



REQUEST FOR PROPOSAL (RFP)
for
Supply IT Hardware and Software Licenses

06 July 2017

HDFC/RFP/EQP/2017/01

Housing Development Finance Corporation Plc.
Information Technology Department
4th Floor, H. Mialani,
Sosun Magu,
Male', Republic of Maldives.

Telephone : 3338810
Fax: 3315138
Email : info@hdfc.com.mv
Website: www.hdfc.com.mv



1. Request for quotation

Housing Development Finance Corporation Plc (hereinafter referred as "HDFC") invites offers for Supply of IT Hardware.

Pre-bid information session will be held on the date specified (Table 1: RFP Details) to brief prospective bidders on HDFC's requirement and for clarifying the bidders' queries. HDFC will only accept bids submitted by parties who have attended for information session to ensure bidders prepared the proposal understating the scope of the HDFC.

(For better arrangement for the session, please call the number specified here or email informing names of person(s) attending, one day before the session date).

Table 1: RFP Details

RFP No:	HDFC/RFP/EQP/2017/01
Pre-bid information session	13 th July 2017 . 12:00 at HDFC
Date and time for submitting proposal	20 th -July-2017, 12:00
Bid awarding Date	Open
Address of Communication	Information Technology Department Housing Development Finance Corporation 4th Floor, H. Mialani Sosun Magu Male', Republic of Maldives. info@hdfc.com.mv
Contact No.: & Person	Telephone : 3338810 Fax: 3315138 Mr. Mohamed Mamdhoon, Mr. Ahmed Jawad , Mr.Mohamed Fathy

1.1. Opening of quotation offers:

All quotation will be opened in the presence of the vendor's representatives who choose to attend the opening on the date and time specified above.

2. Requirement

HDFC invites technically viable and commercially competitive proposals from reputed bidders for supplying:

Item Serial	Item	Quantity
1	Desktop Computer System	5 Systems
2	Monochrome Laser Printer (HP1100 or equivalent)	1 Unit
3	UPS	20 Units
4	RAM	15 Units
5	Data Backup and Disaster recovery system	

2.1. Minimum Requirement Specification and Quantity required

2.1.1. Item No: 1

Desktop Computer System		5 Systems
<i>Processor:</i>	i7	
<i>Memory:</i>	8 GB	
<i>Storage:</i>	500 GB	
<i>Network</i>	Gigabit	
<i>Operating system</i>	Genuine Windows 8 Pro or 10 Pro	
<i>Monitor</i>	24" screen (non-reflective)	

2.1.2. Item no: 2

Printer		1 Unit
<i>Type</i>	Monochrome Laser Printer (HP1100 or equivalent)	
<i>Supported Media Type</i>	A4, cheque size card labels	
<i>Connectivity</i>	USB	

2.1.3. Item no: 3

UPS		20 Units
<i>VA Rating</i>	650VA	
<i>Power outlet</i>	Minimum 3	

2.1.4. Item no: 4

RAM		15 Unit.
<i>Type</i>	DDR3	
<i>Size</i>	4 GB	

2.1.5. Item No: 5

Data Backup and Disaster recovery system		1 Unit.
<i>Capacity</i>	On single facility/site of 50 computer system Average Data Capacity: 10TB	
<i>Number of servers to protect</i>	Minimum 10	
<i>Backup Support</i>	Backup windows and Linux servers VMware and Hyper-V hypervisors. Microsoft SQL Server and SharePoint Oracle Database and Applications	
<i>Disaster Restoration</i>	Restore entire system state, including OS, Applications and data.	
<i>Backup availability</i>	Offsite data backup and on-site high availability*	
<i>Installation and configuration</i>	Inclusive	
<i>Training</i>	Inclusive	

* Restrain acquiring additional server licenses for replication.

3. Instruction to Bidders

Quotation document should be sealed in an envelope. Documents should be submitted at HDFC's address given below, on or before date specified in Table1: RFP Detail under 1.Request for Quotation. Documents received after the date and time specified for receiving the offers will be rejected.

Housing Development Finance Corporation Plc.
Information Technology Department
4th Floor, H. Mialani
Sosun Magu
Male', Republic of Maldives.

Envelopes should be securely sealed and stamped.

All the envelopes must be super-scribed (top left hand corner) with the following information:

Quotation Document for Supply IT Hardware & Software License

HDFC/RFP/EQP/2017/01

<Submitted Date>

<Name of the Vendor>

<Contact Person>

<Contact Number>

Proposal should contain the following documents generated using the file "RFP Technical Docs" provided here. (File included).



HDFC_RFP_IT
hardware 060717.xls

Sl	Document Name	Sheet name
1	Quotation and Technical Details of proposed item(s)	Item <No.>
2	Proposal Summary Sheet name	Summary
3	Company Profile	Company Profile

Each bidder is required to submit one (1) copy (hard copy) of their proposal documents

Each of above document should be sign and stamped

3.1. Qualification Criteria

- The bidder submitting the offers should be a registered company
- The bidder should be in the related business.
- Items supplied under this RFP specification shall conform to the Item Specification attached in Technical Document. Where brands are not specified, Bidder must quote for well-known brands which are proven to be reliable. Additional information for such brands must be supplied along with the quotation, including country, manufacture and manufacturer's website.

HDFC may split the bid among many competitive bidders. The items will be will be individually evaluated against the relevant Points Allocation Table for Bid Proposal.

3.2. Proposal Award Method

Proposals will be evaluated against Points Allocation Tables for Bid Proposals in section 3.18. HDFC can award different order items to multiple vendors. HDFC may decide award entire bid to the bidder with lowest aggregated value among qualified proposals provided that variation of the proposal value is less than 5%. Item proposed below the required specification will be rejected. Item proposed above the required specification will not necessarily get higher points however evaluated base on the value gains in relation to price.

3.3. Notice of Award

All Successful bidders will be notified in writing.

3.4. Offer Validity Period

The Offer should hold good for a period of 30 days for hardware components from the date of the opening of technical offer.

3.5. Modification and Withdrawal of Quotation document Offers

Vendors are allowed to withdraw their offers any time before the last date and time specified for closing. No offer can be modified by a vendor after the closing date and time for submission of offers.

3.6. Opening of Quotation document offers

Quotation document received within the prescribed closing date and time (submission & opening deadline will be same) will be opened in the presence of vendors' representatives who choose to attend the opening of the Quotation document on the date and time specified in this tender document. The vendors' representatives present shall sign a register of attendance.

3.7. Payment terms

Advance payment will not be allowed upfront. Payment for supply & services will be performed upon submission of the invoice after the inspection from the technical team that the supply and services have fully met the specified requirements of the technical document.

3.8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, HDFC may, at its discretion, ask some or all vendors for clarifications on the offers made by them. The request for such clarifications and the vendor responses will necessarily be in writing.

3.9. Clarification on the Tender Documents

Written requests for clarification should be submitted to HDFC 2 days before the submission date specified in this document. No Queries will be entertained after the said date.

3.10. No Commitment to Accept Lowest or Any Offer

HDFC is under no obligation to accept the lowest or any other Offer received in response to this TENDER and reserves its right to reject any or all the offers including incomplete offers without assigning any reason whatsoever. HDFC will not be obliged to meet and have discussions with any vendors and / or to entertain any representations.

3.11. Negotiation

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest, as HDFC will not enter into any price negotiations.

3.12. Right to Alter Quantities

HDFC reserves the right to alter the quantities specified in the Offer in the event of changes in plans of HDFC. In the event the offer has been made, such alteration will be negotiated with offered party.

3.13. Order Cancellation and Termination

HDFC has the unencumbered right to cancel this bid upon prior written notice for non-conformance to these requirements.

HDFC reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

- Delay in delivery beyond the specified period for delivery.
- Fails to supply equipment as per the requirements of HDFC.

3.14. Delivery, Installations & Setting up

Awarded bidder shall deliver the item to the premises below during official working hours unless prior arrangements are made.

HDFC Plc.
4th Floor, H. Mialani
Sosun Magu
Male', Republic of Maldives.

If bidder includes charge for delivery, installation or setting up, it should be specified in or with the quoted price and will be evaluated as the price of the item offered.

Where installation and setting up is required, Bidder is required to provide profile of the qualified person attending to the task(s).

Bidder shall provide all personnel, equipment, tools and materials required to perform the services defined in this RFP Specifications.

3.15. Upgrades/updates

Items requiring upgrades/updates at the time of delivery, installation and during the course of warranty, Bidder should provide such immediate upgrade/updates and ensure availability of future updates and upgrades of the product as and when released.

3.16. Manuals and Software

The bidder shall supply all the related documentation and **genuine (Licensed) software**. These will include but not restricted to user manual, operation manual, operating system, other software, drivers etc.

3.17. Publicity

Any publicity by the vendor in which the name of HDFC is to be used will be done only with the explicit written permission of HDFC.

3.18. Point Allocation Table for Bid Proposals

Point Description	Point	Explanation	Calculation*
Base Quotation for Each Item. Where subscription required, subscription amount will be factor into base price.	50	Lowest Price get maximum point	$L/B * P$
Product reliability	10	Product known to be reliable gets higher point	<i>Enterprise level product=10 Standard=3 Unknown brand = 0</i>
Warranty	10	Longest warranty period get maximum point	$B/H * P$
Parts / Peripheral availability / replacement of defective parts	05	Longer availability period or availability in local suppliers get maximum point	$B/H * P$
Delivery / Installation	05	Shortest Period for delivery gets the maximum points	$L/B * P$
Authorized services support in Male' for supplied products	10	Established Local Service Centers of the Product gets the maximum point	Yes=10 No=0
Company reliability	10	Reference to recent projects	<i><u>In related field:</u> Similar project undertaken (Past 1Year) = 5 Exclusivity or having substantial market share in products dealt. = 5</i>

* H=Highest among the bidders, L=Lowest among the bidders, B= the bidder, P=point

Product/service that does not meet the minimum requirement will not be entitled for Points and will be considered as 00 point.

3.19. Payment Terms and Condition

Price information must be furnished on the item specification sheets and shall be in Maldivian Rufiyaa.

Payment for services performed under this contract will be made at the conclusion of work, with a requirement for the submission of invoices and documented verification of conformance to provided Technical Document on an item by item basis. Verification of said conformance requirements shall be measured by HDFC within 07 days from the date of delivery.

By submitting the proposal in response to this RFP, the Bidder acknowledges that he/she understands the substance and scope of these RFP Specifications and agrees to accept said Specifications as the principal control document with regard to the interpretation and execution of this Contract.

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