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Ministry of Environment and Energy
Male', Republic of Maldives.

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މާލެ، ރިޕުބްލިކް އޮފް މާލްދީބު.

Bid Information Sheet

Procurement of 6 Laptops and 5 Computer Systems for Project Management Unit

Announcement number:	(IUL)438/1/2016/181
Announcement date:	14 th November 2016
Bid opening Date & Time	1130hrs, 6 th December 2016
Bid opening Venue	Ministry of Environment and Energy, 1 st floor meeting room

1. General Information

Ministry of Environment and Energy, hereby announces public tendering for supply of 6 Laptops and 5 Computer systems.

- a) No question will be answered via phone to any bidder, all questions should be sent through email (ofid.pmu@environment.gov.mv) and the answers to any questions will be provided to all bidders via email.
- b) The bids will be opened in the presence of bidders or their representatives who choose to attend the bid opening at 1130hrs, 6th December 2016.
- c) All bids must be submitted to MEE (Green building) before 1130hrs, 6th December 2016. Any bids submitted later than this date and time will not be accepted and will be returned unopened.
- d) The bids must be submitted in sealed envelope marked “Bid proposal Iulaan (IUL) DO NOT OPEN BEFORE 1130hrs, 6th December 2016” and addressed as follows;

OFID Project Management Unit,
Ministry of Environment and Energy,
Green building, Handhuvaree Hingun,
K.Male', Maldives.

The envelope shall also indicate the Name, Designation and Contact of the bidder to enable the bid to be returned unopened in case it is declared late.



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Ministry of Environment and Energy wishes to procure 6 Laptops and 5 Computer Systems. The details and specification is given in Appendix 1.

2. Contents of Bidding Documents

The bid should comprise the following documentation and late submission of any of the documents will not be accepted:

- The Company Profile/Work profile (copy of identification card, if the bidder is an individual)
- Experience of the company in carrying out similar works (include documents to show relevant experiences)
- Company Registration Certificate (copy)
- Tax Payer Registration Certificate (copy)
- Bid price/ Quotation table as per appendix 1 (quotation must valid 45 days)

3. General Information for bidders

- A bidder can bid for any of the Lots or all of the Lots. The bid evaluation will be separate for the Lots
- A bidder will not be disqualified if the bidder haven't bid for all the Lots.
- Bidder should submit in their proposal the brand/type of the items that is proposed.

4. Evaluation and Awarding

This bid is evaluated separately for each Lot and this bid will be evaluated based on lowest qualified bidder.

Evaluation Criteria

Proposals will be evaluated as follow;

- Price 70%
 $70 \times \frac{\text{lowest price submitted}}{\text{Price of proposed in consideration}}$
- Delivery 15%
 $15 \times \frac{\text{lowest duration}}{\text{Duration of proposed in consideration}}$
- Experience 15%
Based on the experience letters submitted by the company in carrying out similar works

5. Conditions

If any of these conditions are not satisfied, the proposal will be disqualified.

- All necessary documents should be submitted along with the quotation.
- Bid must mention the duration for the delivery of the product.
- MEE has the authority to disqualify any proposal that do not meet any of the specification mention on appendix 1.
- Applications of parties or shareholder of a party "blacklisted" for previous contravention of agreement between the Ministry of Environment and Energy.



Important Note:

It is in MEE's discretion to reject/cancel any bid which does not fulfil or comply the above terms, at any time during the bid evaluation process. Also it is in MEE's discretion to cancel this request for bid at any time.

Further information:

Ministry of Environment and Energy,
Phone: 3018453/ 3018454
Fax: 3018301
Email: ofid.pmu@environment.gov.mv

-This invitation for bid is also published in MEE website www.environment.gov.mv



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Appendix 1

BID SUBMISSION / SPECIFICATIONS

Bidder Name:

Date:

Subject: Procurement of 6 Laptops and 5 Computer systems

Ministry of Environment and Energy wishes to hire the services of local company to carry out works identified in the following as per the specifications provided.

Requirement

LOT	Description/Minimum Requirements	Qty	Required	Tenderers Response (Y/N)	
1	Supply of 3 Laptops				
	Processor	Intel® Core™ i5 Series or substantially better	3	Yes	
	RAM	8GB DDR3 SDRAM, 1333 MHz or better		Yes	
	Storage controller	Integrated SATA 3.0 Gb/s Controller supported		Yes	
	Internal Storage	500GB 7200rpm sata		Yes	
	Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller		Yes	
	Graphics Adaptor	Integrated Intel HD Graphics 2000 Graphics Media Accelerator or better		Yes	
	Display	14.0" high-definition (1366 x 768 pixels) / 200 nit display, 16:9 widescreen		Yes	
	Standard	1/O ports • 1 x COMBO audio jack • 3x USB 3.0 port(s) • 1x HDMI • 1x mini Display • 1x AC adapter plug		Yes	
	Support	Wi-Fi 802.11 b/g/n, Bluetooth® 4.0		Yes	
	Operating System	Microsoft Windows 8.1 64Bit		Yes	
	Other Software	Genuine Microsoft Office Standard 2013 English 32/64-bit License (includes Microsoft word, Excel, PowerPoint, OneNote, Outlook)		Yes	
	Parts Warranty	Minimum 1 Years		Yes	
	Services Warranty	Minimum 1 Years		Yes	
On-site	Minimum 1 Years	Yes			

LOT	Description/Minimum Requirements	Qty	Required	Tenderers Response (Y/N)	
2	Supply of 3 Laptops				
	Processor	Intel® Core™ i7 Series or substantially better	3	Yes	
	RAM	8GB DDR3 SDRAM, 1333 MHz or better		Yes	
	Storage controller	Integrated SATA 3.0 Gb/s Controller supported		Yes	
	Internal Storage	500GB 7200rpm sata		Yes	
	Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller		Yes	
	Graphics Adaptor	Integrated Intel HD Graphics 2000 Graphics Media Accelerator or better		Yes	
Display	14.0" high-definition (1366 x 768 pixels) / 200 nit display, 16:9 widescreen	Yes			



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Standard	1/O ports • 1 x COMBO audio jack • 3x USB 3.0 port(s) • 1x HDMI • 1x mini Display • 1x AC adapter plug	Yes	
Support	Wi-Fi 802.11 b/g/n, Bluetooth® 4.0	Yes	
Operating System	Microsoft Windows 8.1 64Bit	Yes	
Other Software	Genuine Microsoft Office Standard 2013 English 32/64-bit License (includes Microsoft word, Excel, PowerPoint, OneNote, Outlook)	Yes	
Parts Warranty	Minimum 1 Years	Yes	
Services Warranty	Minimum 1 Years	Yes	
On-site	Minimum 1 Years	Yes	

LOT	Description/Minimum Requirements	Qty	Required	Tenderers Response (Y/N)	
3	Supply of 5 Computer systems				
	Processor	Intel® Core™ i5 Series or Substantially better	5	Yes	
	RAM	4GB DDR3 SDRAM, 1333 MHz or better		Yes	
	Storage controller	Integrated SATA 3.0 Gb/s Controller supported		Yes	
	Internal Storage	500GB SATA II, Hard drive disk 7200 RPM or better		Yes	
	Optical Drive	Minimum 16xDVD writer			
	Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller		Yes	
	Graphics Adaptor	Integrated Intel HD Graphics 2000 Graphics Media Accelerator or better		Yes	
	Display	23" LCD		Yes	
	Expansion Slot	1 PCI Express x1 Gen2 slot OR 2 PCI Express x 16 Gen2 slots (one dedicated for graphics))		Yes	
	Standard	O ports • Front I/O: 2 x USB 2.0, 1 Microphone in, 1 Headphone out • Rear I/O: 2 x USB 2.0, 2 x USB 3.0, 1 x Serial, 1 x RJ-45 (Gigabit LAN), 1 x Audio line out, 1 x Microphone in, 1 x VGA • Up to 4 SATA-II port on-board)		Yes	
	Keyboard	USB Keyboard with US Layout, English		Yes	
	Mouse	USB 2-Button Optical Scroll Mouse		Yes	
	Power Supply	220/240 Ac, 50-60Hz		Yes	
	Operating System	Genuine Microsoft Windows 7 Professional, 64 bit English		Yes	
	Other Software	Genuine Microsoft Office Standard 2013 English 32/64-bit License (includes Microsoft word, Excel, PowerPoint, OneNote, Outlook)		Yes	
	Parts Warranty	Minimum 2 Years		Yes	
Services Warranty	Minimum 2 Years	Yes			
On-site	Minimum 2 Years	Yes			

Signature:

Name:

Designation:

ID Number:



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