

**Bidder Information Sheet: Supply and installation of door access control systems**

<b>No. and Date of Issue</b>	SDFC/IU/2021/20
	15 <sup>th</sup> April 2021
<b>Project Name</b>	Supply and installation of door access control systems
<b>Purchaser</b>	SME Development Finance Corporation Pvt Ltd
<b>Address</b>	SME Development Finance Corporation, M. Kaneeru Villa, 2 <sup>nd</sup> Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026015 Mail: <a href="mailto:info@sdfc.mv">info@sdfc.mv</a>
<b>Bid Information Session and site seen</b>	<p><b>Bid information session will be held as follows:</b></p> <p>Date &amp; Time: <b>19<sup>th</sup> April 2021, 11:00hrs.</b></p> <p>Information session will be conducted via Zoom Meeting.</p> <p>Register in advance for this meeting:</p> <p>Link: <a href="https://zoom.us/meeting/register/tJYtcuCsrdIvHdKcj1SNlhuuvllEmTKrudyGz">https://zoom.us/meeting/register/tJYtcuCsrdIvHdKcj1SNlhuuvllEmTKrudyGz</a></p> <p>Bidders who do not attend information will not be allowed to submit bids.</p> <p><b>Site seen:</b></p> <p>20<sup>th</sup> April 2021 from 11:00am-12:00pm</p>
<b>Bid Submission Deadline</b>	<p>All bid shall be submitted via given link at bid submission meeting.</p> <p>Bid submission meeting will be held via zoom on <b>22<sup>nd</sup> April 2021, 10:00hrs.</b></p> <p>Meeting link will be shared with bidders who attend information session.</p>
<b>Delivery duration</b>	Delivery duration is to be proposed as per Form 2
<b>Bid Validity</b>	40 Calendar days from the date of submission.
<b>Bid language</b>	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. This institution is formed as to financially support Micro, Small Medium- Sized Enterprise (MSME) growth in the Maldives.

SME Development Finance Corporation invites you to submit your bids for the services described herein. Partial bid and bids that does 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. Bidders can submit two options for the bid (optional).

## **3. Scope of Work and Deliverables**

Supply and installation of Door access control systems which fits our requirements.

### **3.1. System Requirements**

#### Important Notes:

- Proposed solution is for two different buildings located in Male' (Same Network).
- All doors **except one door** are to be installed with access control reader and exit button.
- At one door, both sides of door should be access controlled. (Details will be provided in information session).
- You may quote for a setup with centralized access controller or with separate devices at each installation point. Either way, all devices should be able to manage using a single software.
- All proposed devices specifications must be provided with the bid documents.
- Proposed Solution must include all cabling and other installation related charges.
- Minimum one year warranty should be provided for all devices.

### 3.1- Access Control System:

Qty: 9pcs

Function	Requirement
Verification methods	<ul style="list-style-type: none"><li>Fingerprint, Cards and Password</li><li>Verification time &lt; 1s</li></ul>
Capacity	<ul style="list-style-type: none"><li>Minimum FP and Cards: 1500</li><li>Transactions &gt; 190,000</li></ul>
Communications	TCP/IP, RS232, RS485, USB
Device Management	Should be able to manage using a centralized software, remote control, integrated real time monitoring, remote door opening
FAR (%), FRR (%)	FAR < 0.0001 & FRR < 1
Access Control features	<ul style="list-style-type: none"><li>Access groups: should be able to limit door access, completely and according to time range for every user/group for each door. (access privileges for each door must be configurable based on user or time zone)</li><li>Scheduled door open time for each door</li><li>Multi-card operations, anti-pass back</li></ul>
Alarm and Reports	<ul style="list-style-type: none"><li>In-built siren</li><li>Real time alarms and event monitoring</li><li>Alerts send via emails or other methods</li><li>Event reporting with comprehensive event filtering features</li></ul>
Power	<ul style="list-style-type: none"><li>POE (preferred) / If Power adapters are used, adequate backup options should be provided for each door.</li></ul>

### 3.2- Electric Bolt lock (12V):

Lock	Quantity
Fail-Secure Electric Bolt lock	8pcs

### 3.3- Exit Button:

Exit button	Quantity
Stainless steel slim exit/push button	7pcs

### 3.4- UPS:

- Should provide a UPS backup battery solution for all doors with guaranteed uptime of at least 30 mins.

### 3.5- Summary of Specifications:

#	Item	Qty
1	Access Control Reader (FP/Card/Pin)	9
2	Metal Push Button	7
3	Fail-Secure Electric Bolt lock (With Cylinder: One side key, other side Knob)	7
4	Fail-Secure Electric Bolt lock (With Cylinder: Both side key)	1
4	UPS Solution for full system (minimum 30 mins uptime for all devices)	

#### 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 have 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 that given quotations, then the Price given in the Bid Form will prevail.

#### 5. Evaluation Criteria and Procedure

##### 5.1. Price 65%

The points will be given using benchmark marking criteria where 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.

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

##### 5.2. Delivery Period 25%

The points will be given using benchmark marking criteria where 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.

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

##### 5.3. Experience of the bidder 10%

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (April 2016 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

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

**6. Documents to be Submitted.**

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

- 7.1 Form 1 – Application for BID submission
- 7.2 Form 2 – Bidder profile and technical proposal
- 7.3 Form 3 – Price schedule for the contracting service
- 7.4 Specifications of Access control readers, lock.

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