

# RFP - Supply, Delivery and Installation of Office Supplies for Refurbishment Works for the upgrade of the Maldives National Library

## Purpose

Bank of Maldives hereby invites you to submit a Bid for the **supply, delivery and installation of office supplies for the upgrade of the Maldives National Library.**

If you are interested in submitting a Bid in response to this RFP, please prepare your Bid in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

## Technical specification / Bid Data sheet

The party is expected to submit a bid to provide and install the following equipment at the Maldives National Library.

### 1. Computer desks

Size: 5 X 2 X 2 Feet

Color: Dark shade of brown

Material: Wood.

Feature: Standard grommet hole for passing cables.

Quantity: 7 (1 block with 4 desks, 1 block with 2 desks, 1 block with 1 desk)



*(Images are for idea reference only)*

**2. Reading Table**

Size: 6 X 2.5 X 2.5 feet

Color: Dark shade of brown

Material: Wood

Quantity: 13



*(Image is a sample provided for reference)*

**3. Meeting Room Table (5 feet x 2.5 ft)**

Size: 96"D x 48"W x 30"H

Shape: Rectangular

Color: Dark shade of brown

Quantity: 1



*(Image is a sample provided for reference)*

**4. Table**

W120 x D60 x H75 cm

Color: Dark shade of brown

Quantity: 4



*(Image is a sample provided for reference)*

**5. Chairs**

Low back chair without wheels

Seat Top Material: Durable and breathable linen/fabric

Leg Material: Solid Oak

Overall Size: 24"W X 22"D X 31"H

Leg Height from Floor: 17.5"

Net/Gross Weight: 31/35 LBS

Dark color

Quantity: 84



*(Image is a sample provided for reference)*

**6. Chairs for Meeting Table**

Medium back chair with wheels

Material: **Textile**

Live Lumbar technology flexes with movements for ergonomic comfort

Chromed metal arms feature stylish and comfortable leather pads

3.5"D x 18"W x 26"H

Dark colour

Quantity: 6



*(Image is a sample provided for reference)*

**7. Chairs for computer desk**

Low back chair with wheels

Dark colour

Size: 32"W x 29"D x 38.5-45.5"H

High back design with ventilated mesh back, adjustable lumbar support and contoured back and seat padded

Quantity: 6



*(Image is a sample provided for reference)*

**8. Fire proof door**

167cm x215 cm

Quantity: 1

**9. Shelves (Stainless Steel/Metal)**

H2000 X W900 X D450 (mm) / Single Sided

Meets or exceeds ALA test criteria

Single-Face units are 36 in. W with 12 in. D base shelf depth

18-gauge steel shelves adjust on 1 in. centers

14-gauge steel frames

4 point leveling system for stability

Superior powder coat finish exceeds industry standards

Quantity: 4

**10. Bean Bag**

Size: 120cm

Colour: Dark

Material: Cotton, faux leather or cudroy

Quantity: 10

**11. 65" TV with wall mount**

Quantity: 2

**12. 6ft x 6ft cubicle with aluminum, glass, frosted**

Quantity: 4

**Note:** Any waste produced during the works (supply, delivery and installation) are to be removed and the place cleaned up by the contractor. This includes moving reusable items present prior to the upgrade works to be moved to a location within the premises of the library.

**Bidding Requirements**

- Total cost of project (supply, delivery and installation) inclusive of GST
- Should have a validity period of minimum 60 days from the submission date
- Item specification, delivery schedule, warrantee date and payment terms
- A complete quotation. The quotation should include the unit price of each item as well as the total price.

**Submission and Opening of Bids.**

- The bidder shall submit a signed and complete Bid comprising of the documents mentioned above and in accordance with the requirements of BML.
- The Bid shall be signed by the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.
- Bids shall be submitted in a sealed envelope with the name of the Bidder on top.
- Bids shall be received by BML by the deadline and no later than the date and time specified in the Bid. BML will reject any Bid that is received after the deadline.

### Eligibility Criteria

- Experience in similar projects. (Minimum three reference letter need to be submitted for similar works done in the last 3 years)

### Evaluation Criteria

<b>Details</b>	<b>Percentage</b>
Cost of project	<b>80</b>
Delivery period	<b>20</b>

### Liquidated Damages

Liquidated Damages shall apply for the damages and/or risks caused to BML resulting from the Contractor's delays or breach of its obligations as per Contract.