

Information Sheet: Installation of Wooden Partition

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| No. and Date of Issue | SDFC/IU/2022/019 |
| | 10 th March 2022 |
| Project Name | Installation of wooden partition |
| Purchaser | SME Development Finance Corporation Pvt Ltd |
| 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 Visit and Information session | Interested parties are requested to attend on time for an information session. Parties that attend the information session are only allowed to submit the proposal. Venue: SDFC, M. Kaneeru Villa, 2nd floor Date and Timing: 15th March 2022, 02:00 PM |
| Clarification deadline | Vendors can send written queries before 17th March 2022, 14:00 hrs |
| Bid Submission Deadline | Bid submission meeting will be held on 20th March 2022, 14:00hrs at SDFC (M. Kaneeru Villa 2 nd Floor, Orchid Magu). |
| Bid Validity | 120 Calendar days from the date of submission. |
| Bid language | English |

1. General Information

SDFC 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.

SME Development Finance Corporation invites you to submit your bids for the services described herein. Partial bids and bids that do not meet specific requirements may be rejected.

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 outlined in this sheet mentioned in ANNEX I.

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. 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

6. 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 before contract award.

7. Corrupt Practices:

The Government of the Republic of Maldives requires that Procuring Entities and 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 an 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

8. Payment terms

No Advance payment will be given under this bid. Payment will be processed once the work is approved and accepted by the procurement department of the SDFC.

9. Evaluation Criteria and Procedure

9.1. Price 90%

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. 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 (starting from March 2017 onwards). Any projects before 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. Delivery period

The contractor is required to complete the work **within 3 (three) days**.

11. Documents to be submitted.

All bids should be submitted with the following forms and any bids submitted without the forms will be disqualified. Marks will be awarded based on the information on these forms and other documents.

6.1 Covering Letter

6.2 Form 1 – Application for BID submission

6.3 Form 2 – Bidder profile and technical proposal

6.4 Form 3 – Price schedule for the contracting service

6.5 Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)

6.6 Tax clearance report

6.7 A copy of bidder's Business registration Certificate

6.8 A copy of the bidder's GST registration Certificate

6.9 Experience letters as specified in 9.2

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Annex I

Scope of Work

In consultation with SDFC designated staff, the contractor is required to dismantle the existing aluminum glass partitions of SDFC's meeting room and build a meeting room with wooden partitions.

Material: Wooden partitions

- Partition frames shall be made using pine wood (2"x2") and gypsum board (9mm thickness) for the outer layer.
- Wallpaper should be installed on all the partitions except doors.
- Contractor can utilize existing doors and door frames.
- Fixing of ceilings
- Pasting plastic border
- Putting conduit pipe inside the front partition
- Installing 6 electrical double socket (universal) on front and rear wall.

Measurements:

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| Length | 18.7 Feet |
| Width | 13.2 Feet |
| Height | 9.3 Feet |