

Bidder Information Sheet: Supply of Windows 10 Pro (64bit)

No. and Date of Issue	SDFC/IU/2021/51
	17 th August 2021
Project Name	Supply of Windows 10 Pro (64bit)
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
Site Seen and Clarification Deadline	The Vendors can send written queries via email to procurement@sdfc.mv before 12:00hrs, 22nd August 2021
Bid Submission Deadline	Bid submission meeting will be held via zoom on 24th August 2021, 14:00hrs. Meeting registration link: https://us06web.zoom.us/meeting/register/tZAucOypqzgrGNZYtBm05g6pTBkTs1k1i_X8
Delivery duration	Delivery duration is to be proposed as per Form 2
Bid Validity	40 Calendar days from the date of submission.
Bid language	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.

SDFC invites you to submit your bids for the services described herein. Partial bid and bids that does not meet specific requirements will be rejected.

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 the information sheet included in ANNEX 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 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.

5. Evaluation Criteria and Procedure

5.1. Price 80%

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.

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

5.1.1. Delivery Period 20%

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.

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

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.

1. Form 1 – Application for BID submission
2. Form 2 – Bidder profile and technical proposal
3. Form 3 – Price schedule for the contracting service
4. Authorized dealership certificate/ letter

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Annex I

1. Scope of Work

Supply of **50 Nos** volume License as per below mentioned requirements.

2. Requirements

Software License requirement	
Software category	Operating System
Software Name	Windows Pro (64bit)
License Type	Microsoft Genuine Volume license
Central Managed	Yes