

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment

Male', Republic of Maldives.



**PREVENT
DOMESTIC
VIOLENCE**

މިނިސްޓްރީ އޮފް ޕްރެވެންޓިންގ ޑޮމެސްޓިކް ވިއޮލެންޝަން
މާލެ، ރިޕުބްލިކް އޮފް މާލްދީބު.

TERMS OF REFERENCE

PROCUREMENT OF 12 COMPUTER SYSTEMS

Advertisement No.: (IUL)438-ICTU/438/2021/91

Advertisement Date: 30th March 2021



A. INTRODUCTION

The Ministry of Environment is seeking bids from qualified suppliers who are experienced in supplying, computers and laptops.

B. TECHNICAL SPECIFICATIONS

Feature	Requirement
Processor	Intel Core i7 or substantially equal
Memory	8 GB DDR4, 2133 MHz or better
Internal Storage	500 GB Solid State Drive or better
Optical Drive	Minimum: 16x DVD Writer
Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller
Graphics	Intel HD Graphics
Monitor	24" LED
Standard I/O Ports	<ul style="list-style-type: none">• Front I/O: 2 x USB 3.0, 1 Microphone Headphone Combo• Rear I/O: 2 x USB 3.0, 1 x RJ-45 (Gigabit LAN),• 1 x Audio line out, 1 x Microphone in
Keyboard	USB QWERTY Keyboard with US Layout, English
Mouse	USB 2-Button Optical Scroll Mouse
Power	220/240 Ac, 50-60Hz
Warranty	Minimum 1 Year Parts and Service Warranty

*Computer must have minimum one-year hardware warranty.

C. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Financial proposal
2. Copy of company registration certificate
3. Copy of BPT Registration
4. Tax clearance Report
5. Company profile
6. Technical Specifications of proposed product
7. Quotation validity of 30 days minimum.



D. EVALUATION CRITERIA

1. Pre-Evaluation

- a. Pre Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - i. Bidder confirms to all requirements identified under Section C. Mandatory Documents and requirements.
- b. Substantially non-responsive bids at this pre evaluation stage will be rejected from further stages of evaluation.
- c. Substantially responsive bids at this pre evaluation stage shall be qualified for technical evaluation.

2. Technical Evaluation

- a. Technical evaluation is to confirm if the proposed product does comply with all the requirements listed under the technical requirements. Ministry of Environment holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation

- a. The proposal would be qualified to this stage after being assessed in pre evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 70$	70%
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 20$	20%
3	Experience $\frac{\text{Total experience points}}{100} \times 10$	10%

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points.



E. CLARIFICATIONS

Any clarification regarding this Terms of Reference shall be addressed to;

Mr. Mohamed Samir,
Senior Computer Programmer,
Information Communication Technology Section,
Ministry of Environment.

Email: mohamed.samir@environment.gov.mv, ict@environment.gov.mv , cc:
tender@environment.gov.mv
Phone: +(960) 3018 333, +(960) 7944 212
