INFORMATION FOR BIDDERS

Bid Announcement Ref: ASND/GA/IUL/2026/41

Bid Submission Date: 09 November 2026, 10:00AM

Bid Submission: Please refer to Part 2, instructions for bidders' section.

Aasandha Company Limited ("the Company") 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 Business Laptops

- **Maximum Delivery Period:** 45 Calendar Days
- Bids proposing a delivery period exceeding 45 calendar days will be disqualified.
- Proposals that meet or exceed the minimum technical specifications stated in this document will be accepted, subject to compliance with all other tender requirements.
- During the warranty period, the successful bidder must provide onsite support for repair or replacement when requested by the Company.

Business Laptops

Quantity Required: 03
*Please submit the following table completed, vendor may provide additional information.

Brand: (Vendor **MUST** specify)		
Model: (Vendor **MUST** specify)		
Minimum Specification:		**Comply (Yes/No) If different specify**
Processor	Intel Core Ultra 7 266V vPro (48 TOPS NPU, 8 cores, up to 5.0 GHz)	
Memory	16 GB LPDDR5x, 8533 MT/s Memory	
Storage	512 GB SSD	
Software	Genuine Windows 11 Professional License, 64bit, English	
Graphics	Integrated graphics or better, capable of supporting the specified display resolution	
Wireless Connectivity	Wi-Fi 7, Bluetooth(R)	
Display	14", FHD+, 300 nit, Anti-Glare	
Camera	8MP HDR + IR Camera	
Keyboard	Full-size or standard laptop keyboard, US International (QWERTY), with backlit keyboard preferred	
Ports (External):	USB 3.2 Type-A port, USB 3 Type-C Port Gen 2, Thunderbolt 4 with Power Delivery 3.1 & USB Type-C, HDMI 2.1	
Power	60W AC ultralight mini adapter, USB Type-C	
Accessories	Wireless Mouse (with Bluetooth support) + Bag	
Warranty and Service	Minimum 1 – Year Hardware Service with Onsite/In-Home Service – Repair or Replace	

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: **09 November 2026, 1000hrs**
- 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 Address, and Contact Number to tender@aasandha.mv **before 04 November 2026, 1500hrs** to register for the bid.

Submission of Bids

- The Company will send a web meeting link to the provided email address for the bid submission.
- Vendors must submit their Technical Proposal and Financial Proposal separately during the web meeting, when requested by the Company, by sending them via email to tender@aasandha.mv.
- If the file size exceeds 20MB, vendors must upload the relevant proposal documents to a cloud storage service (such as Google Drive, Dropbox, or OneDrive) and provide the download link via email. The link must remain accessible to the Company from the time of submission until completion of the evaluation process, and the submitted files must not be replaced or modified after the submission deadline.
- Proposals will not be accepted from vendors who have not registered for the bid or do not attend the submission meeting.

Communication

Applicable terms and conditions herein shall govern communications and inquiries related to this bid between the Company and bidders.

Technical inquiries, questions, and requests for clarification shall be directed via email to tender@aasandha.mv, with tech@aasandha.mv copied.

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

The Company will respond to requests for clarification and queries relating to this tender 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 submitting a bid in response to this Tender, the Bidder acknowledges and accepts responsibility for reviewing and understanding the Tender Document, including all requirements, specifications, terms,

conditions, and instructions. The Bidder shall seek any clarification it considers necessary before the clarification deadline. The Company may reject a Bid that fails to comply with a mandatory requirement, contains a material deviation, reservation, or omission, or otherwise fails to meet the eligibility or technical requirements stated in the Tender. Any disqualification or cancellation shall be based on the requirements and conditions stated in the Tender and applicable procurement procedures.

Proposal Requirements

Qualification Criteria

The Bidder must have at least three (3) years of relevant experience in the supply, delivery, warranty support, or after-sales service of laptops or equivalent business IT equipment. The Bidder must provide supporting documents demonstrating the required experience, such as previous contracts, purchase orders, or client reference letters.

The Company shall verify that the Bidder meets the above qualification criteria and has submitted the following mandatory documents:

- Company Registration Certificate
- GST Registration Certificate
- Signed Declaration on Ethical Conduct and Fraud and Corruption (Annex 1)

Bids that fail to meet the mandatory qualification criteria or do not include the required supporting documents shall be rejected.

Bid Format

Executive Summary: A summary of the Bidder's proposed approach to the supply, delivery, warranty support, and after-sales service of the required laptops, including delivery methodology, product availability, warranty arrangements, support arrangements, and any relevant features or considerations for the Company.

Bidder or Partner(s) Overview and Profile: The Bidder shall provide basic information on the Bidder and any partners participating in the Tender. This shall include relevant organizational history, IT equipment supply experience, technical support capabilities, warranty or service arrangements, experience with similar laptop supply contracts, and any partnering arrangements made for this Tender.

Proposal Submission

The Bidder must submit a separate Technical Proposal and Financial Proposal. The Technical Proposal and Financial Proposal must be submitted separately.

No pricing or financial information shall be included in the Technical Proposal. All pricing and financial information shall be included only in the Financial Proposal.

A) Technical Proposal

The Technical Proposal shall be submitted separately from the Financial Proposal and must comply with the minimum technical specifications specified in Part I of this document. Only proposals that meet all mandatory requirements shall proceed to financial evaluation.

B) Financial Proposal

The Financial Proposal shall be submitted separately from the Technical Proposal and shall include:

- Duly completed Bid Form (Sample Forms section)
- A separate schedule of any exceptions or deviations from the Tender requirements, if any. Any bidder terms or conditions shall apply only if expressly accepted in writing by the Company; and
- Any other relevant financial or commercial information.

Unless otherwise specified, all prices shall be quoted entirely in Maldivian Rufiyaa (MVR) and shall be inclusive of all applicable government taxes.

Delivery terms and conditions

If, at any time during the performance of the contract, the successful bidder encounters conditions that may delay the delivery of the item(s), the successful bidder shall promptly notify the Company in writing, stating the reason for the delay and its expected duration. Upon receipt of the notice, the Company shall evaluate the situation and may, at its discretion, extend the delivery period. Any such extension shall be formalized through an amendment to the contract.

The delivery period shall commence from the date of signing of the agreement, unless a different commencement date is specified in the agreement.

The delivery period shall be stated in calendar days, inclusive of weekends and public holidays. If the delivery deadline falls on a working day (Sunday to Thursday), the latest delivery time shall be 4:00 PM. If the delivery deadline falls on a weekend or public holiday, the deadline shall be extended to 4:00 PM on the next working day without penalty. The successful bidder must provide free doorstep delivery to any location in Malé. Failure to deliver within the specified deadline shall result in the following penalties.

- **If the total contract price is MVR 1,000,000.00 or less:** Liquidated Damages = CP × 0.005 × LD, calculated at 0.5% of the contract price per day, commencing from the day following the delivery deadline.
- **If the total contract price exceeds MVR 1,000,000.00:** Liquidated Damages = CP × 0.0025 × LD, calculated at 0.25% of the contract price per day, commencing from the day following the delivery deadline.

If the liquidated damage is more than 15% of the CP, the Company can terminate the contract.

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

Additional Information

a) The Bidder must include a detailed scope of supply in the Technical Proposal.
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 bids, the Company may request clarification from a Bidder. Clarifications shall not be used to change the price or substance of a Bid, except to confirm the correction of arithmetic errors identified during evaluation.

- **Responsiveness of Bids:** A Bid that is not substantially responsive to the Tender Document shall be rejected and may not subsequently be made responsive by correction of a material deviation, reservation, or omission.

- **Technical Evaluation of Bids:** The Company shall evaluate the Technical Proposal against the mandatory eligibility requirements and minimum technical specifications specified in Part I of this document. Technical compliance shall be assessed on a Pass/Fail basis. Only technically compliant bids shall proceed to financial evaluation.

Evaluation Criteria

The Company shall evaluate all technically compliant bids based on the following evaluation criteria.

1. **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 score = 70 x (lowest price / quoted price)

2. **Delivery period – Maximum delivery period 45 days (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 score = 10 x (least Duration/ bidder's duration)

3. **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 (Minimum 1 year).

- Warranty score = 20 x (bidder’s warranty / maximum warranty)

SAMPLE FORMS (A completed form must be submitted)

BID FORM

Bid Announcement Ref	**ASND/GA/IUL/2026/41**
Description of supply/service:	**Supplying Business Laptops**
Bid to:	**Aasandha Company Limited**
Address:	Fen Building 3rd Floor, Ameenee Magu, Mahchangoalhi, Male', 20375, Republic of Maldives

Having examined the Tender Document, conditions of Contract, and technical requirements, I/we, the undersigned, offer to supply the items in conformity with the Tender for the total sum of
MVR: __________ **(**____).

We undertake, if our Bid is accepted, to complete the supply and delivery within ____ (_________________________) calendar days and no later than the deadline stated in the Tender.

We agree to abide by this Bid for Sixty (60) days from the date of submission. The Bid shall remain binding upon us and may be accepted at any time before expiry of that period. We understand that the Company is not bound to accept the lowest-priced or any Bid received.

Unless and until a formal agreement is executed, this Bid together with the Company's written acceptance shall constitute a binding contract, subject to the Tender requirements and applicable procurement procedures.

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: ....

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 any actual or potential conflict of interest, we shall report it immediately to the Company.

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 the Company to inspect records relating to the preparation of our Bid and any contract that may result from it, whether or not we are awarded the contract, subject to applicable law and contractual requirements.

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 staff, associates, consultants, employees, or other persons involved in the procurement process on behalf of the Company.

6. We agree that the Company reserves the right to disqualify or suspend the Bidder, or terminate any resulting contract or other arrangement, in accordance with the Tender and applicable procedures, if it is established that we have engaged in fraudulent, corrupt, coercive, or collusive practices in connection with this procurement.

7. This declaration is in addition to, and does not replace , cancel, or operate as a waiver of, any terms of contractual arrangements between us and the Company.

Authorized Signature: ___________________________________

Name:

Title:

Company Stamp: