

Request For Proposal: Electrical and network installation works

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| No. and Date of Issue | SDFC/IU/2021/79 |
| | 6 th December 2021 |
| Project Name | Electrical and network installation works |
| Purchaser | SME Development Finance Corporation (SDFC) |
| Address | SME Development Finance Corporation, M. Kaneeru Villa, 2 nd Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026015 Mail: info@sdfc.mv |
| Site seeing and Clarification Deadline | Site seeing will be held at M.Iris 5 th floor, on 9th December 2021 , at 11:00am . The Vendors can send written queries via email to procurement@sdfc.mv before 14:00pm, 12th December 2021 |
| Bid Submission Deadline | Bid collection meeting will be held on 15th December 2021, 14:00pm at SDFC (M. Kaneer Villa 2 nd Floor, Orchid Magu). |
| Delivery duration | Delivery duration is to be proposed as per Form 2 |
| Bid Validity | 60 Calendar days from the date of submission. |
| Bid language | English |

1. General Information

SME Development Finance Corporation was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs.

2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement.

3. Scope of Work and Deliverables

In consultation with SDFC designated staff, the successful bidder is expected to deliver the scope of work and outputs outlined in **Annex 1**.

4. Bid Prices:

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted is not indicated or mentioned as “exclusive” of GST or local taxes, SDFC has the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the Price Quoted in the Bid Form differs from those given quotations, then the Price given in the Bid Form will prevail.

5. Payment terms:

Advance payment for the work will not be made to the successful party until the work has been completed.

Payment will be processed once the work is approved and accepted by the procurement department of the SDFC.

6. Award of Contract:

The lowest evaluated bid, which is substantially responsive to the requirements of this bid document shall be recommended for award of contract. Award of contract shall be by issue of a Letter of Acceptance which shall be effective until signature of the contract. Unsuccessful Tenderers shall be notified of the outcome of the evaluation.

7. Right to Reject:

The SDFC reserves the right to accept or reject any bids or to cancel the procurement process and reject all tenderers at any time prior to contract award.

8. Corrupt Practices:

The Government of the Republic of Maldives requires that Procuring Entities, as well as Tenderers, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

- SDFC will reject a recommendation for award if it determines that the Tenderer recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract

9. Evaluation Criteria:

9.1. Price 60%

The points will be given using the lowest proposed price as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

9.2. Delivery Period 30%

The points will be given using the shortest delivery period as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage.}$$

9.3. Experience of the bidder 10%

The bidder must submit a portfolio of relevant work done accompanied by reference letters about the satisfactory delivery of finished projects. The bidder should provide contact numbers and names of references for each project. The reference letters should be stamped by issuing company. The projects listed as references should be carried out in the last 5 years (November 2016 – November 2021). Any projects prior to this period will not be counted towards the points. The points will be given using the highest number of experience letter as the benchmark.

$$\text{MAX\%} = (\text{No. of projects} / \text{Benchmark}) \times \text{weightage}$$

10. Documents to be Submitted.

All bids should be submitted with the following documents & forms and any bids submitted without these documents & forms will be disqualified.

Marks will be awarded based on the information on these forms/documents.

- 10.1 Cover Letter
- 10.2 Form 1 – Application for BID submission
- 10.3 Form 2 – Bidder profile and technical proposal
- 10.4 Form 3 – Price schedule for the contracting service
- 10.5 Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)
- 10.6 Tax clearance report
- 10.7 A copy of bidder's Business registration Certificate.
- 10.8 A copy of tenderer's GST registration Certificate
- 10.9 Experience letters as specified in 9.3

Annex 1

Scope of Work

The contractor is required to perform the works Installation/cablings of electric and network end points to the requirements of SDFC.

For electrical and network ports, drawings/layout of the office space is provided in **Annex iii**.

Electric Port Requirements

| NO | DESCRIPTION | UNIT | QTY | RATE | TOTAL |
|----------|--|------|-------|------|-------|
| 1 | ELECTRICAL WIRING AND INSTALLATIONS | | | | |
| | (a) Rates shall include for: screws, nails, bolts, nuts, standard cable fixing or supporting clips, brackets, straps, rivets, plugs and all incidental accessories | | | | |
| | (b) Rates for electrical isolators, conduits, casing, fittings, equipment, and similar items shall include for: all fixings to various building surfaces | | | | |
| | (c) A point wiring for power points is measured (regardless of 1 gang, 2 gang etc.) as one point for each socket outlet; other end of wire is not included in the quantity | | | | |
| | (d) Rates shall include for supply and complete installation | | | | |
| | (e) Contractor shall provide all cabling, wiring, conduit, casing, etc. outside the site boundaries are not included under this Contract. | | | | |
| | (f) Existing points can be extended to make electrical sockets as per our drawing. | | | | |
| 2 | REQUIRED POINTS (Double Gang) | NOS | 71.00 | | |
| 3 | MATERIAL | | | | |
| | All materials to be used should be pre-approved by SDFC before installation. | | | | |
| | 2.5 sqmm Cables | | | | |
| | Electricity for the Server / Server room should be routed from a new breaker. Depending on the space within the distribution board, contractor shall either add a new breaker or isolate an existing breaker for Server/ Server room | | 1 | | |
| | Universal Double Gang Socket (Branded) | NOS | 71.00 | | |

Network Point Requirements

| NO | DESCRIPTION | UNIT | QTY | RATE | TOTAL |
|----------|---|------|-----|------|-------|
| 1 | NETWORK CABLING AND INSTALLATIONS | | | | |
| | (a) Rates shall include for: screws, nails, bolts, nuts, standard cable fixing or supporting clips, brackets, straps, rivets, plugs and all incidental accessories | | | | |
| | (b) Rates shall include for supply and complete installation | | | | |
| | (c) Contractor shall provide all cabling, wiring, conduit, casing, etc. outside the site boundaries are not included under this Contract. | | | | |
| | (d) All cables except camera cables and door access control cables, all cables should be attached with a network socket | | | | |
| | (e) All cables must be labelled in both ends. | | | | |
| | (f) All UTP cables should be of Cat6 / Cat6e standard. | | | | |
| | (g) All materials to be used should be pre-approved by SDFC before installation. | | | | |
| 2 | POINTS | | | | |
| | Network end points. <ul style="list-style-type: none"> - Contractor should use Double network faceplate where applicable. - Contractor should use Single network faceplate where applicable. | NOS | 86 | | |
| | Network Points for Camera | NOS | 12 | | |
| | Access Control Points <ul style="list-style-type: none"> - Each point must be equipped with two cables - If the mentioned point/door is at the time of work not built contractor shall leave the cable nearest to the actual point/door with adequate cable spacing. | NOS | 6 | | |
| | Wireless Access Points <ul style="list-style-type: none"> - Network point ends in Ceiling | NOS | 4 | | |
| | Server Rack 6U (Wall mountable) | NOS | 2 | | |
| | Uplinks from 5 th Floor Server Room <ul style="list-style-type: none"> - 2 Cable to 3rd Floor - 2 Cable to 4th Floor | NOS | 4 | | |

End of RFP