



## INFORMATION FOR BIDDERS

**Bid Announcement Ref:** ASND/GA/IUL/2025/1

**Bid Number:** ASND/GA/IUL/2025/1

**Bid Submission:** 21<sup>st</sup> January 2025 - 1000hrs

**Bid Submission Address:** Please refer to Part 2, instructions for bidders' section (Page 04)

Aasandha Co. Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

# Part 1

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## Section A

- **Maximum Delivery Time:** 45 Days
- Bids with delivery time over this will be disqualified.
- We will accept proposals which meet or are higher than the features and specifications mentioned.
- During the warranty period the vendor must be able to provide Onsite/In-Home support when requested (Repair or Replace) within 3 working days.
- The bidder must specify the legal status of the organization/Firm (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now exists (Must meet minimum criteria)
- Describe the bidder's relevant background, including a brief history of the company and its current ownership through mergers and acquisitions.

## Desktop Computer

**Quantity Required:** 36 Computer Systems **without monitors**

**\*Please submit the following table completed, vendor may provide additional information.**

<b>Brand:</b> (Vendor <b>MUST</b> specify)		
<b>Model:</b> (Vendor <b>MUST</b> specify)		
<b>Form Factor:</b> (Vendor <b>MUST</b> specify)		
<b>Minimum Specification:</b>		<b>Comply (Yes/No) If different specify</b>
<b>Processor</b>	Intel® Core™ i7-13700	
<b>Memory</b>	16GB, DDR4, non-ECC Memory	
<b>Storage</b>	M.2, 512GB, PCIe NVMe Solid State Drive	
<b>Software</b>	Genuine Windows 10/11 Professional License, 64bit, English	
<b>Keyboard and Mouse</b>	Wired Keyboard US International (QWERTY) Optical Mouse	
<b>Ports (External):</b>	USB 3 Type-A port, USB 3 Type-C Port Gen 2, Audio Combo Jack, HDMI or DisplayPort or VGA port, RJ45 Ethernet port (10/100/1000 Mbps)	
<b>Energy Star and Trusted Platform Module (TPM)</b>	Energy Star 8.0, Trusted Platform Module (TPM) 2.0	
<b>Warranty and Service</b>	Minimum 1 – Year Hardware Service with Onsite/In-Home Service – Repair or Replace	

## Section B

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- **Maximum Delivery Time:** 45 Days
- Bids with delivery time over this will be disqualified.
- We will accept proposals which meet or are higher than the features and specifications mentioned.
- During the warranty period the vendor must be able to provide Onsite/In-Home support when requested (Repair or Replace) within 3 working days.
- The bidder must specify the legal status of the organization/Firm (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now exists (Must meet minimum criteria)
- Describe the bidder's relevant background, including a brief history of the company and its current ownership through mergers and acquisitions.

### Desktop Computer

**Quantity Required:** 04 Computer Systems **without monitors**

**\*Please submit the following table completed, vendor may provide additional information.**

<b>Brand: (Vendor MUST specify)</b>		
<b>Model: (Vendor MUST specify)</b>		
<b>Form Factor: (Vendor MUST specify)</b>		
<b>Minimum Specification:</b>		<b>Comply (Yes/No) If different specify</b>
<b>Processor</b>	Intel® Core™ i7-13700	
<b>Memory</b>	32GB x2 (Total 64GB), DDR5, non-ECC Memory – (minimum 4 slots, upgradable to 128GB)	
<b>Storage</b>	M.2, 512GB, PCIe NVMe Solid State Drive	
<b>Software</b>	Genuine Windows 10/11 Professional License, 64bit, English	
<b>Keyboard and Mouse</b>	Wired Keyboard US International (QWERTY) Optical Mouse	
<b>Ports (External):</b>	USB 3 Type-A port, USB 3 Type-C Port Gen 2, Audio Combo Jack, HDMI or DisplayPort or VGA port, RJ45 Ethernet port (10/100/1000 Mbps)	
<b>Power Supply</b>	500W (80 PLUS Platinum)	
<b>Energy Star and Trusted Platform Module (TPM)</b>	Energy Star 8.0, Trusted Platform Module (TPM) 2.0	
<b>Warranty and Service</b>	Minimum 1 – Year Hardware Service with Onsite/In-Home Service – Repair or Replace	

## Part 2

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### Instructions to Bidders

#### General Instructions

##### Key events and dates

The following schedule will apply to this bid but may change in accordance with the organization's needs or unforeseen circumstances. All changes will be upload to the Company web site "aasandha.mv."

- Bid Submission Date: **21<sup>st</sup> January 2025 - 1000hrs**
- The bid proposal must be valid through 90 days from the date of submission.

Vendors must send their Company name, contact person name, email, and number to [tender@aasandha.mv](mailto:tender@aasandha.mv) before **14<sup>th</sup> January 2025 - 1500hrs** register for the Bid submission. Aasandha company will send a web meeting link to the provided email address for bid submission.

The vendor can send the bid document during the web meeting via email to [tender@aasandha.mv](mailto:tender@aasandha.mv). Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB. The vendor's bid document will NOT be accepted if the vendor is not registered for the submission or did not attend to the submission meeting.

#### Communication

Applicable terms and conditions herein shall govern communications and inquiries related to this bid between Aasandha Company Limited and vendors.

Inquiries, questions, and requests for clarification are to be directed via email to [tender@aasandha.mv](mailto:tender@aasandha.mv) and cc [tech@aasandha.mv](mailto:tech@aasandha.mv)

Any other form of communication shall be considered informal and shall have no weight, bearing, or influence in this bid process.

Aasandha Company Limited will respond to requests for clarification and queries on the RFP, received no later than one working day before the bid submission date set forth above.

#### Qualified Bidders

Any single firm (sole proprietorship, partner, company, joint venture, or other legal entity registered in the Republic of Maldives) is eligible to participate.

#### Vendor's Understanding of the Bid

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Aasandha Company Limited as necessary to gain such understanding. Aasandha Company Limited reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Aasandha Company Limited reserves the right to determine, in its sole discretion, whether the vendor has been shown such understanding. That right extends to the cancellation of the award if

an award has been made. Such disqualification and cancellation shall be at no fault, cost, or liability whatsoever to the Aasandha Company Limited. Aasandha Company Limited reserves the right to cancel bids for a specific section without canceling other sections.

## Proposal Requirements

### Qualification Criteria

The bidder must have been in the service of this nature/IT solution for the past five (3) years in relation to supply, configuration, and commissioning of IT solutions.

Aasandha Company Limited shall confirm that the following legal documents and information have been provided in the bid. If any of these documents or information is missing, the offer shall be rejected.

Company Registration Certificate

GST Registration Certificate

The Bid document shall be rejected if it fails to meet the following minimum criteria or if any of the required documents are missing.

Vendors can submit bids for a single section or multiple sections. Separately sealed, and adequately bound proposals shall be submitted for each section of this RFP. Bidder shall file all documents necessary to support their proposal and include them with their submission. Proposal packages and quotations should be identified using the given reference numbers specified in this RFP document.

Vendor must bid for all items and related items/services in any given section. If any bidder fails to provide all services and products in the intended bidding section, the bid proposal shall be rejected.

Vendors who do not provide an easily viewable total cost per section, at the time of opening the bid, will be disqualified from the section, and the price will not be noted. Bidders can submit a maximum of two proposals (options) for each section as long as it meets the stated requirements. If multiple options are given, vendors will have to clearly state the total price for each option for the section. If this information is not clearly stated, the vendor will be disqualified from the whole section.

### Bid Format

**Executive Summary:** A summary of the bidder's document and approach to the installation of systems of this kind, identifying any unique or distinctive features of the system of interest to the evaluators based on the needs specified in this document.

**Bidder or Partner(s) overview and profile:** The bidder must provide basic information on the bidder and any partners participating in the tender. This information should include, but not be limited to, the history of the organization, its experience and its experience in the IT field, technical capabilities, experience implementing similar architecture, the size of implementations, and success stories. This section should also explain any partnering arrangements that have been made to respond to the proposal.

**Proposal:** Proposal shall be submitted in the following format and include the following information.

- A detailed description of proposed equipment/services, including the manufacturer part numbers, the scope of work and the financial proposal shall be submitted (*valid for a period of **90 days** from date of submission of the bid*). The following should be included:
  - Bid Form
  - Price Schedule Form
  - Terms and Conditions (If applicable)
  
- Unless otherwise specified, the bidder shall quote entirely in Maldivian Rufiyaa, **including** all government taxes.
  
- The vendor should provide an approach and reference to the successful implementation of similar projects and should include descriptions of project implementations they have completed. The mentioned project references must consist of names and contact information of the respective clients so that Aasandha Company Limited can contact and verify the project summaries. Must provide Experience Form.
  
- Evidence of the bidder's financial, technical, organizational capability and experience to perform the contract.
  
- Any other pertinent information the bidder may wish to submit.

## Delivery and Installation

If at any time during the performance of the contract, the successful bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the agreed solution(s) and implementation of services, the bidder shall promptly notify Aasandha Company Limited in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the vendor's notice, Aasandha Company Limited shall evaluate the situation and may at its discretion extend the vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. Counting of delivery dates will start on the day the bid is awarded, and the award letter is handed over to the vendor, inclusive of letter handover day.

The delivery period should be stated in calendar days, inclusive of weekends and public holidays (not only working days). If the delivery deadline falls on a working day (Sunday-Thursday) the latest delivery time should be 4:00 pm. If the delivery deadline falls on a public holiday the delivery deadline will be extended to the next working day at 4:00 pm without penalty. Vendors who bid must agree for free doorstep delivery to any location in Male'. Failure to deliver within a set deadline will result in the following penalties.

1. If the total cost of the bid is less than 1,000,000.00, Liquidation Damage= $CP \times 0.005 \times LD$  will be deducted per day, starting on the date after the delivery deadline date.
2. If the total cost of the bid is more than 1,000,000.00, Liquidation Damage= $CP \times 0.0025 \times LD$  will be deducted per day, starting on the date after the delivery deadline date.
3. If the liquidation damage is more than 15% of the CP, Aasandha Company can terminate the contract.

CP: Contract Price, LD: Late Duration

## Submission of Bids

- Vendors must send their Company name, contact person name, email and number to [tender@asandha.mv](mailto:tender@asandha.mv) before the bid registration deadline to register for the Bid submission.
- Aasandha company will send a web meeting link to the provided email address for bid submission.
- The vendor's bid document will NOT be accepted if the vendor is not registered for the submission.
- The vendor can send the bid document during the web meeting via email to [tender@asandha.mv](mailto:tender@asandha.mv). Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB.

## Additional Information

- a) Detailed scope of work must be submitted with the tender document.
- b) Certificate copies and reference letters may need to be verified by contacting the relevant parties. Therefore, please provide contact information with certificate copies and reference letters.

## General Instructions

### Key events and dates

The following schedule will apply to this bid but may change in accordance with the organization's needs or unforeseen circumstances. All changes will be upload to the Company web site "aasandha.mv."

- Bid Submission Date: - **10<sup>th</sup> June 2024, 1000hrs**
- The bid proposal must be valid through 90 days from the date of submission.

Vendors must send their Company name, contact person name, Email and number to [tender@aasandha.mv](mailto:tender@aasandha.mv) before **06<sup>th</sup> June 2024 - 1500HRS** to register for the Bid submission. Aasandha company will send a web meeting link to the provided email address for bid submission.

The vendor can send the bid document during the web meeting via email to [tender@aasandha.mv](mailto:tender@aasandha.mv). Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB. The vendor's bid document will NOT be accepted if the vendor is not registered for the submission or did not attend to the submission meeting.

### Communication

Applicable terms and conditions herein shall govern communications and inquiries related to this bid between Aasandha Company Limited and vendors.

Inquiries, questions, and requests for clarification are to be directed via email to [tender@aasandha.mv](mailto:tender@aasandha.mv) and cc [tech@aasandha.mv](mailto:tech@aasandha.mv)

Any other form of communication shall be considered informal and shall have no weight, bearing, or influence in this bid process.

Aasandha Company Limited will respond to requests for clarification and queries on the RFP, received no later than one working day before the bid submission date set forth above.

### Qualified Bidders

Any single firm (sole proprietorship, partner, company, joint venture, or other legal entity registered in the Republic of Maldives) is eligible to participate.

### Vendor's Understanding of the Bid

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Aasandha Company Limited as necessary to gain such understanding. Aasandha Company Limited reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Aasandha Company Limited reserves the right to determine, in its sole discretion, whether the vendor has been shown such understanding. That right extends to the cancellation of the award if an award has been made. Such disqualification and cancellation shall be at no fault, cost, or liability whatsoever to the Aasandha Company Limited. Aasandha Company Limited reserves the right to cancel bids for a specific section without canceling other sections. Sections will be evaluated independently of each other; Bids will be



evaluated section by section and will be awarded as such. Sections will not be split up to be awarded to multiple vendors – a single vendor will be selected for each section.

## Proposal Requirements

### Qualification Criteria

The bidder must have been in the service of this nature/IT solution for the past five (3) years in relation to supply, configuration, and commissioning of IT solutions.

Aasandha Company Limited shall confirm that the following legal documents and information have been provided in the bid. If any of these documents or information is missing, the offer shall be rejected.

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**Proposal:** Proposal shall be submitted in the following format and include the following information.

- A detailed description of proposed equipment/services, including the manufacturer part numbers, the scope of work and the financial proposal shall be submitted (*valid for a period of 90 days from date of submission of the bid*). The following should be included:
  - Bid Form
  - Price Schedule Form
  - Terms and Conditions
  - Bill of Quantities – Including manufacturer part numbers and descriptions
  - Delivery and Implementation Schedule
  - Warranty Details.
- Unless otherwise specified, the bidder shall quote entirely in Maldivian Rufiyaa, **including** all government taxes.

- The bidder should provide approach and reference to the successful implementation of similar projects and should include descriptions of project implementations they have completed. The mentioned project references must consist of names and contact information of the respective clients so that Aasandha Company Limited can contact and verify the project summaries. Must provide Experience Form.
- A bidder that does not manufacture or produce the goods and services it offers to supply shall submit the Manufacturer's Resale Authorization Letter, to demonstrate that it has been duly authorized by the manufacturer of the goods to resell these goods and services in the Republic of Maldives.
- **Team Composition:** It is mandatory that the bidder will maintain the required technical team as deemed suitable based on the requirements and milestones. However, Aasandha Company Limited expects that the bidder would have allocated the following team compositions having specific skill sets and professional experience. Importantly, it is expected that the bidder will maintain necessary resources on-site during crucial stages of the project that requires closer interaction with Aasandha Company Limited during installation, configuration, integration, training, testing, etc.
- Evidence of the bidder's financial, technical and organizational capability and experience to perform the contract.
- Any other pertinent information the bidder may wish to submit

## Delivery and Installation

If at any time during the performance of the contract, the successful bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the agreed solution(s) and implementation of services, the bidder shall promptly notify Aasandha Company Limited in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the vendor's notice, Aasandha Company Limited shall evaluate the situation and may at its discretion extend the vendor's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. Counting of delivery dates will start on the day the bid is awarded, and the award letter is handed over to the vendor, inclusive of letter handover day.

The delivery period should be stated in calendar days, inclusive of weekends and public holidays (not only working days). If the delivery deadline falls on a working day (Sunday-Thursday) latest delivery time should be 4:00 pm. If the delivery deadline falls on a public holiday delivery deadline will be extended to the next working day at 4:00 pm without penalty. Vendors who bid must agree for free doorstep delivery to any location in Male'. Failure to deliver within a set deadline will result in the following penalties.

1. If the total cost of the bid is less than 1,000,000.00, **Liquidation Damage=CP\*0.005\*LD** will be deducted per day, starting on the date after the delivery deadline date.
2. If the total cost of the bid is more than 1,000,000.00, **Liquidation Damage=CP\*0.0025\*LD** will be deducted per day, starting on the date after the delivery deadline date.
3. If the liquidation damage is more than 15% of the CP, Aasandha Company can terminate the contract.

**CP: Contract Price, LD: Late Duration**

## Submission of Bids

- Vendors must send their Company name, contact person name, and number to [procurement@asandha.mv](mailto:procurement@asandha.mv) before the bid submission deadline to register for the Bid submission.
- Aasandha company will send a web meeting link to the provided email address for bid submission.
- The vendor's bid document will NOT be accepted if the vendor is not registered for the submission.
- The vendor can send the bid document during the web meeting via email to [procurement@asandha.mv](mailto:procurement@asandha.mv). Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB.

## Additional Information

- c) Detail scope of work must be submitted with the tender document.
- d) Certificate copies and reference letters may need to be verified by contacting the relevant parties. Therefore, please provide contact information with certificate copies and reference letters.

## Evaluation and Comparison of Bids

- **Clarification of Bids:** To assist in the examination, evaluation, comparison, and post-qualification of the bids, Aasandha Company Limited may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder in respect to its bid and that is not in response to a request by Aasandha Company Limited shall not be considered. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by Aasandha Company Limited in the evaluation of the proposals.
- **Responsiveness of Bids:** If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by Aasandha Company Limited and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
- **Technical Evaluation of Bids:** Aasandha Company Limited shall evaluate the technical aspects of the bid submitted in accordance with the RFQ, to confirm that all requirements specified in the RFQ, have been met without any material deviation or reservation.

## Evaluation Criteria

- **Price: 70 points**
  - Each bidder's price is used to identify their relative position on a 0 – 70 price scale. This is done by allocating the lowest priced qualified bid 70 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder.  
Price percentage =  $70 \times (\text{lowest price} / \text{quoted price})$
- **Warranty and Service: 20 Points**
  - Each bidder's warranty and service period are used to identify their relative position on a 0 – 20 scale. This is done by allocating the highest amount of month/year for warranty and service 20 points and calculating the remaining bidder's score in relation to this scale
  - Must provide warranty coverage details.
- **Delivery period (calendar days): 10 Points**
  - Each bidder's delivery period is used to identify their relative position on a 0 – 10 scale. This is done by allocating the lowest amount of days-to-deliver 10 points and calculating the remaining bidder's score in relation to this scale.
  - Delivery percentage =  $10 \times (\text{least Duration} / \text{bidders duration})$

SAMPLE FORMS

Please fill in the forms for each section separately.

Bid Form

**BID FORM**  
**Section 1/2/3 (Specify)**

Description of works:	
Bid to:	<b>Aasandha Company Limited</b>
Address:	Fen Building 3rd Floor, Ameenee Magu, Mahchangoalhi, Male', 20375, Republic of Maldives

Having examined the conditions of Contract, technical specifications, drawings and bill of quantities for the execution of above named works, I/we the undersigned, offer to construct and maintain the whole said work in conformity with the said conditions of Contract, technical specifications, drawings and bill of quantities for the sum of **MVR:** \_\_\_\_\_  
( \_\_\_\_\_ ).

We undertake, if our Bid is accepted, to commence the works within seven (7) calendar days of receipt of the letter of award and to complete whole of the works in the Contract within \_\_\_\_\_  
( \_\_\_\_\_ ) calendar **days**.

We agree to abide by this bid for a period of Ninety (90) days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period. We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this bid, together with our written acceptance thereof, shall constitute a binding contract between us.

Yours faithfully,

Signed \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign bids for and on behalf of \_\_\_\_\_

(Company Name & Stamp)

Date: \_\_\_\_\_

*Name & Address of Signatory*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email: \_\_\_\_\_

Price Schedule Form

Section #:

Description:

Total Price inc. GST (MVR):

Delivery Period:

\*\*Note: Successful Bidder shall provide cost information by completing the information above, indicating the estimated amount of time and cost of completing the project.

Bill of Materials

Item	Manufacturer Part Number	Item Description	Qty

Equipment Delivery Schedule

Item	Description	Quantity	Delivery in Days

## Form of Qualification Information

### a) Experience

Works of similar nature completed over the last 2 years

#### Experience Form:

<b>Customer</b>	<b>Project Details</b>	<b>Value</b>	<b>Year of Completion</b>
Organization {....} Contact Person {....} Email {....} Phone {....}	Products {.....} Services {.....}  Agreement No {.....}	MVR {.....}	Year {.....}

## Declaration on Ethical Conduct and Fraud and Corruption

[The Bidder shall fill in and submit this form with the Bid]

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to Aasandha Company Ltd.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow Aasandha Company Ltd to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of Aasandha Company, Client or Employer.
6. We agree that Aasandha Company Ltd reserves the right to disqualify, suspend or terminate any contract or other arrangement between us and Aasandha Company Ltd, with immediate effect and without liability, in the event it is discovered that we have submitted a fraudulent bid.
7. This declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between us and the Company.

Authorized Signature: \_\_\_\_\_

Name:

Title:

Company Stamp: