

### 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
<b>S</b> 1	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	ҮМСКК		
Print Speed	Minimum 230 cards / hour		
Memory	1 GB		
Card Size	Size CR-80		
Configurations			
Lamination Modules	2 Sided		
Printing	Dual Sided		
Encoding	Contactless Encoding		
Card Hopper size	200 Cards		



· -	-	
Product ID	Product	Quantity
#082700	Laminate Clear 1000 Prints or compatible equivalent product	2
#084912	Ribbon YMCKK 600 Prints or compatible equivalent product	2
#084900	Ribbon Transfer 1500 Prints or compatible equivalent product	2
#088933	Cleaning Kit or compatible equivalent product	5
#082136	CR-80 card (500 nos) or compatible equivalent product	2

b) Specification for S2 of Scope of Works (Section 3) – 'Consumables for S1'

### 5. Deliverables

#	Parameter
D1	Supply of Card Printer
D2	Supply of Consumables

### 6. Duration

Supply for the specified equipment shall not take more than 4 calendar months from the date of awarding

### 7. Payment Schedule

Applicants must submit their financial proposal which must indicate the rate per item in scope (Section 3) and price for the total assignment. The consultant is however, expected to deliver the full scope of work under deliverables of this TOR for final and full payments. The payment structure is as follows:

Payments related to setup of the system will be made in accordance with the schedule specified below:

DELIVERABLE	REQUIREMENT	ALLOCATION
D1	Supply of Card Printer	90
D2	Supply of Consumables	10
	Total	100%



### 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

Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives. Page 5 of 13 Tel: (960) 3019 100 : توشر: Email: secretariat@ura.gov.mv Website: www.ura.gov.mv ئرسر قرط مر برسر ڈیشر، ڈکر کو کو کو کر ڈیئر، 20392، مرغ بر تکری ج



## 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.

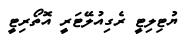
We undertake, if this proposal is accepted upon receipt of the Utility Regulatory Authority's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory: Name of Company: Address:

Page 7 of 13 Tel: (960) 3019 100 - توشر Email: secretariat@ura.gov.mv Website: www.ura.gov.mv ئرسر قرط بر برسر توشر، در توشرش، در توری 20392، مرد بر ترکی 5.





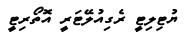
# ANNEX 2: EVALUATION OF PROPOSALS

Criteria for Preliminary	Document pre-check
Examination of Proposals	
	1. Completed Form-1: Financial Breakdown is included in the proposal
	2. Completed Form-3: Letter of commitment
	3. Completed Form FIN-1: Financial Situation
	4. Completed Form FIN-2: Average annual turnover
	5. Letters of Experience
	6. Minimum 60 days' proposal validity provided
	7. All the standard forms are included (i.e. no standard contents deleted, no
	reservations added)
	8. Latest Certificate of Registration of institution/company or Copy of National
	Identity Card
	9. Proposal is strictly for the full scope of requirements (i.e. partial offer is not
	allowed)
	10. There are no exceptional conditions stated that are unacceptable to URA
Eligibility Criteria	Refer to Section 8 (Eligibility) of this TOR
Note:	
	1. If proponents do not meet any of the above listed criteria, their proposal may not be
	considered for further evaluation.
	2. Proponents meeting above listed criteria are required to submit evidences (details /
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.
	documents) in support – otherwise proposal may be disqualified.

Page **8** of **13** Tel: (960) 3019 100 : کوئٹر: Email: secretariat@ura.gov.mv Website: www.ura.gov.mv ئرىر ئىرۇمېر برىىر ئىگر، ئۇ ئۇنگرىئر، ئۇغر، 20392، مۇغرې ئىرتىر ئەخ

### **Utility Regulatory Authority**





Selection Criteria	Evaluation Criteria			
		Technical Evaluation		
	Techical evaluation wi	ll be a checklist based on the specif	ication gi	ven the TOR
	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 po	ints
	Experience is evaluated or	n the number of letters of		
	experience submitted Each letter shall indicate the	value of the assignment, if the value		
	is not indicated, the letter sha	-		
	verifying the amount Points per letter with assignm	verifying the amount Points per letter with assignment value;		)
	In between MVR 35,001.00	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 point (Maximum possible score: 10			

Page **9** of **13** Tel: (960) 3019 100 . ترشر: Email: secretariat@ura.gov.mv Website: www.ura.gov.mv رَسرڤرهَ بر رِسرڤرش، قَرَّوَسَرْس، قَرْض، 20392، مِرْجُرِسَرَّهُ جْ.

### **Utility Regulatory Authority**

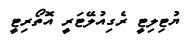


ר א גאי א ג' רשת א גצרת א גראיקש די די די די ג

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

Page **10** of **13** Tel: (960) 3019 100 . ترشر: Email: secretariat@ura.gov.mv Website: www.ura.gov.mv رَسرڤرهَ بر رِسرڤرش، قَرَّرَسُرْس، قَرْم، 20392، مِرْجُرِسَّرْشَخْ.



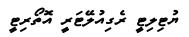


## ANNEX 3 – HISTORICAL FINANCIAL PERFORMANCE

Criteria	Compliance	Submission Requirements
Cineria	Requirements	Submission Requirements
Historical Financial Performance		
Submission of balance sheets and income statements or,		
for the last 3 (Three) years ending 31st December,		
2020 to demonstrate the current soundness of the	Manufactor	
Bidders financial position and its prospective long-term	Must meet	Form FIN - 1 with attachments
profitability. As a minimum, an Applicant's net worth	requirement	
calculated as the difference between total assets and		
total liabilities should be positive.		
Average Annual Turnover		
Minimum average annual turnover of MVR 310,000		
only calculated as total certified payments received for	Must meet	Form FIN – 2
contracts in progress or completed, within the last 3	requirement	
(Three) years ending 31 <sup>st</sup> December, 2020.		

Companies/Businesses that are less than 3 years old may submit their bank statements to demonstrate their financial capability to carryout the works defined in Section 3, Scope of Works





### 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:

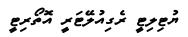
#### Information from Balance Sheet

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

#### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<ul><li>statements) for the last</li><li>All such document</li></ul>	st three years, as indicated ints reflect the financial situ	ance sheets including all rel above, complying with the ation of the Bidder. ete, including all notes to th	following conditions.
Historic financial	statements must correspor	nd to accounting periods	





Form FIN - 2: Average Annual Turnover

Each Bidder must fill in this form

Year	Amount	MVR		
	Currency	Equivalent	Equivalent	
2020				
2019				
2018				

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.