

**Request For Proposal: Supply of Business Laptops**

<b>No. and Date of Issue</b>	SDFC/IU/2022/006
	25 <sup>th</sup> January 2022
<b>Project Name</b>	Supply of Business Laptops
<b>Purchaser</b>	SME Development Finance Corporation (SDFC)
<b>Address</b>	SME Development Finance Corporation, M. Kaneeru Villa, 2 <sup>nd</sup> Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026015 Mail: <a href="mailto:info@sdfc.mv">info@sdfc.mv</a>
<b>Clarification Deadline</b>	The Vendors can send written queries via email to <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a> before <b>14:00hrs, 1<sup>st</sup> February 2022.</b>
<b>Bid Submission Deadline</b>	Bid collection meeting will be held on <b>02<sup>nd</sup> February 2022, 14:00hrs</b> at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu)
<b>Delivery duration</b>	Delivery duration is to be proposed as per Form 2
<b>Bid Validity</b>	60 Calendar days from the date of submission.
<b>Bid language</b>	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 required 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 are 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 75%**

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 20%**

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 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 (From January 2017 onwards). 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.

- We will be allocating 0.5 Points per experience letter related to the current bid.
- Maximum points allocated will be 5 Points. (10 Experience Letters)

$MAX\% = (\text{No. of projects} / 10) \times \text{weightage}$

## **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 supply business laptops with the system configuration and number of quantities as mentioned in system requirements.

### System Requirements

<b>Laptop Specifications</b>	
<b>Type</b>	Business Laptop
<b>Quantity</b>	10 Laptops
<b>Processor</b>	Intel Core i5 11 <sup>th</sup> or 12 <sup>th</sup> Generation or higher
	AMD Ryzen 5 5000 Series or higher
<b>Memory</b>	8GB DDR4 (Minimum)
	At least one RAM slot should be user upgradable. User Upgradable to a total of 16GB to 32GB
<b>Storage</b>	500GB M.2 NVMe SSD (Minimum)
<b>Minimum Port Requirement</b>	1x Gigabit network Port
	1x HDMI
	2x USB 3.0
	1x USB-C
	<b>Note:</b> - If none of the above ports are present, or some of the ports are not present. Supplier should provide an adapter/dock/dongle to satisfy the minimum Port Requirement.
<b>Display</b>	13 to 14 Inch Display
<b>Other features</b>	Wi-Fi: Wi-Fi 5/6 (802.11ax) Web Cam: HD IR Webcam Graphics: Integrated Intel graphics Integrated AMD graphics. Operating System: Free DOS or Linux Power Plug: UK
<b>Accessories</b>	Wireless Mouse and Keyboard Combo, HDMI Cable
<b>Warranty</b>	1 Year. Warranty should include parts.
<b>Branded System</b>	Yes
<b>Authorization</b>	The vendor must be an authorized partner/seller/reseller for the solution(s) they propose. Proposals without the authorization letter or license certificate will be disqualified.