

1. Scope of Work.

1.1. Requirements Analysis.

- a. Study, document and analyze processes.
- b. Establish detailed quote for requirements.

1.2. Vendor Selection.

- a. Prepare proposal and establish evaluation criteria.
- b. Evaluate proposals and select vendor.
- c. Assist in contract negotiation.

1.3. Terms and conditions.

As per the Terms and Conditions the firm will provide the after sales services and the warranty facilities accordingly. The Scope of work includes testing, supply and performance of warranty obligation.

2. Instructions to Bidders.

2.1. Quotation.

- a. Prospective bidders are invited to submit a Proposal, as specified in Section 3 to 4 for services required in the **General Information Sheet**.
- b. The Bidders should familiarize themselves with local conditions and take them into account in preparing their Quotations. To obtain first-hand information Bidders should contact the Client's representative named in the **General Information Sheet** to obtain additional information.
- c. The Bidders are permitted to submit only one proposal. If the proposal involves alternative solutions, such solutions should be clearly indicated in the quotation.

2.2. Format of the quotation.

- a. The proposal shall provide the information indicated in Section 3 to 4 of this document. Bidders are advised to follow the format described in Section 3 to 4 of this document and give any additional material as an annexure.
- b. Failure to comply with the format given in Section 3 to 4 of this document may result in the proposal being deemed non-responsive.

2.3. Submission of proposal.

- a. An authorized representative of the Bidder shall initial all pages of the proposal.
- b. The proposal shall be placed in a sealed envelope clearly marked "**PROPOSAL**". The Client shall not be responsible for misplacement, losing, or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection.
- c. The proposal must be addressed to the address indicated in the **Information Sheet** and received by the Client no later than the time and the date indicated in the **Information Sheet**. Any proposal received by the Client after the deadline for submission shall be returned unopened.

2.4. Proposal Evaluation.

- a. From the time the proposals are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its proposal. Any effort by the bidders to influence the Client in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the Bidders' proposal.
- b. The evaluation committee shall evaluate the proposal on the basis of their responsiveness to the Scope, applying the evaluation criteria.
- c. The main evaluation criteria's which the evaluation committee will be concerning the most are:
 - Price & Delivery.
 - Financial Status.
 - Years of business.
 - Experience.
 - Professional Qualifications.
 - Price Worthy.
 - Previous Projects.
 - Quality.
 - Warranty.
- d. The Client is not obliged to select the bidder with the lowest financial quotation.

2.5. Conclusion and Award of Contract.

- a. On completion of the evaluation, the Client and the Bidder will enter into a Contract. The Bidder shall be provided with a draft sample contract prior to negotiations for comments and suggestions.
- b. The Selected Bidder is expected to Sign the contract on the date and location specified by the Client.
- c. All proposals received shall remain with the client. The client assures complete confidentiality of these documents.

3. Information for Bidders.

3.1. The Proposal.

- a. The proposal must contain bid submission form, quotation(s) and company profile.
- b. The proposal should include summary of the quotation(s).
- c. The proposal should be submitted with completed bid submission form.

3.2. Company Profile.

- a. The profile must be made in reference with section 1.1, 2.1 and 2.4(c).
- b. Bidder must include a brief description of the background and organization.
- c. A list of customers who have purchased products and/or service from your firm.

4. General Information Sheet

4.1 Name of the Client:

National Bureau of Classification
Hadhuvarudhey Higung, Male' 20101,
Republic of Maldives
Tel: 3312900, 3312901, Fax: 3325153
Email: info@nbc.gov.mv, Web: www.nbc.gov.mv

4.2 Reference number:

178-B/2009/06
Procuring Server and a Photocopy Machine.

4.3 The Client will provide the following:

The Client will provide copies of all relevant documentation.
Or download from www.nbc.gov.mv

4.4 Client's Representative for further Clarifications:

Mr. Hussain Rasheed
Assistant Program Officer
Program & Development Unit
Tel: 3312900, 3312901 (Ext: 24); Fax: 3315351 Mobile: 7792336
Email: hussain@nbc.gov.mv

4.5 Proposals shall be submitted in one of the following language:

Dhivehi, English.

4.6 Bidder must state all the cost in the following currency:

Maldivian Rufiyaa (Mrf) (MVR)

4.7 The Proposal submission address is:

National bureau of Classification
Hadhuvarudhey Higung, Male' 20101,
Republic of Maldives
Tel: 3312900, 3312901, Fax: 3315351
Email: info@nbc.gov.mv, Web: www.nbc.gov.mv

Proposals must be submitted no later than the following date and time:

14:00 hours on 13 July 2009

4.8 Expected date and address for contract negotiations:

16 July 2009.



NATIONAL BUREAU OF CLASSIFICATION
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BID SUBMISSION FORM

Bidder's Information:

Person\Company:		ID\Company Reg No.:	
Address:			
Phone:	Fax:	Mobile:	Email:

Previous Projects: (Most recent 5)

Year	Office\Company	Qty	Description	Warranty	Rate	Amount

Summary of Bid:

Quote#	Qty	Description	Rate	Amt	Discount	Validity	Warranty

Authorized by:

Name:	Company Stamp Authorized Signature
Designation:	
Date:	

National Bureau of Classification's Use Only:

Bid Doc's Received by:	Designation:	
Date:	Time:	Signature:

