



REQUEST FOR PROPOSALS

NUMBER	(IUL)457-AIT/1/2017/11
PUBLICATION DATE	30 th July 2017
PRE-BID MEETING	NIL
BID SUBMISSION DATE	7 th August 2017, 11:00
BID SUBMISSION ADDRESS	National Bureau of Statistics, 8 th Floor, Dhār Al Eiman Building, Majeedhee Magu, Male', Republic of Maldives

Section 1: Instruction to Bidders

- 1.01 The National Bureau of Statistics is accepting bids for the supply of items stated in the Section 2 of this Request for Proposal (RFP).
- 1.02 The Bidders must submit proposals for each item (lot) separately. Submission for 1 (one) or more items are allowed.
- 1.03 Bidders must submit a copy of the following items:
 - Copy of Company Registration / National ID Card Copy
 - GST & BPT Registration Copies
 - Tax Clearance Report (Not older than 5 months)
 - GST Submission Slip of Most Recent Quarter
 - Import License Copy
 - Related work completion documents
- 1.04 No part of tender document shall be written in hand.
- 1.05 The prices should be quoted inclusive of all taxes and in Maldivian Rufiyaa (MVR).
- 1.06 The tenders will be opened on the date and time indicated in the RFP, in presence of all the bidders.

- 1.07 Bidders are required to study all instructions and requirements carefully, and submit the proposals with the detailed specifications of all items. Failure to furnish all information required in the tender document may result in rejection of the bid.
- 1.08 The delivery period and quotation validity period for all items should be stated in **days**. Details of the warranty period should be given in **years**.
- 1.09 Details of the evaluation criteria for all items are given in **Section 3** of this RFP.
- 1.10 Questions regarding this RFP must be directed to the following two email addresses. All communications will be made only via email, and no clarifications will be made verbally, after the pre-bid meeting. All replies from NBS will be forward to all the parties who attend the pre-bid meeting.
Emails of NBS:
- it@stats.gov.mv
 - shifaz.mohammad@stats.gov.mv

Section 2: Technical Specifications

2.1: Lot 1 – Corel Draw Graphics Suite x8

Quantity: 5 Perpetual License

Software Description	Corel Draw Graphics Suite x8
Software Architecture	64-bit
Localization	English UK/US
License Type	Perpetual
Operating System	Microsoft Windows 7 (32/64 bits) SP1 or later, Windows 10 (32/64 bits), Windows 8, 8.1 (32/64 bits)
Distribution Media	DVD ROM

2.2: Lot 2 – Adobe InDesign CC 2017

Quantity: 1 Yearly License

Software Description	Adobe InDesign CC 2017
Software Architecture	64-bit
Localization	English UK/US
License Type	1 Year Subscription
Operating System	Microsoft Windows 7 (32/64 bits) SP1 or later, Windows 10 (32/64 bits), Windows 8, 8.1 (32/64 bits)
Distribution Media	DVD ROM
Additional Requirement	Option of license renewal for up to 2 via separate PO

General Guidelines to Follow

- Submit all certifications and history of similar projects undertaken with reference letters.
- Submit separate quotation for renewal options of Lot 2

Section 3: Evaluation Criteria

Marks will be awarded individually to each item.

Below are the Evaluation Criteria for all items.

- Price (70%)
 - Each bidder's price is used to identify their relative positions on a 0 – 70 price scale. This is done by allocation the lowest priced bid 70 points and calculating the remaining bidder's scores in relation to this scale.
 - Price percentage = $70 \times (\text{Benchmark Price} / \text{Bid Price})$
- Delivery (20%)
 - Each bidder's delivery date (for individual items) is used to identify their relative positions on a 0 – 20 scale. This is done by allocating the least delivery duration bid 20 points and calculating the remaining bidder's scores in relation to this scale.
 - Delivery percentage = $20 \times (\text{Benchmark Delivery Duration} / \text{Delivery Duration in Bid})$
- Experience (10%)
 - Each bidder's work completion document and their financial capabilities to identify their relative positions on a 0 – 10 scale. This is done by allocating most experience and financially capable party 10 points and calculating the remaining bidders' scores in relation to that scale.

❖ **Definitions of Terms in Formulae:**

- Benchmark Price: Lowest Price among the submitted bids
- Benchmark Delivery Duration: Shortest delivery period among the submitted bids

❖ **Marking Criteria for Experience: (Maximum 10 Marks)**

- Work completion documents of the past 3 years, 2 marks for each document