



UTILITY REGULATORY AUTHORITY

Male' Republic of Maldives

ADVERTISEMENT NUMBER: (IUL)485/1/2021/12

Terms of Reference

Supply of PVC Card Printer and Consumables

20 October 2021

Prepared by: Utility Regulatory Authority (URA)

1. Introduction & Background

As the national energy, water, waste and sanitation sector regulatory agency, Utility Regulatory Authority (URA) plays a vital role in developing, spreading awareness and providing information about the various laws and regulations related to the energy, water, waste and sanitation sector. The Utility Regulatory Authority is mandated to issue professional licenses and requires the equipment to do so.

2. Objectives

The objectives of the assignment are to Supply the items specified in Section 3, Scope of Works.

3. Scope of Works

#	Description
S1	PVC Card Printer
S2	Consumables for S1

4. Technical Specifications

a) Specification for S1 of Scope of Works (Section 3) – ‘PVC Card Printer’

PVC Card Printer	
Brand	HID or equivalent
Model	HDP6600 or equivalent
Print Method	HDP Dye-Sublimation/ Resin Thermal Transfer
Resolution	600 dpi
Color	YMCKK
Print Speed	Minimum 230 cards / hour
Memory	1 GB
Card Size	CR-80
Configurations	
Lamination Modules	2 Sided
Printing	Dual Sided
Encoding	Contactless Encoding
Card Hopper size	200 Cards



8. ELIGIBLE BIDDERS

The invitation is for parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Registered business entities will qualify for the bid provided all documents mentioned in Section 10 of this Terms of Reference document are presented at the bid submission date.

9. LANGUAGE OF THE BID

The bid shall be submitted in English.

10. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

All applicants must submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR. The bid shall be valid for minimum 60 days from the date of submission

- Company profile and portfolio
- Copy of company/business registration certificate.
- Copy of notification of Tax registration
- Copy GST registration
- Completed Form 1: Financial Breakdown Form – Financial proposal should include GST (if applicable), rate per task and total price
- Contacts details (name, designation & contact number) of a liaising official
- Completed Form 3: Letter of Commitment
- Completed Form FIN – 1: Financial Situation
- Completed form FIN – 2: Average annual turnover
- Work experience – Only reference letters will be deemed acceptable for evaluation.



ANNEX 1: STANDARD FORMS



FORM-1: FINANCIAL BREAKDOWN

Scope	Deliverable	Description	Qty	Price	GST	Total
S1	D1	PVC Card Printer	1
S2	D2	Laminate Clear 1000 Prints	2
S2	D2	Ribbon YMCKK 600 Prints	2
S2	D2	Ribbon Transfer 1500 Prints	2
S2	D2	Cleaning Kit	5
S2	D2	CR-80 card (500 per pack)	2
		Total with GST:			...	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.



FORM-3: Letter of Commitment

[Company Name]

[Road Name]

Male'

Maldives

[Date]

Mr. Yazeed Ahmed,
Chief Executive,
Utility Regulatory Authority,
Handhuvaree Hingun, 20392,
Male',
Maldives

Re: Supply of PVC Card Printer and Consumables

Ref No:

Dear Sir/Madam,

We, the undersigned, offer to provide the **“Supply of PVC Card Printer and Consumables”** in accordance with your Terms of Reference dated *20 October 2021* and our Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

We undertake, if this proposal is accepted upon receipt of the Utility Regulatory Authority's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Company:

Address:



Selection Criteria	Evaluation Criteria		
	Technical Evaluation <i>Technical evaluation will be a checklist based on the specification given the TOR</i>		
	Description	Criteria	Meets criteria (√ or X)
	PVC Card Printer		
	Brand & Model	HID HDP6600	
	Printing	Dual side	
	Laminate option	Dual side	
	Card Hopper	200 cards	
	Encoding	Contactless	
	Consumables		
	Product ID	Description	
	#082700	Laminate Clear 1000 Prints	
	#084912	Ribbon YMCKK 600 Prints	
	#084900	Ribbon Transfer 1500 Prints	
	#088933	Cleaning Kit	
	#082136	CR-80 card 500 nos	
	Experience Evaluation		10 points
	Experience is evaluated on the number of letters of experience submitted Each letter shall indicate the value of the assignment, if the value is not indicated, the letter shall indicate proper method of verifying the amount Points per letter with assignment value; Less than or equal to MVR 35,000.00: 2 points In between MVR 35,001.00 and MVR 75,000.00: 5 points More than 75,001.00: 10 points (Maximum possible score: 10 points)		10



	Financial Evaluation:	90 points	
	Proposed price (The Proposed price will be evaluated by applying the following formula. $S_f = 20 \times F_q / F$, in which S_f is the financial score, F_q is the Lowest Financial Quote received and F is the price of the proposal under consideration.)	90	
	TOTAL	100 points	
The Bidder who is able to meet the eligibility criteria and scores highest from the evaluation will be selected for awarding			



Form FIN - 1: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods



Form FIN - 2: Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.