

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



**PREVENT
DOMESTIC
VIOLENCE**

Procurement of 02 Computers and 01 Color Multifunctional Printer

TERMS OF REFERENCE WITH AMENDMENTS

Reference Announcement No: (IUL)438-ENV/438/2021/195

Date: 22nd July 2021

A. INTRODUCTION

The Ministry of Environment is seeking bids from qualified suppliers who are experienced in supplying, computers and multifunctional printer.

B. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to supply, 02 Desktop Computer systems and 01 color multifunctional printer to the Ministry of Environment as per the specification given under the technical requirements.

C. SCOPE AND METHODOLOGY

1. Based on the above introduction and objectives, Ministry of Environment seeks to engage competent party to;
 - i. Supply and deliver 02 Desktop Computer systems and 01 color multifunctional printer mentioned under the Section D.



D. TECHNICAL SPECIFICATIONS

1 Color Multi-function Printer

Technical Specifications of a Multi-function Color Printer	
Printer Technology	Laser – color
Monthly Duty Cycle (max)	50000 pages
Office Machine Features	Print from USB flash drive, save to USB flash drive, scan to e-mail, save to network folder, scan to Cloud, Instant-on Technology
Display Features	Touch screen, tilt
Display Diagonal Size	4.3"
Recommended Monthly Volume	750 - 4000 pages
Standard Memory	256 MB
Maximum Supported Memory	256 MB
Supported Flash Memory	USb flash drive
Connectivity	1 x USB 2.0 - 4 pin USB Type B 2 x USB host - 4 pin USB Type A 1 x Gigabit LAN - RJ-45 1 x modem - RJ-11
Max Printing Resolution	Up to 38400 x 600 dpi (mono) / up to 38400 x 600 dpi (color)
Max Printing Speed	Up to 27 ppm (mono) / up to 27 ppm (color)
Printer Drivers / Emulations	PCL 5c, PCL 6, PCLm, PDF, PostScript 3, URF
Max Copying Speed	Up to 28 ppm (mono) / up to 28 ppm (color)



Max Copying Resolution	Up to 600 x 600 dpi (mono) / up to 600 x 600 dpi (color)
Copying Features	D Card Copy, collation copy, fit to page
Max Document Enlargement	400%
Max Document Reduction	25%
Automatic Duplexing	Yes
Max Media Size	A4/Legal
Document & Media Handling Details	ADF - 50 sheets size: 4 in x 6 in - Legal (8.5 in x 14 in) weight: 60 g/m ² - 90 g/m ² ; weight (lbs): 16 lbs - 24 lbs Input tray - 250 sheets size: 3.93 in x 5.8 in - Legal (8.5 in x 14 in) weight: 60 g/m ² - 200 g/m ² ; weight (lbs): 16 lbs - 52 lbs Bypass tray - 50 sheets size: 3 in x 5 in - Legal (8.5 in x 14 in) weight: 60 g/m ² - 200 g/m ² ; weight (lbs): 16 lbs - 52 lbs Output tray - 150 sheets
Document Feeder	ADF
Document Feeder Capacity	50 sheets
Media Type Class	envelopes, other, photo paper, plain paper
Supported Media Type	bond paper, envelopes, glossy paper, glossy photo paper, labels, photo paper, plain paper, postcards, preprinted paper, punched paper, recycled paper
OS Support	Apple Mac OS X 1.10, Fedora 24, HP-UX 11i v3, IBM AIX 7.2, Linux, MS Windows 2000 Server, MS Windows 7, MS Windows Server 2003, MS Windows Server 2008, MS Windows Server 2012, Oracle Solaris 11.3, Red Hat Enterprise Linux, SuSe Linux 13.2, Windows 10, Windows 8, macOS 10.12
Warranty	Minimum 1 year Warranty



02 Computer Systems

Processor	Intel Core i7 (8 Core, 10 th Gen) or substantially equal
Memory	8 GB DDR4, 2400 MHz or better
Internal Storage	512 SSD or More
Optical Drive	Minimum: 16x DVD Writer
Network	Integrated 10/100/1000Mbps Gigabit Ethernet Controller
Graphics	Integrated Graphics
Monitor	24" LED
Standard I/O Ports	<ul style="list-style-type: none">• Front I/O: 2 x USB 3.2 Gen 2 Type-A Port, 1 Universal Audio Jack, USB 3.2 Gen 2 Type-C Port• Rear I/O: 2 x USB 2.0, 2 x USB 3.2, 1 x RJ-45 (Gigabit LAN)
Keyboard/Mouse	USB QWERTY Keyboard with US Layout, English and Optical Mouse Wireless Combo
Warranty	Minimum 1 Year Parts and Service Warranty

E. MADATORY DOCUMENTS AND REQUIREMENTS

1. Financial proposal (must be signed by an authorised individual)
2. Tax registration certificate
3. Copy of Business registration certificate under ministry of economic development
4. Company profile information sheet from ministry of economic development (if a company)
5. ID card copy of the owner (if a Sole Proprietorship)
6. Technical Specifications of proposed product
7. Quotation validity of 90 days minimum.
8. SME registration certificate

F. EVALUATION CRITERIA

1. Pre-Evaluation
 - a. Pre Evaluation is a preliminary evaluation done based on the documentation requirement before moving on to the Technical Evaluation. Pre Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;
 - i. Bidder conforms to all requirements identified under Section E. Mandatory Documents and requirements.



- b. Substantially non-responsive bids at this pre evaluation stage will be rejected from further stages of evaluation.
- c. Substantially responsive bids at this pre evaluation stage shall be qualified for technical evaluation.

2. Technical Evaluation

- a. Technical evaluation is to confirm if the proposed server does comply with all the requirements listed under the technical requirements. Ministry of Environment holds the authority to qualify any proposal technically based on their proposed features, only if the evaluation committee finds it acceptable and would achieve the objective fully. Technically non responsive bids from this stage would not be qualified to the final evaluation.

3. Final Evaluation

- a. The proposal would be qualified to this stage after being assessed in pre evaluation and technical evaluation. In this evaluation, the proposals would be compared to their proposed price, duration and experience to complete the project. Point system set for the final evaluation is:

#	Description	Points (percentage)
1	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 85$	85%
2	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 10$	10%
3	Experience $\frac{\text{Total experience points}}{100} \times 5$	5%

Experience would be considered to all submitted letters which is addressed to relevant works (value higher than MVR 35,000) completed within the past 5 years. Each valid reference letter would carry 2 points.



Note: After evaluation, highest scoring party will be notified to submit the tax clearance report. Tender will be awarded upon submission of the tax clearance report

G. CLARIFICATIONS

Any clarification regarding this Terms of Reference shall be addressed to;

Mr. Mohamed Samir,
Senior Computer Programmer,
Information Communication Technology Section,
Ministry of Environment.

Email: mohamed.samir@environment.gov.mv , ict@environment.gov.mv ,
procurement@environment.gov.mv

Phone: +(960) 3018 333, +(960) 7944 212
