

## REQUEST FOR PROPOSALS

NUMBER	(IUL)7-ADMN/1/2018/18
PUBLICATION DATE	25 Feb 2018
PRE-BID MEETING	None
BID SUBMISSION DATE	5 March 2018, 1400 Hrs
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 must submit the proposals for all 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 The Bidder should be an authorised distributor of the bidding items. Tender must be submitted along with copies of authorisation letters from the Manufacturer.
- 1.5 No part of the tender document shall be written in hand.
- 1.6 The prices should be quoted inclusive of all taxes and in Maldivian Currency (MVR).
- 1.7 The tenders will be opened on the date and time indicated in the RFP, in the presence of all bidders.
- 1.8 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.
- 1.9 The delivery period and quotation validity period for all items should be stated **days**. Details of the warranty periods should be given in **years**.
- 1.10 Details of the evaluation criteria (for all items) are given in the Section 3 of this RFP.
- 1.11 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](mailto:nishwa@audit.gov.mv); [zabeen@audit.gov.mv](mailto:zabeen@audit.gov.mv); [shaheed@audit.gov.mv](mailto:shaheed@audit.gov.mv);

## Section 2: Technical Specifications (Scope of Work)

<b>Item #: 1</b>	<b>Canon EF 16-35mm f/2.8L II USM Lens</b>
<b>Quantity</b>	1
<b>Minimum Requirements</b>	
Compatibility	Canon EOS 700D
Focal Length & Maximum Aperture	16-35mm f/2.8
Lens Construction	16 elements in 12 groups
Closest Focusing Distance	0.92 ft./0.28m
Filter Size	82mm
Warranty	Minimum 1 Year Parts and Services

<b>Item #: 2</b>	<b>Canon Speedlite 600EX II-RT</b>
<b>Quantity</b>	1
<b>Minimum Requirements</b>	
Compatibility	Canon EOS 700D
Mount	Shoe
Exposure Control	E-TTL / E-TTL II, Manual
Angle of Coverage	94° - 12° Wide-Angle Adapter: 114°
Bounce Head	-7 to +90°
Swivel Head	360°
Coverage	14 - 200 mm (Full Frame)
Zoom Head	Full Frame: 20 - 200 mm
Power Source	4x AA Alkaline, Lithium, Rechargeable NiMH Batteries
Warranty	Minimum 1 Year Parts and Services

### 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.
  - Price percentage =  $60 \times (\text{lowest price} / \text{bid price})$

- Warranty (20%)

Marks	Awarding Criteria for Warranty (for both parts and service)
20	$\geq 3$ years
10	$\geq 2$ years and $< 3$ years
5	$\geq 1$ 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 =  $20 \times (\text{least delivery duration} / \text{delivery duration in bid})$