

Request for Proposal: Supply of Corporate T-shirt.

No. and Date of Issue	SDFC/IU/2022/011
	13 th February 2022
Project Name	Supply of Corporate T-Shirts
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
Registration and Information Session	Interested parties are required to register for the bid information session. Registration request shall be sent via email at procurement@sdfc.mv before 16th February 2022, 2 pm. Required information for registration; <ol style="list-style-type: none"> 1. Company name and registration number 2. Contact person 3. Contact number 4. Email <p>The bid information session will be held on 17th February 2022, at 10 am at SDFC (M.Kaneeru Villa 2nd floor, Orchid Magu).</p>
Clarification Deadline	The Vendors can send written queries via email to procurement@sdfc.mv before 20th February 2022, 2 pm.
Bid Submission Deadline	The bid submission meeting will be held on 21st February 2022 at 2 pm at SDFC (M. Kaneer Villa 2 nd Floor, Orchid Magu). Bidder who did not attend the information session will not be eligible to submit the proposal
Delivery duration	Delivery duration is to be proposed as per Form 2
Bid Validity	120 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 Annexure i.

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

No advance payment will be paid for this service. Payment will only be processed after the goods/service is inspected and approved by the procurement unit of the SDFC.

6. Award of Contract

The bidder who scores the highest points from the 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 bid 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 70%

The points will be given using benchmark marking criteria where the lowest proposed price will be considered 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 benchmark marking criteria where the shortest delivery period for delivery will be considered 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%

Additional reference letters submitted other than mentioned under Eligibility Criteria. The bidder must submit a portfolio of relevant work done accompanied by stamped reference letters about the satisfactory delivery of finished projects. The bidder should provide contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (February 2017 – February 2022). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

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

- 0.5 Points will be allocated per experience letter.
- Maximum points allocated will be 10 Points.

10. Eligibility Criteria

Bidders must provide **at least 2 reference letters** as proof of experience in providing corporate uniform T-shirts to offices or Companies. These letters must indicate that the bidder has supplied more than 100 uniform T-shirts to these parties during the contract period and must not be **dated more than 5 years**.

11. 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.

- 11.1. Covering Letter
- 11.2. Form 1 – Application for BID submission
- 11.3. Form 2 – Bidder profile and technical proposal
- 11.4. Form 3 – Price schedule for the contracting service
- 11.5. Bidder Profile
- 11.6. Declaration on Ethical Conduct and Fraud and Corruption (Annexure iii)
- 11.7. Tax clearance report
- 11.8. A copy of bidder's Business registration Certificate;
- 11.9. A copy of the tenderer's GST registration Certificate
- 11.10. Experience letters as specified in 9.3

Annex I

1. Scope of Work

Quantity and sample

SDFC requires a total number of 300 T-shirts and the successful bidder is required to deliver the 3 designs of T-shirts as described in the below table. The successful bidder is required to submit the sample of these 3 designs. The prepared samples will be reviewed by SDFC. Once the sample is approved, the bidder must supply uniform T-shirts of approved quality. The required number from each size and measurement will be provided to the successful bidder.

Description		Qty
Male	Short Sleeve	150
Female	Short Sleeve	30
	Long Sleeve	120

Uniform:

Uniform design, color, and specifications as to be provided as per the technical drawings. Additional requirement details are below:

- Collar ribs, silk embroidered for SDFC name and Logo.
- Logo and name placements as per technical drawings. Measurements should be obtained by the supplier.

The t-shirt fabric (sample) will be given to bidders during the information session. The winning party is required to submit the final sample of the T-shirt within 15 days upon signing the contract.

END OF RFP