



MINISTRY OF FINANCE AND TREASURY
MALE'
REPUBLIC OF MALDIVES

REQUEST FOR QUOTATION (RFQ)

Ref: No: 13-K/PRIV/2012/882

20th November2012

To whom it may concern,

Dear Sir/Madam,

Re: Request for Quotation for the project Regional Development Project, Phase II
Sub: Procurement of Total Survey Stations

1. You are hereby requested to submit price quotation(s) for the supply of the following items:

LOT	Name of equipment	Quantity
1	Laptop	02
2	Printer	01
3	Video conference equipment	01

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You shall submit one original of the Price Quotation with the Form of Bid, and clearly marked "ORIGINAL". In addition, you shall also submit one copy marked as "COPY". Your quotation in the attached format should be sealed in an envelope and addressed to and delivered to the following address:

Mr. Ismail Shafeeq
Permanent Secretary,
Tender Evaluation Section,
Ministry of Finance and Treasury,
Ameenee Magu, Malé
Republic of Maldives
Telephone: 960 3349107
Facsimile: 960 3320706
E-mail: tender@finance.gov.mv

3. Your quotation in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Republic of Maldives.

4. The deadline for receipt of your quotation (s) at the address indicated in Paragraph 2 is:
26th November 2012, Monday at or before 1500 hours local time

5. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

- (i) **PRICES:** The prices should be quoted separately for supply and delivery to the **Ministry of Finance and Treasury**. Prices shall be quoted in the currency of the Purchaser.
- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Goods and Services Tax (GST) in Maldives.

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of Ninety (90) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

6. Further information can be obtained from:
**Tender Evaluation Section,
Ministry of Finance and Treasury,
Ameenee Magu, Malé
Republic of Maldives
Telephone: 960 33491047
Facsimile: 960 3320706
E-mail: tender@finance.gov.mv**

7. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

8. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

9. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,



Ismail Shafeeq
Permanent Secretary

FORM OF CONTRACT

THIS AGREEMENT number *[Insert Agreement No. Here]* made on *[Insert Date Here]* 2012, between **Ministry of Finance and Treasury, Ameenemagu, Male', Maldives** (hereinafter called "the Purchaser") on the one part and *[Insert Name of Successful Bidder Here]* (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for **Procurement of IT equipments**, to be supplied by Supplier, viz. Contract ____, (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of *[Insert Numerical Figure of Quotation Here]* (*[Insert in Writing the Figure of Quotation Here]*) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Request for Quotation; Terms and Conditions of Supply, Technical Specification;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Signature and seal of the Supplier:
FOR AND BEHALF OF

Insert Name of Authorized Representative

Insert Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: **Strengthening capacity for operations management- Procurement of IT equipments (ADB Grant No. 8070 (TA)**

Purchaser: **Ministry of Finance and Treasury**

Consignee: **Ministry of Finance and Treasury / Ameeneemagu, Male', Maldives**

Package No.

1. Schedules for Supply

<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Delivery Time</u>
1.	Laptops	02	30 Days
2.	Printer	01	30 Days
3.	Video conferencing equipment	01	30 Days

<u>Spare Parts</u>	}
<u>Tools and Accessories</u>	}
<u>Manuals</u>	} Specify, if applicable.
<u>Maintenance Requirements</u>	}

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 30 days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the arbitration law or rules of the Purchaser's country.
7. Delivery and Documents: Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable or fax the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) duplicate air/ truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked "Freight Prepaid";

- (iii) copies of the packing list identifying contents of each package;
- (iv) manufacturer's or supplier's warranty certificate;
- (v) certificate of origin;
- (vi) Certificate of quality.
- (vii) Free calibration certificates should be issued upon delivery

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: for your invoice will be made 100% against delivery of shipping documents will be paid on acceptance of the goods and issue of acceptance certificate by the Purchaser. upon satisfactory testing of equipments.
9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 36 months against manufactures defects and function defects from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.
10. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination, as indicated in the Contract.
11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Address: *[Insert Address of Bidder Here]*

12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

13. Required Technical Specifications:
 - (i) General Description
 - (ii) Specific details and technical standards
 - (iii) Performance Parameters
 - (iv) Clause by Clause commentary of Bidders Equipment on Conformity/ Non- conformity of Employers Specifications on IT equipments (Laptops, printer, video conferencing).

(v) Spare part list with catalog / technical literature

Supplier confirms compliance with above specifications [Note: In case of deviations supplier to list all such deviations.]

14. **Failure to Perform:** The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21-day notice given by the Purchaser, without incurring any liability to the Supplier.
15. Training: free demonstration and training should be organized by the supplier upon delivery to the purchaser.
16. After sale service: supplier shall be responsible for after sales services such as repair during warranty period of the equipment.

NAME OF SUPPLIER: *[Insert Name Here]*

[Designation]

[Name of Company]

Authorized Signature:

Date:

TECHNICAL SPECIFICATIONS

Laptop

Processor	Mobile optimized processor Intel® Core™ i3 Series or Equivalent 2.0 GHz, 3M Cache, Two (2) Cores
Motherboard	SATA support RAM upgradeable to 4GB Integrated sound capabilities
RAM	2 GB RAM DDR 2Dual Channel
Hard Disk Drive	250 GB
Optical Drive	Internal or external 16x DVD Writer / ReWriter
Video Interface	Graphic Accelerator
Network Interface	10/100Mbps Gigabit Ethernet Integrated 802.11b/g
Input / Output Ports	Two USB 2.0 One VGA port
Keyboard	QWERTY Keyboard
Pointing Device	Built-in pointing device
Operating System	Microsoft Windows 7 Professional 64-bit
Drivers	All drivers for the supplied operating system
LCD Display	XGA TFT active colour display Internal 1024x768 resolution External 1600x1200 resolution
Battery	3 hours continuous use
Warranty	3yrs
Softwares	Microsoft office 2010 standard

Printer

Printer Type	LaserJet
Printing Speed	8 ppm
Print Buffer (RAM)	64MB
Resolution	600dpi
Duty Cycle	8,000 pages per month
Language Emulations	PCL 5 or 6
Paper Feed	Automatic with manual feed option
Paper Tray Capacity	100 pages
Paper Cassette Size	A4 and Envelope
Toner Cartridge	Separate Black & Colour Cartridges
Interfaces	USB
Print Media	Ability to print on envelopes
Drivers All Drivers for:	<ul style="list-style-type: none">• Windows XP and• Windows 7 Professional and• any other operating system specifically requested
Network Access	Shareable over LAN through a PC or a print server

Video conferencing equipment

Camera	Full HD Camera 10x Wide-angle zoom lens with 70 degree field of view Auto focus/automatic gain control 10 camera presets (near or far end) Standard 3.0 M HDMI cable
Support for Multiple Displays	Any HD displays supporting HDMI or DVI-I input
Video Specifications/Video Resolutions	Maximum resolutions widescreen 16:9 aspect ratio All resolutions progressive scanning All resolutions at 30 frames per second except 60 frames per second where noted 384 Kbps (912x512 pixels) DVD resolution 512 Kbps (1024x576 pixels) 768 Kbps (1280x720 pixels) high definition 1.1 Mbps (1280x720 pixels @ p60) high definition 1.7 Mbps or higher (1920x1080pixels) high definition
Video Standards	H.261, H.263, H.263+, H.264 and H.239 and BFCP compliant with Polycom Support for multiple dual live-streaming modes: 1080p30 and 720p5; 720p60 and 720p5; 720p30 and 720p30
Video Inputs (2 Inputs)	1 x HD Video In (1080p30/720p60) 1 x DVI-I In (HDMI/VGA enabled)
Video Outputs (2 Outputs)	2 x HD digital video out (1080p30/720p60)
Fully Integrated, HD Audio Conference Phone	90 Hz up to 16 kHz Powered by codec directly through cable Touch-screen user interface Manage both HD video and audio
Audio Features	GIPS NetEQ packet loss concealment Full duplex for natural conversations Echo cancellation for echo-free calls Automatic gain control Automatic noise reduction Three-way audio add-on call capability
Audio Inputs (5 Inputs)	1 x Line In (L+R) (3.5mm) 1 x Mic In - two channel (3.5mm) 1 x RJ-45 1 x HD Video In 1 x DVI-I In
Audio Outputs (4 Outputs)	1 x Line Out/Headset (L+R) 1 x RJ-45 2 x HD Video Out
User Interface & Features	Context-sensitive user interface Graphical user interface call manager Multiple languages supported Do Not Disturb mode RS-232 serial pass-through support
Stream/Record	Record/stream outside of a call Record/stream point-to-point or multipoint calls Capture all call participants (near or far) Auto-record all calls Single button, ad-hoc recording

	Recording indicator
Security	Admin and user-level password SNMP security alerts Ability to disable HTTP, SSH and Telnet services H.235 (AES) encryption support including strict compliance TLS/SRTP support IEEE 802.1x support Kensington Security Slot
System Management	Out-of-box setup via web interface and management tool SNMP Backup and restore capability JPEG snapshots through web interface
Power	AC voltage 100–240V, 50–60 Hz, 2.5A via external power supply

FORM OF QUOTATION

To: **[Insert Name of Purchaser Here]**
[Insert Address of Purchaser Here]

We offer to execute the **Regional Development Project Phase II, Environmental Infrastructure and Management (ADB Loan No. 2170 MLD (SF), Package No.** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of **[Insert the Quotation Amount in Words and Numbers] (Insert Name of Currency being Quoted)**. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

<u>S. No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Delivery Time</u>
1.					

[Note: In case of discrepancy between Unit Price and Total derived from unit price, unit price shall prevail.]

<u>Spare Parts</u>	}
<u>Tools and Accessories</u>	}
<u>Manuals</u>	} Specify, if applicable.
<u>Maintenance Requirements</u>	}

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the Request for Quotation document.

Authorized Signature:

Name and Title of Signatory

Name of Supplier:

Address :

.....

Phone Number :

Fax Number, if any.....

CHECK LIST

REGIONAL DEVELOPMENT PROJECT, PHASE II – PROCUREMENT OF TOTAL SURVEY STATION

Sr. No.	Documents to be provided with RFQ	Yes/ No
1	Letter for RFQ submission	
2	2 copies of Bid i.e. one original and other copy submitted	
2	Form of Contract attached	
3	Delivery Schedule in the form of Bar Schedule attached	
4	Manufacturer's Warranty Certificate – Clause 7 (iv)	
5	Certificate of Origin – Clause 7(v)	
6	Certificate of Quality – Clause 7(vi)	
7	General Description – Clause 13(i) of Terms and Condition of Supply	
8	Specific details and technical standards/technical literature - Clause 13(ii) of Terms and Condition of Supply	
9	Performance Parameters - Clause 13(iii) of Terms and Condition of Supply	
10	Clause by Clause commentary on the conformity/non-conformity with the technical specifications	
11	Spare parts list	
12	Location/place of Service Facility for after sale services such as repair and replacement of parts	
13	All pages signed and Stamped by Supplier	