



INFORMATION FOR BIDDERS

Bid Announcement Ref: ASND/GA/IUL/2026/15

Bid Number: ASND/GA/IUL/2026/15

Bid Submission Date: 11th May 2026 (Monday) 12:00PM

Bid Submission: Please refer to Part 2, instructions for bidders' section (Page 3)

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 I – Supplying Printers

- Vendors that do not manufacture or produce the goods/services it offers to supply must be authorized, partner distributor or reseller for the solution(s) they propose (document/certificate/letter/screenshot/link required).
- Printer Model should not be older than 2024
- Warranty – Minimum 1 Year

Supplying Printers

Please submit a filled form for the following minimum specification required, you may provide additional information/specifications.

#	Requirements	Qty	Compliance (Yes/No)	If Different Specify:
	<p>Printers</p> <p>Functions: Print, Scan, Copy</p> <p>Printer Type: Laser Printer</p> <p>Print Resolution: Up to 1200 x 1200 dpi</p> <p>Print Speed: Up to 34 (A4) / Up to 36 (Letter) ppm</p> <p>2-Sided (Duplex) – Printing Paper Type: Plain Paper, Thin Paper</p> <p>Copy Resolution: Up to 600 x 600 dpi</p> <p>Scan Resolution – Interpolated: Up to 19,200 x 19,200 dpi</p> <p>Scan Speed (A4): 22.5ipm Mono and 7.5ipm Colour</p> <p>Colour and Mono Scanning: Yes</p> <p>Network Scanning: Scan to E-mail Server, FTP, FTPS, HTTPS, Sharepoint</p> <p>Connectivity: Wireless Network & Wired Network</p> <p>E-mail Notifications: Automatically have the device send e-mail alerts when it requires attention</p> <p>E-mail Reports: Receive usage reports on a regular basis via e-mail</p> <p>Setting Lock: Secures access to the devices control panel by locking it</p> <p>Supported OS: Windows 10, 11, Server 2012, Server 2012 R2, Server 2016, Server 2019, Server 202</p>	11		

Part II – 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 communicated.

- Bid Submission Date & Time: **11th May 2026, 1200hrs**
- The bid proposal must be valid for 60 days from the date of submission.

Registration

Vendors who wish to participate must send their Company name, Contact Person's name, Email, and Contact Number to tender@asandha.mv before **10th May 2026, 1400hrs** to register for the bid

Submission of Bids

- Aasandha company will send a web meeting link to the provided email address for the bid submission.
- Vendors must submit the bid document during the web meeting, when requested, by sending it via email to tender@asandha.mv
- If the file size exceeds 20MB, vendors must upload the bid document to a cloud storage service (such as Google Drive, Dropbox, or OneDrive) and provide the download link via email.
- The bid document will NOT be accepted if the vendor is not registered for the submission or does not attend the submission meeting.

Communication

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

For technical Inquiries, questions, and requests for clarification are to be directed via email to tender@asandha.mv and cc tech@asandha.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 tender, the bidder accepts full responsibility to understand the tender document 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 bidder who demonstrates less than such understanding. Further, Aasandha Company Limited reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. This right extends to the cancellation of an award, if an award has been made. Such disqualification or cancellation shall be at no fault, cost, or liability whatsoever to Aasandha Company Limited. Aasandha Company Limited also reserves the right to cancel bids for a specific section without canceling other sections of the tender.

Proposal Requirements

Qualification Criteria

The bidder must have been in the service of this nature/IT solution for the past three (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

Signed Declaration on Ethical Conduct and Fraud and Corruption (Annex 1 – Page 9)

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 the proposed equipment/services, including manufacturer part numbers and scope of work, shall be submitted.
- Pricing information **must not be** included within the technical details.
- Proposal must be valid for a period of 60 days from the date of bid submission). The following should be included:
 - Bid Form
 - Bill of Materials – Including manufacturer part numbers and descriptions
 - Terms and Conditions (if applicable)

- 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.
- 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. Delivery dates shall be counted from the date of signing of the agreement and the agreed commencement date.

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

Additional Information

- a) Detail 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.

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 bidding document, to confirm that all requirements specified in the bidding document, have been met without any material deviation or reservation.

Evaluation Criteria

- **Price: 60 points**
 - Each bidder's price is used to identify their relative position on a 0 – 60 price scale. This is done by allocating the lowest priced qualified bid 60 points and scaling down the remaining bidder's score in relation to this, based on the price proposed by the bidder.
Price percentage = $60 \times (\text{lowest price} / \text{quoted price})$
- **Delivery: 30 points**
 - Each bidder's delivery period is used to identify their relative position on a 0 – 30 scale. This is done by allocating the lowest amount of days-to-deliver 30 points and calculating the remaining bidder's score in relation to this scale.
Delivery percentage = $30 \times (\text{least Duration} / \text{bidders duration})$
- **Experience: 10 points**
 - A maximum of 10 certificates of similar nature will be accepted for evaluation purposes. Evaluation marks for experience will be awarded proportionately based on the number of acceptable certificates submitted.
 - Each bidder's experience is used to identify their relative position on a 0–10 scale. This is done by allocating the highest relevant experience 10 points and scaling down the remaining bidder's score proportionately.
Experience percentage = $10 \times (\text{Bidder's Accepted Certificates} / \text{Highest Number of Accepted Certificates})$

SAMPLE FORMS (A filled form must be submitted)

Bid Form

BID FORM

Description of works:	Supplying Printers
Bid to:	Aasandha Company Limited
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 Sixty (60) 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: _____

Bill of Materials

Item	Manufacturer Part Number	Item Description	Qty

Installation Schedules

Item	Description	Quantity	Delivery in Days	Installation and Commissioning in Days	Total Delivery and Installation Scope in Days

Annex 1

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: