

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



**PREVENT
DOMESTIC
VIOLENCE**

TERMS OF REFERENCE

SUPPLY OF COMPUTER HARDWARE COMPONENTS

Advertisement No.: (IUL)438-ICTU/438/2021/319

Advertisement Date: 27th October 2021



1. INTRODUCTION

The Ministry of Environment, Climate Change and Technology (MECCT) is seeking bids from qualified suppliers who are experienced in supplying, computers hardware.

2. SCOPE OF WORKS

The tasks to be undertaken by the selected party under this Terms of Reference are to supply the proposed goods to the Ministry of Environment, Climate Change and Technology (MECCT) accordingly.

List of items / goods to be procured under this project:

#	Item	Quantity
1	Solid State Drive 500GB (Internal 2.5" SATA) with mounting bracket	150
2	Random Access Memory 8GB DDR3	100
3	Graphics Card	20

3. TECHNICAL SPECIFICATIONS

3.1. Solid State Drive 500GB (Internal)

Feature	Requirement
Storage Capacity	500GB
Form Factor	2.5" SATA
Interface	SATA 6GB/s Interface
Minimum Sequential Read Speed	Up to 550MB/s
Minimum Sequential Write Speed	Up to 510MB/s
NAND Flash	3D-NAND
Reliability (MTBF)	1.5 Million Hours
Accessories	2.5" to 3.5" SSD mounting bracket



3.2. Random Access Memory

Feature	Requirement
Technology	DDR3 Standard
Capacity	8GB
Speed	1600Mhz
Module Classification	PC3-12800

3.3. Graphics Card

Feature	Requirement
Video Memory	2GB DDR3
Memory Bus	64-bit
Interface	PCIe
Display Outputs	VGA, HDMI, DVI
Accessories	Low profile bracket I/O bracket

4. DELIVERABLES

The selected party under this Terms of Reference are to supply the below listed goods to the Ministry of Environment, Climate Change and Technology (MECCT) accordingly.

#	Item	Quantity
1	Solid State Drive 500GB (Internal 2.5" SATA) with mounting bracket	150
2	Random Access Memory 8GB DDR3	100
3	Graphics Card	20

5. PAYMENT SCHEDULE

Applicants must submit Completed **“Form FIN – 1 Financial Breakdown Form”** which must indicate the rate per item in scope (Section 3) and price for the total assignment. Payments will be made upon completion of the full scope of work under deliverables of this TOR.



6. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Copy of company/business registration certificate
2. Copy of GST registration certificate (if applicable)
3. Copy of notification of TAX registration
4. Copy of SME registration certificate
5. Company profile
6. Copy of national identity card of the SP (if applicable)
7. Technical Specifications of proposed products
8. Quotation validity of 30 days minimum.
9. Completed Form FIN – 1 Financial Breakdown Form
10. Completed Form FIN - 2: Financial Situation (if applicable)
11. Completed Form FIN – 3: Line of Credit Letter (if applicable)
12. Financial statements of the business for the year 2020 (if applicable)
13. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
14. Work experience – Only reference letters will be deemed acceptable for evaluation.

7. EVALUATION CRITERIA

1. Pre-Evaluation
 - a. Pre-Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - i. Bidder confirms to all requirements identified under Section 6. Mandatory Documents and requirements.
 - ii. Financial situation:
 1. To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 410,000.00, for the year 2020.
(or)
 2. To be eligible the financial statements of the bidding party must show, Minimum value of MVR 410,000.00, for liquid asset, for the year 2020.
(or)
 3. For business mentioned in the Section 6 no 14, to be eligible the business's bank statement must show a credit balance of minimum MVR MVR 410,000.00
(or)
 4. If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in FIN Form 3. (credit limit shall be no less than MVR 410,000.00
 - b. Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation.



- c. Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

2. Technical Evaluation

- a. Technical evaluation is to confirm if the proposed product does comply with all the requirements listed under the technical requirements. Ministry of Environment, Climate Change and Technology holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non-responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation

- a. The proposal would be qualified to this stage after being assessed in pre-evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 70$	70
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 25$	25
3	Experience	5

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 1 point up to 5 points.



ANNEX 1

STANDARD FORMS



Form FIN – 1 Financial Breakdown Form

Reference No: (generated by the proponent)

Quotation validity: 30 days

No.	Quantity	Description	Price/Unit (MVR)	Total
1	150	Solid State Drive 500GB (Internal 2.5" SATA) with mounting bracket		
2	100	Random Access Memory 8GB DDR3		
3	20	Graphics Card		
		Total:		
		GST		
		Total with GST		

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Name, Signature and Stamp



Form FIN - 2: Financial Situation

Financial Data for Previous Year [MVR Equivalent]	
	Year 2020

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	
<input type="checkbox"/> 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.	
<ul style="list-style-type: none">• All such documents reflect the financial situation of the Bidder.• Historic financial statements must be complete, including all notes to the financial statements.	
<ul style="list-style-type: none">• Historic financial statements must correspond to accounting periods	



Form FIN – 3: Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____



ANNEX 2

DRAFT AGREEMENT

