

Request For Proposal: Supply and Installation of Floor Carpet

No. and Date of Issue	SDFC/IU/2022/020
	10 th March 2022
Project Name	Supply and Installation of Floor Carpet
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 Visit and Information session	Interested parties are requested to attend on time for the information session. Parties that attend the information session are only allowed the proposal Venue: SDFC, M. Kaneeru Villa, 2nd floor Date and Timing: 15th March 2022, 03:00 pm
Clarification Deadline	Vendors can send written queries before 17th March 2022, 02:00 pm
Bid Submission Deadline	Bid submission meeting will be held on 20th March 2022, 03:00 pm at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu).
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 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

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.

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 bids or to cancel the procurement process and reject all tenderers at any time before contract award.

8. 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.

9. Evaluation Criteria:

9.1. Price 85%

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 10%

The points will be given using benchmark marking criteria where the shortest delivery period will be considered 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 the issuing company. The projects listed as references should be carried out in the last 5 years (March 2017 onwards). Projects before this period will not be counted. The points will be given using the highest number of experience letters as the benchmark.

- Each relevant letter will carry 1 point.
- Maximum 10 Points will be given. (10 Experience Letters)

MAX% = (No. of projects/ 10) x 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. Covering 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 the bidder's Business registration Certificate.
- 10.8. A copy of the bidder's GST registration Certificate
- 10.9. Experience letters as specified in 9.3

Annex 1

Scope of Work

A. Performance

- a. In consultation with designated staff of SDFC contractor is required to supply and install floor carpet at SDFC's office.
- b. The contractor is required to install approved sample of floor carpet

Measurement

M. Kaneeru Villa 2 nd floor	3100 ft ²
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B. General Installation Requirements

- Install flooring under open-bottom obstructions and under removable flanges and furnishings, into alcoves and closets of each space.
- Install carpet according to manufacturer's printed instructions.
- In open perimeter designs, use a fixed reducer strip to secure the area.

Sample submission:

The contractor is required to provide a sample within 5 days of signing the agreement.

The contractor can take measurement after information session to obtain accurate sizes.