

REQUEST FOR PROPOSALS

NUMBER	(IUL)7-ADMN/1/2017/42
PUBLICATION DATE	24 July 2017
PRE-BID MEETING	None
BID SUBMISSION DATE	6 Aug 2017, 14:00Hrs
BID SUBMISSION ADDRESS	Auditor General's Office, 1st Floor, Ghaazee Building, Ameeru Ahmed Magu, Male, Republic of Maldives.

Section 1: Instruction to Bidders

- 1.1 The Auditor General's Office is accepting bids for supply (and installation) of items stated in Section 2 of this RFP.
- 1.2 The bidders may submit the proposals for all, or some of the items.
- 1.3 Bidders must submit a copy of the Company registration certificate, a copy of MIRA registration certificate and a copy of the Tax Clearance Report from MIRA.
- 1.4 No part of the tender document shall be written in hand.
- 1.5 The prices should be quoted inclusive of all taxes and in Maldivian Currency (MVR).
- 1.6 The tenders will be opened on the date and time indicated in the RFP, in the presence of all bidders.
- 1.7 Bidders are required to study all instructions and requirements carefully, and submit the proposals with the detailed specifications of all items. Failure to furnish all information required in the tender document may result in the rejection of the bid.
- 1.8 The delivery period and quotation validity period for all items should be stated **days**. Details of the warranty periods should be given in **years**.
- 1.9 Details of the evaluation criteria (for all items) are given in the Section 3 of this RFP.
- 1.10 Questions regarding this RFP must be directed to the following three email addresses. All communications will be made only via email, and no clarifications will be made verbally, after the pre bid meeting. All replies from AGO will be forwarded to all the parties who attend the pre bid meeting.
nishwa@audit.gov.mv; zabeen@audit.gov.mv; shaheed@audit.gov.mv;

Section 2: Technical Specifications (Scope of Work)

Item #: 1	Borderless Colour Printer
Quantity	2
Minimum Requirements	
Printer Type	Desk Jet
Paper Size	A4
Duplex Printing	Automatic
OS Compatibility	Microsoft Windows 7 (32-bit and 64-bit)
Connectivity	Ethernet Connection
	Hi-Speed USB 2.0
Warranty	Minimum 1 Year Parts and Services

NOTE:

- The individual prices of all consumables needed for the printer must be stated.
- The number of pages each consumable could print must also be stated.

Section 3: Evaluation Criteria

Marks will be awarded individually to each item.

Below are the Evaluation Criteria for all items.

- Price (60%)
 - Each bidder's price is used to identify their relative positions on a 0 - 60 price scale. This is done by allocating the lowest priced bid 60 points and calculating the remaining bidder's scores in relation to this scale.
 - Only the price of the Printer will be considered during evaluation.
 - Price percentage = $60 \times (\text{lowest price} / \text{bid price})$
- Warranty (20%)

Marks	Awarding Criteria for Warranty (for both parts and service)
20	≥ 3 years
10	≥ 2 years and < 3 years
5	≥ 1 year and < 2 years
0	< 1 year

- Delivery [Vendor to provide delivery duration in days] (20%)
 - Each bidder's delivery date (for individual items) is used to identify their relative positions on a 0 - 20 scale. This is done by allocating the least delivery duration bid 20 points and calculating the remaining bidder's scores in relation to this scale.
 - Delivery percentage = $20 \times (\text{least delivery duration} / \text{delivery duration in bid})$