

## **Bidder Information Sheet: Supply and delivery of Laptops**

<b>No. and Date of Issue</b>	SDFC/IU/2021/35
	10 <sup>th</sup> June 2021
<b>Project Name</b>	Supply and delivery of laptops
<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>Clarification Deadline</b>	The Vendors can send written queries via email to <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a> before <b>14:00hrs, 14<sup>th</sup> June 2021</b>
<b>Bid Submission Deadline</b>	Bid submission meeting will be held via zoom on <b>16<sup>th</sup> June 2021, 11:00hrs.</b> Meeting link: <a href="https://zoom.us/j/95527442968?pwd=ZVlKWmZuejhyOVNlejFtUVNrbTA1UT09">https://zoom.us/j/95527442968?pwd=ZVlKWmZuejhyOVNlejFtUVNrbTA1UT09</a>
<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.

### **Scope of Work and Deliverables**

In consultation SDFC designated staff, the successful bidder is expected to deliver the minimum scope of work and outputs outlined in the information sheet included in ANNEX I.

**3. 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 those given quotations, then the Price given in the Bid Form will prevail.

**4. Evaluation Criteria and Procedure**

4.1. 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.

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

4.2. 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.

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

4.3. 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 (June 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:

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

**5. 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 laptops.

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## Annex I

### Scope of Work

Supply of 06 Nos laptops with the system configuration as mentioned in system requirements.

### System Requirements

<b>Laptop Specifications</b>	
<b>Type</b>	Business class Laptop
<b>Processor</b>	Intel Core i7 9 <sup>th</sup> , 10 <sup>th</sup> or 11 <sup>th</sup> Generation
<b>Memory</b>	16GB DDR4 (Minimum)
<b>Storage</b>	500GB SSD (Minimum)
<b>Required Ports</b>	Gigabit network Port
	HDMI
<b>Display / Size</b>	13 - 14 Inches
<b>Accessories</b>	Wireless Mouse & Wireless Keyboard (combo)
<b>Operating System</b>	Windows 10 Professional Genuine (License keys should be provided via mail)
<b>Warranty</b>	1 Year
<b>Branded System</b>	Yes
<b>Authorized from Manufacturer</b>	Authorized Partner / Authorized Reseller / Authorized Distributor / Letter from Authorized Party