

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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



**PREVENT
DOMESTIC
VIOLENCE**

PROCUREMENT OF 01 CPU AND 02 MONITORS

TERMS OF REFERENCE

Reference Announcement No: (IUL)438-ENV/438/2021/288

Date: 27th October 2021

A. INTRODUCTION

The Ministry of Environment, Climate Change and Technology is seeking bids from qualified suppliers who are experienced in supplying, a computer and monitors.

B. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to supply, 01 CPU and 02 monitors to the Ministry of Environment, Climate Change and Technology as per the specification given under the technical requirements.

C. SCOPE AND METHODOLOGY

1. Based on the above introduction and objectives, Ministry of Environment, Climate Change and Technology seeks to engage competent party to;
 - i. Supply and deliver 01 CPU and 02 monitors mentioned under the Section D.



D. TECHNICAL SPECIFICATIONS

01 CPU

SYSTEM	
CPU	10900 / AMD 5800x
Motherboard	Compatible mid-range
Ram	32GB RAM (DDR4 x 2)
Storage	System drive: 1 TB SSD Cache drive: 1 TB SSD Media storage drive: 6 TB HDD
Graphics card	RTX 3060 12 GB / Radeon 6700XT 12GB
Cooling	AIO liquid cooling
PSU	750w / bronze
Case	Midtower (minimum 3 cooling fans)

02 Monitors

Resolution	01 UHD and 01 QHD
Size	LED – Color
Ink Type	27 inches
Connectivity	HDMI & DisplayPort
	Height & tilt adjustable

E. MANDATORY DOCUMENTS AND REQUIREMENTS

1. Preliminary (Document checklist)
2. Financial proposal
3. Fin Form 1 (Financial Breakdown form)
4. Fin Form 2 and 3 (Regarding financial statement)
5. Fin Form 4 (Line of Credit Letter)
6. Guarantee and Warranty
7. Copy of GST registration certificate
8. Copy of Business registration certificate
9. Business profile



10. Technical Specifications of proposed product
11. Quotation validity of 90 days minimum.
12. SME Certificate
13. Copy of notification of Tax registration
14. Copy of national identity card of the Sole Proprietorship
15. summary on similar works (experiences) performed in the past

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, Climate Change and Technology 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	Financial Capability	5
2	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 85$	80
3	Duration $\frac{\text{Shortest duration proposed}}{\text{Proposed duration}} \times 10$	10
4	Experience	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 1 point up to 5 points.

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: ict@environment.gov.mv, procurement@environment.gov.mv,
endheri@environment.gov.mv
Phone: +(960) 3018 333, +(960) 7944 212



Annex - 2

Historical financial performance

Criteria	Compliance Requirements	Submission Requirements
Historical Financial Performance		
Submission of balance sheets and income statements or, for the last 1 (One) year ending 31st December, 2020 to demonstrate the current soundness of the Bidders financial position and its prospective long-term profitability. As a minimum, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	Form FIN - 1 with attachments
Average Annual Turnover		
Minimum average annual turnover of MVR 100,000 only calculated as total certified payments received for contracts in progress or completed, within the last 1 (One) year ending 31st December, 2020 .	must meet requirement	Form FIN – 2



Form FIN - 1: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 1 Year [MVR Equivalent]

	Year 2020:
--	------------

Information from Balance Sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current Liabilities	
Working Capital	

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last one year, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods



Form FIN - 2: Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 1 Year		
Year	Amount Currency	MVR Equivalent
2020		

Average Annual Turnover

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for the year for contracts in progress or completed at the end of the period reported.



Form FIN – 3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		



FIN-4: Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____