order and Completion Certificate(s) should be submitted along with the technical details.
- Similar solution (Installation and configuration of exchange, Office 365 and network monitoring solution) should be installed and run in at least one company in Maldives for at least One year.
- The bidder shall keep the price valid for 60 days from the date of RFP submission.
- The bidder should have experience in implementation / installation of exchange, AD, administer manage Office 365.

- The offered antivirus should be listed and rated in AV-comparatives and should score above 99% in blocking malicious contents in Real World Protection Test Charts in 2019.
- Installation and Configuration of the of exchange and other Microsoft service must be provided by the vendors authorized technicians only (documentation required: Certification copy, CV, Letter from organization that staff is employed at that organization and ID card / Passport Copy should be submitted of the staff).
- **Vendors who submit counterfeit products OR branded products diverted from normal or authorized distribution channels or new products obtained under deceptive circumstances without the consent of original equipment manufacturer will not be allowed to participate in the bid.**
- Any upgrade and updates of software / firmware during warranty period, shall be made available by the vendor without any additional cost and further extension of warranty of the system should be possible.
- Certified training for Microsoft Azure Administrator must be included along with course content, Certified training must include course description, course content, official curriculum from vendor, course fee and course duration, training location/city and exam fee (if applicable).
 - For certified training, vendors should quote for following courses with an exam voucher if included:
 - 2 Pax of Azure Administrator training must be included and training should be conducted by Microsoft certified trainers. The training should be held in a manner that provides participants hands-on experience.
 - **10% of the payment will be held until training is completed.**
- On the job training to install and manage the antivirus and network monitoring solution must be provided by the vendor
- The Bidder undertakes that it has not supplied / is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Government Company of the Maldives.

Installation and Configuring (must provide documents)

- Scope of work: Detail scope of work should specify
 - Microsoft O365 implementation including hybrid configuration of exchange server
 - License initialization and deployment of Azure AD domain service.
 - License initialization for Azure AD Premium P1
 - Implementation of Antivirus software.
 - Creation of configuration documentation
 - Installation: Maximum 30 days from the date of supply
 - The system will be considered as installed and accepted only after successful uninterrupted operation of the entire system at site for period of minimum 30 days.
 - **Implementation plan:** should submit details implementation plan
 - Should provide configuration documents and relevant configuration files.
 - Initial System Configuration required for antivirus if any new changes are to be implemented after license renewal, configure a general template that is to be targeted to client systems and servers, and configure Health Policy for target system according to international and industry best standards.
 - **Documentation:** Signing off documentation; Detailed production environment configuration and setting up manual with diagram
 - **Installation:** Maximum 20 days from the date of supply
- Final Acceptance Test (FAT): After successful Final Acceptance Test (FAT) will be done after Installation of the equipment/Material in accordance with the requirements as mentioned in Contract, Final

Acceptance Test will be conducted. After successful testing, Acceptance Test Letter will be issued by Fenaka Corp.

- The date on which Acceptance letter is issued shall be deemed to be the date of successful commissioning of the work under this project.
- If any of the above clause seems to be ambiguous. Request to kindly explain further.

GENERAL DESCRIPTION OF MICROFOSOFT OFFICE 365 AND ANTIVIRUS SOFTWARE

1. Section I - Microsoft Licenses

No	Item Description	QTY
1.1	Microsoft Office 365 Business Standard 1 Year Plan	300
1.2	Microsoft AD premium P1 for 1 Year	300
1.3	Microsoft Azure AD Domain Service STANDARD SKU 1 year	1

2. Section II - Antivirus

No	Item Description	QTY
1.1	Renewal of SOPHOS Intercept X Advanced with XDR <ul style="list-style-type: none"> • Provides security against all types of malware, virus and other harmful software. • Should be able to deploy from management center • Among 900 License minimum 35 licenses must be dedicated for servers 	900

Part II – Instructions to Bidders

General Instructions for Bidders

- **The bidder should be a company registered in Maldives and should not be a foreign OR a foreign subsidiary company registered in Maldives.**
- The consulting firm must be a Microsoft registered partner in Cloud solutions.
- Only those vendor(s) that have complied with all listed technical requirements will be evaluated by the technical and tender committee.
- The bidder should be an established System Integrator being in this business for a period exceeding four years as on 01.09.2021.
- The bidder must provide a list of places where such systems have been installed and/or are being maintained by him with their configuration and with the references, it would be appreciated if Work order or purchase order etc. are attached with this proposal. The bidder is required to provide assurance to arrange for a visit at such place in case the Fenaka ICT needs to evaluate the performance of the installation.

Withdrawal / amendment to RFP contents

Fenaka Corp. reserves the right to accept or reject any / all proposal(s), to revise the tender, to request one or more resubmissions or clarifications from one or more vendors, or to cancel the process in part or whole without assigning any reason. Fenaka Corp. also reserves the right to amend the RFP or put clarifications/explanations/additions/modifications/amendments on accounts of issues arising at any point of time on various aspects of RFP. Amendment will be notified by email to participating bidders. In order to provide prospective bidders

reasonable time to take the amendment into account for preparation of their bid, Fenaka Corp. may, at its own discretion, extend the last date for bid-submission.

Key events and dates

The following schedule will apply for this RFP but may change in accordance with the organization's needs or unforeseen circumstances. All changes will be informed to the bidders in advance.

- Bid Submission Date: 31st October 2021, 1030hrs.
- RFP must be valid through 180 days from the date of submission
- **Location of Collecting RFP/ Tender Documents**
FENAKA Corporation Limited
PORTS COMPLEX, 7th FLOOR,
HILAALIE MAGU, MALE'

Please note that vendors REQUIRED to collect RFP document and registered at Fenaka Corporation reception to submit a bid on the submission date. Vendors are advised to arrive early for the Bid submission meeting, as vendors will NOT be allowed to submit any Bids after the time specified above. **Those vendors who fail to collect the RFP/ Tender Documents on the specified date will not be evaluated.**

Communication

Applicable terms and conditions herein shall govern communications and inquiries related to this RFP between FENAKA Corp. and vendors.

Inquiries, questions, and requests for clarification are to be directed via email to: tender@fenaka.mv

Any other form of communication shall be considered informal and shall have no weight, bearing, or influence in this RFP process.

FENAKA Corp. will respond to requests for clarification and queries on the RFP, received no later than the bid submission date set forth in "Part II instruction to Bidders, Key events and dates: RFP Submission Date". Any responses/clarifications (including the query, but without identifying the source of inquiry) will be emailed to all vendors no later than the date set forth in "Part II instruction to Bidders, Key events and dates: RFP Submission Date".

For Qualified Bidders

Any single firm (sole proprietorship, partner, company, joint venture or other legal entity registered in the Republic of Maldives but should not be a Foreign Subsidiary Company or a Foreign Company) is eligible to participate Vendor's Understanding of the Bid.

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to FENAKA Corp. as necessary to gain such understanding. FENAKA Corp. reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, FENAKA Corp. reserves the right to determine, in its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to FENAKA Corp. Each proposal for this bid will be evaluated by Fenaka Engineers in various evaluation stages and will be awarded in according to the score based on the evaluation criteria issued with this tender.

The Section I and Section II specified in the document cannot be further split up to be awarded to multiple vendors. A single vendor will be selected for each section and in case the selected vendor fails to deliver the resources as stipulated in the delivery schedule, FENAKA Corp. reserves the right to procure the same or similar resources from alternate vendor.

FENAKA Corp. reserves the right to inspect all active/Passive equipment/material procured/provided under this project. The cost of all such tests shall be borne by the Vendor. Any inspected goods that fail to conform to the

specification after installation, the FENAKA Corp. may reject them and the Vendor shall have to replace the rejected goods. In case of inspection waiver the same shall be obtained before the dispatch of goods. Inspection of rest of material shall be done at site by the Fenaka Engineers.

Successful bidder would sign the Agreement with FENAKA Corp. and bidder will need to work in parallel along with other vendors / contractors at site to ensure timely completion within stipulated timeframe. To complete the work at the site within stipulated timeframe, Bidder engineers may have to visit the site multiple times, if required, at no extra cost.

PRICING

All equipment/Software prices shall include a breakdown of major equipment/Software. Equipment/Software/Licenses shall be sorted according to a logical installation order. Sorted list of software should include all licenses necessary to carry out the project. Equipment proposed to be installed shall be clearly identified by part and/or model number, quantity and unit pricing. Items such as details of software licenses, test/training, equipment, spare parts, miscellaneous supplies and materials, etc. shall be itemized under "other". All licenses and subscriptions shall be detailed and itemized. All unit models, configurations, software, standard options, special options, and accessories shall be included in the price list.

Payment Terms

- No advance payment will be made or no letter of credit will be issued by Fenaka Corp. against placing the order to the supplier/agency
- Up to 50% will be released up on delivery of licenses.
- Up to 25% will be released up on integration of system and subsystems to existing IT infrastructure.
- 25% payment will be released after User Acceptance Testing.
- The payment will be subject to fulfillment of warranty obligations and completion of training.
- The Successful Bidder will have full and exclusive liability for payment of all Duties, Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc now or hereafter imposed.

Order Cancellation

Fenaka Corp. reserves the right to cancel the purchase order in the event of one or more of the following situations:

- Delay in supply, installation and commissioning of equipment, beyond the specified period 30 days.
- If technical scope of ICT changed at any point before awarding the project.
- Serious discrepancy in quality of supplied equipment.
- In the event of order cancellation, the vendor shall be responsible to take back the faulty equipment at their cost & expenses.

Suspension of Work

FENAKA Corp. reserves the right to suspend and reinstate execution of the whole or any part of the work without invalidating the provisions of the contract. FENAKA Corp. will issue orders for suspension or reinstatement of the work to the vendor in writing. The time for completion of the work will be extended suitably to account for duration of the suspension.

Guarantees

Vendor should guarantee that the equipment delivered to the FENAKA Corp. are directly from OEM. All equipment must be sealed box-packed and supplied with their original and complete electronic and / or paper printed documentation.

Warranty Support

- Warranty Terms all goods/materials shall be supplied/carried out strictly in accordance with the specifications. All materials supplied by the Vendor shall be guaranteed to be of the best quality of their respective kinds and shall be free from faulty design, workmanship and materials. The Vendor shall be responsible for the warranty support and also for the post warranty support and as required by the FENAKA Corp.
- Vendor must give one year on site from the date of acceptance for entire system with all the sub components used in the project.
- In case of failure of equipment/software, the Vendor needs to replace or repair the faulty part/component/device to restore the services (within two days) at the earliest during the warranty from the date of acceptance of entire system with all subcomponents used in the project.
- The cost of the repairing or replacement of faulty part/component/device has to be entirely borne by the Vendor during warranty period.
- The Vendor shall warrant that every work executed under the contract shall be free from all defects and faults in material, workmanship etc during warranty period.
- All expenses related to part/component/device/Software/License, including hiring of specialized technical expertise and shipment of faulty material to and from the FENAKA Corp head office, in case required, has to be borne by the Vendor during warranty period.
- The vendor should provide name, address and telephone number of the contact person in Male' who shall be available 24 hours 7 days to be contacted. It is desirable to provide Office & mobile telephone numbers of site engineer.
- The vendor should attend the call immediately on receipt of the complaint and repair the system within 2 hours of the receipt of the complaint. If it is not possible to repair the system within stipulated time frame, the vendor should replace within 48 hrs the defective part. The original defective part may be repaired and replaced later on at the earliest.
- Proposer shall provide the cost details for providing System Warranty and Support Services outside of the manufacturer's warranty. This includes all equipment, software and services. Proposer shall describe manufacturer and installer warranties that are provided as part of your proposal. Any required maintenance of the system during the warranty period shall be detailed. Maintenance responsibilities and services with related costs should also be detailed.

Proposal Requirements

Qualification Criteria

FENAKA Corp. shall confirm that the following legal documents and information have been provided in the Bid. If any of these documents or information is missing, FENAKA Corp reserves right to reject the offer.

Company Registration Certificate
GST Registration Certificate
SME Registration Certificate
Trade Permit

The Bid document shall be rejected if it fails to meet the following minimum criteria or if any of the required documents are missing.

Bidder shall file all documents necessary to support their proposal and include them with their proposal. Proposal package and quotations should be identifiable using the given reference numbers specified in this RFP document.

Vendors will quote **All the items in a given section (Section I Microsoft and Section II Antivirus)** as per specification in price bids. Part offer within the section will be rejected. If any bidder fails to provide any of the services and products as specified in the RFP, FENAKA Corp. shall reject the bid proposal.

Bidders who do not provide easily viewable total cost at time of opening the bid will be disqualified and price will not be noted. Bidders can submit a maximum of two bid's (options) as long as it meets the stated requirements, if multiple options are given, vendors will have to clearly state the total price for each option. If this information is not clearly stated, the vendor will be disqualified.

While evaluating Technical cum Financial Bids, if there is any discrepancy between unit price and the total price, unit price will prevail and total price shall be corrected. However, if the vendor does not accept the correctness of the errors, their bid will be rejected.

Bid Format

Executive Summary: A summary of the Bidder's document and approach to the installation of systems of this kind, identifying any unique or distinctive features of the system of interest to the evaluators based on the needs specified in this document.

Bidder and/or Partner(s) overview and profile: The bidder must provide basic information on the bidder and any partners participating in the tender. This information should include, but not be limited to, the history of the organization, its experience and its experience in the IT field, technical capabilities, experience implementing similar architecture, the size of implementations and success stories. This section should also explain any partnering arrangements that have been made to respond to the proposal.

Proposal: Proposal shall be submitted in the following format and include the following information.

- Detailed description of proposed equipment/services including the manufacturer part numbers, scope of work and financial proposal shall be submitted (**valid for a period of 90 days** from date of submission of the Bid). The following should be included:
 - Unconditional Acceptance of Terms and Conditions.
 - Bid Form
 - Price Schedule Form
 - Terms and Conditions
 - Bill of Quantities – Including manufacturer part numbers and descriptions
 - Delivery and Implementation Schedule
 - Technical proposal
 - Support and Warranty Details.

- Vendor must quote for standard 'make' items and Specify 'name of the manufacturer', make' & 'model' of the items along with product catalogue. Detail bill of material must be provided by the vendor in the technical specification of products along with all Makes, Model nos.
- Any additional details about compliance, non-compliance (Deviation) or additional feature about quoted items must be described and attached separately.
- In case any vendor not meeting technical specifications for any system/sub-system as per tender, it should be clearly mentioned separately in technical offer specifying details of deviation.
- The price quoted by the Vendor cannot be altered or changed due to escalation on account of any variation in taxes, levies, and cost of material.
- The price quoted is to be written in words as well as figures and in case of discrepancies between prices written in words and prices written in figures, the prices written in words shall be correct.

- **Team Composition:** It is mandatory that the bidder will maintain the required technical team as deemed suitable based on the requirements and milestones. However, FENAKA Corp. expects that the bidder would have allocated the following team compositions having specific skill sets and professional experience. Importantly, it is expected that the bidder will maintain necessary resources on-site during crucial stages of the project that requires closer interaction with FENAKA Corp. during installation, configuration, integration, training, testing, etc. The bidder **MUST** have on its payroll at least 2 technically qualified professionals in the area of Project Management / Security Systems / System

Integration / Networking. The bidder shall attach the professional certificate of the engineer for reference. The bidder shall submit the following documents:

- Certification copies of the relevant training
 - Employment letter from that organization
 - ID Card OR passport copy of the engineer
 - Contact information of the staff or supervisor
- Evidence of the bidder’s financial, technical and organizational capability and experience to perform the Contract;
 - Any other pertinent information the Bidder may wish to submit

Delivery and Installation

If at any time during performance of the contract, the successful bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the agreed solution(s) and performance of services, the bidder shall promptly notify FENAKA Corp. in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the vendor's notice, FENAKA Corp. shall evaluate the situation and may at its discretion extend the vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. Counting of delivery dates will start on the day the bid is awarded and award letter is handed over to the vendor. Inclusive of letter handover day.

Delivery period should be stated in calendar days, inclusive of weekends and public holidays (not only working days). If delivery deadline falls on a working day (Sunday-Thursday) latest delivery time should be 3:00pm. If delivery deadline falls on a public holiday delivery deadline will be extended to next working day 3:00pm without penalty. Vendors who bid must agree for free doorstep delivery to any location in Male'. Failure to deliver within set deadline will result in the following penalties.

1. 1.5% of total section price as awarded will be deducted per day starting on the date after delivery deadline date.
2. If delivery delays are longer than 5 days from the agreed period, FENAKA Corp. has the right to terminate the contract as non-delivery of items.
3. If bid is cancelled due to non-delivery, vendor may be disqualified from future contracts and purchases due to non-performance, for a period of up to 3 years.
4. If the successful bidder decides to withdraw from the bid, they will be suspended from participating in any future project initiated by FENAKA Corp. for a period of up to 3 years.

Submission of Bids

- All bids must be submitted in a sealed envelope.
- The envelopes must bear the name of the company submitting the bid and must be addressed to the bid submission address indicated below.
- Vendors must submit original document comprising the BID as described and clearly marked it as “ORIGINAL” with all pages stamped with company seal and signed by a person duly authorized to sign on behalf of the bidder. In addition, the bidder should submit one copy of the document comprising the BID as described along with a soft copy of the document. In the event if any bidder fails to submit the documents as stipulated, FENAKA Corp. reserves right to reject the proposal from the vendor. If any discrepancy between original and copies, the original shall prevail.
- Any interlineation, erasures or overwriting shall be valid only if they are signed or initiated by the person signing the bid.
- All Bids should be addressed as follows:

<p>FENAKA Corporation Limited PORTS COMPLEX, 7th FLOOR, HILAALEE MAGU, MALE' BID REFERENCE: FNK-I/IUL/2021/462</p>

Additional Information

- a) Detail scope of work must be submitted with tender document.
- b) Certificate copies and reference letters may need to be verified by contacting the relevant parties. Therefore, please provide contact information with certificate copies and reference letters.
- c) All documents must be printed on one side.

Evaluation and Comparison of Bids

- **Clarification of Bids:**

All the Technical Bids shall be evaluated by the Technical and Evaluation committee formed at Fenaka Corp. For proper evaluation & comparison of Bids, the committees, may at its discretion, ask the vendor for any clarification of Bid. The request for clarification and the response shall be in **WRITING**, but **no changes in the price** of the bid shall be offered or permitted. Any clarification submitted by a bidder in respect to its bid and that is not in response to a request by FENAKA Corp. shall not be considered. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by FENAKA Corp. in the evaluation of the bids.

The vendor shall submit their offers strictly in accordance with the terms and conditions of the Bid Documents. Any bid, which stipulates conditions contrary to the terms and conditions given in the Bid Documents, is liable for rejection. Any decision of FENAKA Corp. in this regard shall be final, conclusive and binding on the vendor.

- **General Instructions:**

- FENAKA Corporation Ltd reserves the right to accept or reject in part or full any or all the bids without assigning any reason whatsoever. Any decision of FENAKA Corp. in this regard shall be final, conclusive and binding on the Bidder.
- The bidder should confirm in writing for supply of upgraded model of the product in case of technological obsolescence / non-availability of contracted product/model. The supply of upgraded product, subject to FENAKA Corp. approval, will be at the same contracted price of the obsolete model.
- In case of reduction of prices due to technological difference / change of product model, the Bidder should pass on the price benefit to FENAKA Corp.

- **Responsiveness of Bids:** If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the FENAKA Corp. and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.

- **Technical Evaluation of Bids:** FENAKA Corp. shall evaluate the technical aspects of the Bid submitted in accordance with the RFQ, to confirm that all requirements specified in the RFQ, have been met without any material deviation or reservation.

Evaluation Criteria:

Criteria	Marks				
<p>Price</p> <p>Each bidder's price is used to identify their relative position on a 0 – 50 price scale. This is done by allocating the lowest priced qualified bid 50 points and calculating the remaining bidder's score in relation to this scale.</p>	70%				
<p>Payment Plan/terms</p> <p>The payment terms may be stated as equal monthly installments and payable after delivery of goods.</p>	10%				
<p>Implementation/Installation terms and Period</p> <ul style="list-style-type: none"> • Time the vendor proposes to implement the solution and integrate the solution to existing infrastructure <ul style="list-style-type: none"> ○ Maximum implementation period is 30 days. • The service should be deployed by Vendor Certified Engineer. <ul style="list-style-type: none"> ○ Implementation team should consist vendor certified engineers for the proposed hardware and software. ○ Implementation engineers should be up to date and qualified for the proposed solution. • Should include the CV and Certificates of the implementation engineers. <ul style="list-style-type: none"> ○ The proposer must have full time Vendor Certified Professional/Engineer for warranty support. ○ Certification copies of the relevant training ○ ID card OR Passport Copy of the engineer ○ Implementation engineers cannot be changed after award of the contract. • Plan, design and identify prerequisites. • All configuration changes required in existing environment to achieve the proposed design is the responsibility of the bidder. 	10%				
<p>Technical</p> <table border="1" data-bbox="220 1216 1361 1693"> <thead> <tr> <th data-bbox="220 1216 924 1254">Technical Criteria Detail</th> <th data-bbox="924 1216 1361 1254">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1254 924 1693"> <p>Proposed Technical Solution & Compliance Form</p> <ul style="list-style-type: none"> • Solution details for implementing Hybrid Exchange. (if applicable) and Installation of command/cache server for antivirus (if applicable) • Implementation and configuration of the proposed solution • Time Frame for Implementation from the delivery date • Bill of Material with Manufacture's Partner Number • Experience in implementing similar solution </td> <td data-bbox="924 1254 1361 1693">Each bulleting carries 2 Marks</td> </tr> </tbody> </table>	Technical Criteria Detail	Marks	<p>Proposed Technical Solution & Compliance Form</p> <ul style="list-style-type: none"> • Solution details for implementing Hybrid Exchange. (if applicable) and Installation of command/cache server for antivirus (if applicable) • Implementation and configuration of the proposed solution • Time Frame for Implementation from the delivery date • Bill of Material with Manufacture's Partner Number • Experience in implementing similar solution 	Each bulleting carries 2 Marks	10%
Technical Criteria Detail	Marks				
<p>Proposed Technical Solution & Compliance Form</p> <ul style="list-style-type: none"> • Solution details for implementing Hybrid Exchange. (if applicable) and Installation of command/cache server for antivirus (if applicable) • Implementation and configuration of the proposed solution • Time Frame for Implementation from the delivery date • Bill of Material with Manufacture's Partner Number • Experience in implementing similar solution 	Each bulleting carries 2 Marks				
Total	100%				

SAMPLE FORMS

Bid Form

BID FORM Section 1/2/3/... (Specify)

Description of product/works:	SUPPLY OF SOFTWARE LICENSE – MICROSOFT / AND OR ANTIVIRUS
Bid to:	FENAKA Corporation Limited
Address:	Ports Complex 7 th Floor, Hilaalee Magu, Maafannu, Republic of Maldives

Having examined the conditions of Contract, technical specifications, drawings and bill of quantities for the execution of above named works, I/we the undersigned, offer to construct and maintain the whole said work in conformity with the said conditions of Contract, technical specifications, drawings and bill of quantities for the sum of **MVR:** _____ (_____).

We undertake, if our Bid is accepted, to commence the works within seven (7) calendar days of receipt of the letter of award and to complete whole of the works comprise in the Contract within calendar _____ (_____) days.

We agree to abide by this Bid for a period of hundred and eighty days (180) days from the date of submission of the Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this Bid together with our written acceptance thereof shall constitute a binding Contract between us.

Yours faithfully,

Signed _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of _____

(Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

Tel No.: _____

Fax No.: _____

Price Schedule Form

Section #:

Description:

Total Price inc. GST (MVR):

Delivery Period:

**Note: Successful Bidder shall provide cost information by completing the information above indicating the estimated amount of time and cost of completing the project.

Bill of Materials

Item	Manufacturer Part Number	Item Description	QTY

Equipment Delivery and Installation Schedules

Item	Description	Quantity	Delivery in Days	Installation and Commissioning in Days	Total Delivery and Installation Scope in Days

Note: In addition to above info bidder should provide detailed implementation schedules including site preparation details. Client can use own format.

Form of Qualification Information

a) Experience

Works of similar nature completed over the last 2 years

Experience Form:

Customer	Project Details	Value	Year of Completion
Organization {....} Contact Person {....} Email {....} Phone {....}	Products {.....} Services {.....} Agreement No {....}	MVR {....}	Year {.....}