

## REQUEST FOR PROPOSALS

NUMBER	(IUL)7-ADMN/1/2018/31
PUBLICATION DATE	25 April 2018
PRE-BID MEETING	None
BID SUBMISSION DATE	3 May 2018, 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 and a copy of MIRA registration certificate. Bidder will also be asked to submit a copy of the Tax Clearance Report from MIRA if selected.
- 1.4 The Bidder should be an authorised distributor or reseller 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**. Service period is **minimum 1** year (bidder must provide IceWarp Support service for a **minimum of ONE** year).
- 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)

Item	IceWarp Version: 11.4.0.5 x64
	To purchase new 25 Licenses
Ref ID	841A66B9-2CF1D3BF-92A7FECD-E1F523D0-MW
Order ID	EUR20160126-141055-44452

- Bid price must be inclusive of all payments that are required to make within the process of license addition. These include upgrading charges for current version or licenses, or making premium charges for the existing inboxes.
- Existing Number of Inboxes: 150

## Section 3: Evaluation Criteria

*Below are the Evaluation Criteria for all items.*

- **Price (80%)**
  - Each bidder's price is used to identify their relative positions on a 0 - 100 price scale. This is done by allocating the lowest priced bid 100 points and calculating the remaining bidder's scores in relation to this scale.
  - Price will be considered for the whole commitment period, including installation charges and monthly rentals for the two years, or any other charges that may incur.
  - Price percentage =  $100 \times (\text{lowest price} / \text{bid price})$
- **Service Period (20%)**
  - Each additional year will be awarded 10% points (the maximum points = 20%)
    - 2 years = 10%
    - 3 years = 20%