

Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Procurement of Office Furniture and Equipment. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2022/068 Procurement of Office Furniture and Equipment
Eligible Bidders	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none"> - Companies/Partnership - Sole Proprietors
B. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	The Bidder shall submit the following completed documents with its Bid: <ul style="list-style-type: none"> Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
Bid Prices and Currency	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST at the time of current rate
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.

Acceptance of Bids	BML shall not accept bids before or after the specified closing time.
Location, date and Time	For bid submission Bank of Maldives, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 26 th September 2022 Time: 10:00 hrs (Maldivian Standard Time)
Contact details for further information	Please contact; Procurement Department, Telephone: 3015349, 3015350 Email address: openbidding@bml.com.mv
Bid Opening	BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.
E. Evaluation, and Comparison of Bids	
Confidentiality	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
Documents Establishing the Qualifications of the Bidder	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted.
F. Award of Contract	
Award Criteria	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.

Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

Evaluation Criteria	Weightage
Price	100%
Duration	45 days

- Items should be delivered to location in Male' or Hulhumale'

Note: -

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are Prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- It shall remain your responsibility to ensure that your quotation/proposal reach us on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors. (if applicable)
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

Form 1 - Schedule of Requirement

(Not Applicable)

Form 1 A

List of Goods and Related Services

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity




Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Procurement of Office Furniture and Equipment	45	Male' or Hulhumale'	

Form 1 C Specifications

#	Item	Specification	QTY	Sample
1.	Office Chairs	<ul style="list-style-type: none"> Cushion: Sponge with mesh black fabric Back: Mesh black fabric Legs: High grade plastic Arm: Plastic Dimension(mm): 950 H x 500 W x 450 D 	171	
2.	Pedestal	<ul style="list-style-type: none"> Color Maple Finish Drawers: Three Lockable Dimension (mm): 600 H x 400 W x 500 D 	61	
3.	Metal Filing Cabinet	<p>Steel Drawers (Anti tilt)</p> <ul style="list-style-type: none"> Material: Metal, Cold Rolled Steel Lockable Color: Grey Drawers: Four Dimension (mm): 1325 H x 460 W x 620 D 	20	
4.	Shredder	<ul style="list-style-type: none"> shreds 18-22 sheets of A4 paper per pass into 4x38mm cross cut particles (Security Level P-4) Continuous duty motor for non-stop shredding 30L or greater pull-out bin Can shred staples credit cards paper clips CDs/DVDs Auto reverse - Reverse Function 	12	

5.	Water Dispenser	<ul style="list-style-type: none"> Hot and Cold-water dispenser Water dispensing Water dispenser with 7 stages RO system with UV filter included with booster Pump Hot water capacity Minimum 2L, Heating up 5.5 to Liters per hour. Cold water capacity: minimum 3.5L, chilling up to 5.5 liters per hour. Voltage: 230 – 240 V 	10	
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6. i5 Gen11 Computer Systems

i5 Gen11 Computer System Specification		QTY
Processor	11th Gen Core i5 / 6 Core Processor 3Ghz Or higher	53
Memory	16GB DDR4	
Hard Disk	256GB PCIe NVMe SSD Drive (Disk should be mounted within chassis)	
Graphics	Integrated Graphics	
Network	Integrated Gigabit Ethernet Controller	
I/O ports	Front/Rear minimum 2 X USB 3.0 Ports, HDMI	
Audio	Integrated Audio	
TPM 2.0	Integrated on the system board	
Keyboard	USB Standard Keyboard (should be from OEM)	
Mouse	USB Standard Mouse (should be from OEM)	
Cables	Should include display cable for dual Monitor Connectivity	
Monitor	24" Led Monitor	
Speakers	2.1 Stereo Speaker System	
Power	British Standard BS-1363 (Input cables should be included)	
Warranty	Minimum 3 Year Parts and Service Warranty	

7. i7 Gen11 Computer Systems

i7 Gen11 Computer System Specification (Dual Monitor)		QTY
Processor	11th Gen Core i7 / 8 Core Processor 3Ghz Or higher	11
Memory	16GB DDR4	
Hard Disk	500GB PCIe NVMe SSD Drive (Disk should be mounted within chassis)	
Graphics	GTX 1050 2GB PCI-e Graphics Card (HDMI,DP)	
Network	Integrated Gigabit Ethernet Controller	
I/O ports	Front/Rear minimum 2 X USB 3.0 Ports, HDMI	
Audio	Integrated Audio	
TPM 2.0	Integrated on the system board	
Keyboard	USB Standard Keyboard (should be from OEM)	
Mouse	USB Standard Mouse (should be from OEM)	
Cables	Should include display cable for dual Monitor Connectivity	
Monitor	2 x 24" Led Monitor (Monitor input DP + HDMI)	
Speakers	2.1 Stereo Speaker System	
Power	British Standard BS-1363 (Input cables should be included)	
Warranty	Minimum 3 Year Parts and Service Warranty	

8. i5 Gen11 Laptops

i5 Gen11 Laptop Specification		QTY
Processor	11th Gen Core i5 / 4 Core Processor 2Ghz Or higher	04
Memory	8GB DDR4	
Hard Disk	256GB SSD	
Graphics	Integrated Graphics	
Network	Gigabit Ethernet Controller or USB-C to Ethernet Dongle Wireless a/g/n/ac	
I/O ports	Minimum 1 X USB 3.0 Ports, HDMI	
Audio	Integrated Audio	
Keyboard	Standard Keyboard	
Mouse	Wireless Mouse	
Webcam	User-Facing: 2MP	
Security	Integrated TPM 2.0 (Trusted Platform Module)	
Micophone	Built-in Microphone	
Speakers	Integrated Stereo Speakers	
Power	British Standard BS-1363 (Input cables should be included)	
Display	15" Display/Screen Size Carrying Case	
Warranty	Minimum 1 Year Parts and Service Warranty	

9. Scanner

SheetFed/ADF Scanner Specification		QTY
Scanner Type	Desktop Type Sheet Fed/ADF Scanner	22
Scanner Resolution, Optical	Up to 600dpi or Higher	
Scanner Side	Front/ Back/ Duplex	
Interface	USB 2.0 (USB 3.0 Compatible)	
Daily duty cycle	6000 Pages or Higher	
Bit depth	24-bit Color	
Levels of Grayscale	256	
ADF capacity	80 Sheets or higher	
ADF Speed (A4) (LTR) - Simplex/Duplex	Min 40ppm/80ipm	
Card Scanning	minimum 54 x 86 x 1.4mm (Should support Embossed card scanning)	
Remote front panel Software support	Quick Start button / Scan / Copy / Remote Software control support	
Digital sending features	Scan to folder, scan to email, scan to copy, scan to application	
Scan File Formats	PDF, TIFF, JPG, BMP, PNG, DOC, RTF, TXT, OCR	
Software	TWAIN Driver, WIA Driver, Document scanning software should be included	
Scanner Size	Compact Small in Size	
Power	AC100 - 240V (50/60Hz) British Standard BS-1363 (Input cables should be included)	
Warranty	Minimum 1 Year Parts and Service Warranty	

10. Printer

All-in-One Monochrome Laser Printer Specification (copy / scan / print)		QTY
Print Speed	Up to 52ppm (A4) or higher	13
Duty	Up to 6,000 pages /month or higher	
Device Memory	1GB	
Paper Out	100 sheets , automatic two-sided	
Paper Handling	Document Feeder: 100 sheets; A4, Custom Sizes: 2.8 x 6 in to 8.5 x 14 in / 70 x152mm to 216	
Print		
First Page-out Time	As fast as 6 seconds	
Print Resolution	600 x 600 dpi (1200 x 1200 enhanced image quality)	
Connectivity	Should support SMB 2 or Later . USB 2.0, 10/100/1000 Gigabit Ethernet	
Media Types	Plain paper, Recycled paper, Heavy Paper, Label, Postcard, Envelope	
Media Sizes	Cassette :	
	A4, A5, B5, Legal, Letter, Executive, Statement, OFFICIO, B-OFFICIO, M-OFFICIO, GLTR, GLGL,	
	Foolscap, 16K, Custom sizes: Min. 105 x 148 mm Max. 215.9 x 355.6 mm.	
	Multi-purpose tray:	
	A4, A5, B5, Legal, Letter, Executive, Statement, OFFICIO, B-OFFICIO, M-OFFICIO, GLTR, GLGL, x 127 mm Max. 215.9 x	
	Foolscap, 16K, Post card, Indexcard, Envelope (COM10, Monarch, DL, C5), Custom sizes: Min 76.2	
	ADF:	
A4, A5, B5, B6, Legal, Letter, Statement, Custom sizes (W x L): Min. 128 x 139.7 mm Max 215.9 x 355.6 mm		
Copy		
First Page-out Time	As fast as 6 seconds	
Copy Resolution	600 x 600 dpi	
Copy Features	Collation, Reduce/ Enlarge 25 to 400%, Book Copying, Mixed-Size originals, Edge Erase, Image Shift, ID card copy	
Scan		
Scanner Type	ADF (50 Pages or Higher) A4	
Scan Destination	Scan to Email, Network Scanning, Network Scan to TWAIN/WIA applications	
Scan Features	File formats: PDF. JPEG , TIFF, luti-page TIFF, Image Retriever, Color Scanning	
OS Compatability	Windows® 10 / Server® 2019	
Preffered	Small in size suitable to be kept at the top of a filing cabinet	
Warranty	One-year Warranty / Parts / Service	

Form 2 – Bidding Forms

Table of Forms

A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.

Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2022/068*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	

Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2022/068*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____;
- (b) The total price of my/our Bid, is: _____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.

Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	Unit	Rate (MVR) (Incl. 6% GST)	Total price (MVR) (incl. 6% GST price)
1.	Office Chair	171		
2.	Pedestal Bulk	61		
3.	Steel Drawers Anti Tilt	20		
4.	Water Dispenser	10		
5.	Scanner	22		
6.	Printer	13		
8.	i5/Gen11 Computer System	53		
9.	i5/Gen11 Laptop	04		
10.	i7/Gen11/Dual Monitor Computer System	11		

Note: Please note that you may quote to all the items or selected items.

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms (no advance payment)
 - Quotation validity period
- Proposal with multiple options (other than specified above) **WILL NOT** be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).