

Request For Proposal: Supply and Installation of Blinds

No. and Date of Issue	SDFC/IU/2021/91
	27 th December 2021
Project Name	Supply and Installation of Blinds
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 02nd January 2022 , at 10:30AM . The Vendors can send written queries via email to procurement@sdfc.mv before 14:00PM, 02nd January 2022 .
Bid Submission Deadline	Bid collection meeting will be held on the at SDFC (M. Kaneeru 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 bidder who scores the highest points from total evaluation which is substantially responsive to the requirements of this Request for Proposal (RFP) shall be recommended for Award of Contract.

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 35%

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 5%

The bidder should provide contact numbers and names of references for each project. The relevant reference letters should be stamped by issuing company. The projects listed as references should be carried out in the last 5 years (December 2016 – December 2021). Any projects prior to this period will not be counted.

The points will be given using the highest number of experience letter as the benchmark.

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

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

In consultation with designated staff from SDFC the contractor is required to install vertical blinds at M. Iris 4th and 5th floor according to the below requirements.

- All the Materials & equipment required to complete the work should be obtained by the contractor.
- A supervisor should be present to observe and instruct the staff of contractor's during the work in progress.

Requirements of blinds

Blinds		
Covering area measurements All sizes are in mm	4th floor: 2700 x 2700, 3200 x 2700, 3200 x 2700, 2600 x 2700, 2800 x 2700	5th floor: 2080 x 2700, 4100 x 2700, 2650 x 2700, 3200 x 2700, 2800 x 2700
Material	Synthetic polyester fabric	
Color	Approved by SDFC (upon submission of sample)	

End of RFP