

## REQUEST FOR PROPOSALS

NUMBER	(IUL)7-ADMN/1/2018/44
PUBLICATION DATE	5 June 2018
PRE-BID MEETING	None
BID SUBMISSION DATE	12 June 2018 1100 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 configuration) of items stated in Section 2 of this RFP.
- 1.2 The bidders may submit the proposals for one type of item or all of the items. The price, warranty period and delivery period for each type of item must be stated separately.
- 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**. 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

Item #: 1	Laptop Computers
Quantity	15
<b>Minimum Requirements</b>	
Processor	Intel Core i7 3.4 GHz Generation 6 or Above
RAM	16 GB, DDR4 or Above
Hard Disk SSD (Sata)	250 GB or Above
Monitor	14 inch
USB Ports	>= 3 x USB 2.0
Networking	NIC 10/100/1000, Integrated WIFI
Others	USB Number Pad (or keyboard of laptop with number pad), USB Optical Mouse,  Back Pack
Operating System	Windows 10 Professional Genuine
Warranty	Minimum 1 Year Parts and 3 Years Services
Notes: <ul style="list-style-type: none"> <li>- Operating system and other software applications stated above should be installed at the time of delivery.</li> <li>- Should there be a need to upgrade the graphics for 2GB, the laptop should support this upgrade. <b>Compatibility should be mentioned clearly in the specifications.</b></li> </ul>	

### 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 =  $20 \times (\text{least delivery duration} / \text{delivery duration in bid})$