

Request For Proposal: Supply of Corporate T-shirt.

No. and Date of Issue	SDFC/IU/2021/52
	02 nd September 2021
Project Name	Supply of Corporate T-Shirts
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
Registration	Interested parties are required to register for bid submission. Registration request should be sent to procurement@sdfc.mv before 6th October 2021, 14:00hrs. Required information for registration; <ol style="list-style-type: none">1. Company name2. Contact person3. Contact number4. Email
Clarification Deadline	The Vendors can send written queries via email to procurement@sdfc.mv before 12:00hrs, 16th September 2021
Bid Submission Deadline	Bid submission meeting will be held on 7th October 2021, 14:00hrs at SDFC (M. Kaneer Villa 2 nd Floor, Orchid Magu).
Delivery duration	Delivery duration is to be proposed as per Form 2
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 SDFC designated staff, the successful bidder is expected to deliver the minimum scope of work and outputs outlined in Annexure i.

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 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. Award of Contract:

The lowest evaluated bid, which is substantially responsive to the requirements of this bid document shall be recommended for award of contract. Award of contract shall be by issue of a Letter of Acceptance which shall be effective until signature of the contract. Unsuccessful Tenderers shall be notified of the outcome of the evaluation.

6. 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 prior to contract award.

7. 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 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

8. Evaluation Criteria

8.1. Price 70%

The points will be given using benchmark marking criteria where the 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.

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

8.2. Delivery Period 15%

The points will be given using benchmark marking criteria where the 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.

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

8.3. Experience of the bidder 10%

Additional reference letters submitted other than mentioned under Eligibility Criteria. 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 projects listed as references should be carried out in the last 5 years (September 2016 – September 2021). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

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

8.4. Sample delivery 5%

Along with the proposal submission, bidders must submit a sample T-Shirt to check material (fabric and embroidery) as per specification given in RFP. Vendor who proposes best quality T-shirt will be awarded highest marks on this category.

9. Eligibility Criteria

Bidding vendors must provide **at least 2 reference letters** as proof of experience in providing corporate uniform T-shirts to offices or Companies. These letters must indicate that the vendor has supplied more than 100 uniform T-shirts to these parties during the contract period and must not be **dated more than 5 years**.

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.

9.1 Covering Letter

9.2 Declaration on Ethical Conduct and Fraud and Corruption (Annexure iii)

9.3 Form 1 – Application for BID submission

9.4 Form 2 – Bidder profile and technical proposal

9.5 Form 3 – Price schedule for the contracting service

9.6 Bidder Profile

9.7 A copy of bidder's Business registration Certificate;

9.8 A copy of tenderer's GST registration Certificate

9.9 Experience: Completion letters as specified in 8.3

Annex I

1. Scope of Work

Quantity and sample

SDFC requires total number of 300 T-shirts and the successful vendor is required deliver the 3 designs of T-shirts as described on the below table. The successful vendor is required to submit the sample of 3 designs described below. The prepared samples will be inspected and reviewed by SDFC. Once the sample has been approved, the vendor must supply uniform T-shirts of equal quality. The require number from each size will be provided to the successful vendor.

Description		Qty
Male	Short Sleeve	150
Female	Short Sleeve	30
	Long Sleeve	120

Uniform:

Uniform design, color, and specifications as to be provided as per the technical drawings and size chart (Annexure ii). Additional requirement details below:

- Fabric: 95% cotton, +5% elastane, plain weave.
- Collar ribs, silk embroidered for SDFC name and Logo.
- Logo and name placements as per technical drawings.

Women's Long-Sleeved Polo Shirt Size Measurement

Size	Central Back Height (1)	Shoulder Width (2)	1/2 Chest (3)	1/2 Waist Circumference (4)	Sleeve Length	Bottom Circumference (6)
S	60.5	35.5	44	39.5	57	92
M	65	37	47	41.5	58	96
L	69	39	50	43.5	59	100
XL	71	40	53	45.5	60	104
XXL	78	44	56	47.5	61	108

Women's Short-Sleeved Polo Shirt Size Measurement

Size	Central Back Height (1)	Shoulder Width (2)	1/2 Chest (3)	1/2 Waist Circumference (4)	Sleeve Length	Bottom Circumference (6)
S	60.5	35.5	44	39.5	57	92
M	65	37	47	41.5	58	96
L	69	39	50	43.5	59	100
XL	71	40	53	45.5	60	104
XXL	78	44	56	47.5	61	108

Men's Short Sleeved Polo Shirt Size Measurement

Size	1/2 Waist Circumference (1)	Central Back Height (2)	Sleeve Length (from arm hole) (3)
S	48	69	22
M	50	71	24
L	52	74	25
XL	55	76	26
XXL	57	78	27

Note: Measurements are given in centimeters.

Annexure ii

MANDARIN COLLAR

UNIFORM -Men
OPTION 02
SHORT SLEEVES

Black color

Turquoise color

Embroidered Logo

Embroidered Logo

Small logos are in gray color



FRONT LOGO SIZE



HIGHT 2 INCH
WIDTH 1.4 INCH

BACK LOGO SIZE



SDFC

SME DEVELOPMENT FINANCE
CORPORATION PRIVATE LIMITED

HIGHT 2.2 INCH
WIDTH 5 INCH

MANDARIN COLLAR

**UNIFORM - WOMENS
OPTION 02
SHORT SLEEVES**



FRONT LOGO SIZE



**HIGHT 2 INCH
WIDTH 1.4 INCH**

BACK LOGO SIZE



SDFC

**SME DEVELOPMENT FINANCE
CORPORATION PRIVATE LIMITED**

**HIGHT 2.2 INCH
WIDTH 5 INCH**

MANDARIN COLLAR

UNIFORM-Women
OPTION 02
LONG SLEEVES



FRONT LOGO SIZE



HIGHT 2 INCH
WIDTH 1.4 INCH

BACK LOGO SIZE



SDFC
SME DEVELOPMENT FINANCE
CORPORATION PRIVATE LIMITED

HIGHT 2.2 INCH
WIDTH 5 INCH