

Request For Proposal: Supply of Business Laptops

No. and Date of Issue	SDFC/AP/IU/2025/3
	29 th January 2025
Project Name	Supply of Business Laptops
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: 1613 Mail: info@sdfc.mv
Clarification Deadline	The Vendors can send written queries via email to procurement@sdfc.mv before 14:00hrs, 4th February 2025
Bid Submission Deadline	Bid collection meeting will be held on 9th February 2025, 11:00hrs at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu)
Delivery duration	Delivery duration is to be proposed as per Application form
Bid Validity	60 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 taxes and fees. 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

Payment will be processed once the work is approved and accepted by the procurement department of the SDFC.

6. Notification of Successful Bidder

The bidder who scores the highest points pursuant to the Evaluation Criteria stated in this Request for Proposal (RFP) which is substantially responsive to the requirements of this RFP shall be notified, but this shall not be deemed as acceptance.

At the same time, SDFC shall notify all other bidders of the result of the tendering.

7. Award of Contract

The bid would be deemed accepted and awarded to the successful bidder upon execution of the respective Service Agreement.

8. Submission of Grievances

All bidders have the right to submit grievances regarding the tendering process within 48 hours from the notification of the result of the tendering.

9. Right to Reject

SDFC reserves the right to accept or reject any bids or to cancel the procurement process at any time before the execution of the Service Agreement.

10. 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 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.

11. Evaluation Criteria

11.1. 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.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

11.2. Delivery Period 15%

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.

$$\text{MAX\%} = (\text{Benchmark} / \text{Delivery Period}) \times \text{weightage}$$

12. 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.

- 12.1. Cover Letter
- 12.2. Application for BID submission
- 12.3. Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)
- 12.4. Tax clearance report.
- 12.5. A copy of the bidder's Business registration Certificate or profile sheet extracted from business portal.
- 12.6. A copy of the bidder's GST registration Certificate
- 12.7. It is a requirement to include authorization letters (Authorized Distributor / Authorized Partner / Authorized Reseller / Letter from Authorized Party) with the proposal. Any proposal lacking these documents will not be considered.

Annex 1

Scope of Work

The winning bidder is required to provide business laptops in accordance with the specified quantity and laptop specifications outlined in the requirement table.

Requirements

Laptop Specifications		
Type	Dell, Acer, ASUS, Lenovo - Business Laptop	Qty: 10 Nos
Processor	Intel Core i7 12 th Generation or higher	
	AMD Ryzen 7 5000 Series or higher	
Memory	16GB DDR4 (RAM Configuration should be 1x16GB)	
	At least one RAM slot should be upgradable. User Upgradable to a total of 32GB or 64GB	
Storage	512GB M.2 NVMe SSD (Minimum)	
Minimum Port Requirement	1x Gigabit network Port	
	1x HDMI	
	2x USB 3.0	
	1x USB-C	
	1x Headphone & Microphone (or Combo port)	
	Note: * If none of the above ports are present, or some of the ports are not present: - One of the USB-C ports on the laptop should support power delivery and should be able to support a dongle with LAN, Display Ports (HDMI/DVI/VGA) and USB Ports. - Supplier should provide an adapter/dock/dongle to satisfy the minimum Port Requirement.	
Display	13 to 14 Inch Display	
Other features	Wi-Fi: Wi-Fi 5/6 (802.11ax) Web Cam: HD IR Webcam. Ability to utilize Windows Hello Feature. Must include TPM Chip to Run Windows 11 Graphics: Integrated Intel Iris Xe Graphics / or Corresponding AMD graphics.	
Accessories	1. Wireless Mouse and Keyboard Combo (Logitech MK270 or equivalent) 2. HDMI Cable (Minimum 1M) 3. Laptop Bag (Backpack) 4. Laptop Type C - 65W Charger for laptop. 5. Type C Laptop Dock (HDMI, VGA, Ethernet, PD 3.0 Type C Port, 2 USB Ports Compatible) Two HDMI ports need to function independently of each other and support independent two displays simultaneously.	
Warranty	1 Year Parts and 3 Year Labor (On and off-site service)	
Branded System	Yes	Accepted Brands Dell, Acer, ASUS, Lenovo