



**Ministry of Environment and Energy**  
Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި  
އިތުރު މަޢުލޫމާތު ހޯއްދެވުމަށް ދަންނަވަމެވެ.

## Bid Information Sheet

### Procurement of Software License for Project Management Unit

Announcement number:	(IUL)438-PDU/1/2016/176
Announcement date:	23 <sup>rd</sup> October 2016
Bid opening Date & Time	1030hrs, 8th November 2016
Bid opening Venue	Ministry of Environment and Energy

#### 1. General Information

Ministry of Environment and Energy, hereby announces public tendering for supply of Software License.

- No question will be answered via phone to any bidder, all questions should be sent through email ([ofid.pmu@environment.gov.mv](mailto:ofid.pmu@environment.gov.mv)) and the answers to any questions will be provided to all bidders via email.
- The bids will be opened in the presence of bidders or their representatives who choose to attend the bid opening at 1030hrs, 8<sup>th</sup> November 2016.
- All bids must be submitted to MEE before 1030hrs, 8<sup>th</sup> November 2016. Any bids submitted later than this date and time will not be accepted and will be returned unopened.
- The bids must be submitted in sealed envelope marked “Bid proposal Iulaan (IUL) DO NOT OPEN BEFORE 1030hrs, 13th October 2016” and addressed as follows;

OFID Project Management Unit,  
Ministry of Environment and Energy,  
Green building, Handhuvaree Hingun,  
K.Male', Maldives.

The envelope shall also indicate the Name, Designation and Contact of the bidder to enable the bid to be returned unopened in case it is declared late.



Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300  
+ (960) 301 8301  
[www.environment.gov.mv](http://www.environment.gov.mv)

މި ޖަމިއްޔާގެ ސަރުކާރުގެ ސަރުކާރުގެ ސަރުކާރުގެ  
މަޢުލޫމާތު ހޯއްދެވުމަށް ދަންނަވަމެވެ.  
20392، ދިވެހިސަރުކާރުގެ ގެޒެޓް  
[secretariat@environment.gov.mv](mailto:secretariat@environment.gov.mv)  
[www.twitter.com/ENVgovMV](http://www.twitter.com/ENVgovMV)  
[www.facebook.com/environment.gov.mv](http://www.facebook.com/environment.gov.mv)

Ministry of Environment and Energy wishes to procure Software License. The details and specification is given in Appendix 1.

## 2. Contents of Bidding Documents

The bid should comprise the following documentation and late submission of any of the documents will not be accepted:

- a) The Company Profile/Work profile (copy of identification card, if the bidder is an individual)
- b) Experience of the company in carrying out similar works (include documents to show relevant experiences)
- c) Company Registration Certificate (copy)
- d) Tax Payer Registration Certificate (copy)
- e) Financial proposal (Company Annual Fee Payment Receipt)
- f) Bid price/ Quotation table as per appendix 1 (quotation must valid 45 days)

## 3. General Information for bidders

- A bidder can bid for any of the Lots or all of the Lots. The bid evaluation will be separate for the Lots
- A bidder will not be disqualified if the bidder haven't bid for all the Lots.
- Bidder should submit in their proposal the brand/type of the items that is proposed.

## 4. Evaluation and Awarding

This bid is evaluated separately for each Lot and this bid will be evaluated based on lowest qualified bidder.

### Evaluation Criteria

Proposals will be evaluated as follow;

- Price 70%  
 $70 \times \frac{\text{lowest price submitted}}{\text{Price of proposed in consideration}}$
- Delivery 15%  
 $15 \times \frac{\text{lowest duration}}{\text{Duration of proposed in consideration}}$
- Experience 15%  
Based on the experience letters submitted by the company in carrying out similar works

## 5. Conditions

If any of these conditions are not satisfied, the proposal will be disqualified.

- a) All necessary documents should be submitted along with the quotation.
- b) Bid must mention the duration for the delivery of the product.
- c) MEE has the authority to disqualify any proposal that do not meet any of the specification mention on appendix 1.
- d) Applications of parties or shareholder of a party "blacklisted" for previous contravention of agreement between the Ministry of Environment and Energy.

**Important Note:** It is in MEE's discretion to reject/cancel any bid which does not fulfil or comply the above terms, at any time during the bid evaluation process. Also it is in MEE's discretion to cancel this request for bid at any time.

**Further information:**

Ministry of Environment and Energy,  
Phone: 3018453/ 3018454  
Fax: 3018301  
Email: ofid.pmu@environment.gov.mv

-This invitation for bid is also published in MEE website [www.environment.gov.mv](http://www.environment.gov.mv)

**Appendix 1**

**BID SUBMISSION / SPECIFICATIONS**

Bidder Name:

Date:

Subject: Procurement of Software License

Ministry of Environment and Energy wishes to hire the services of local company to carry out works identified in the following as per the specifications provided.

LOT	Description	Qty	Unit price	Total price (RF) with 6% GST	Duration
1	Microsoft Project Professional 2016 (volume based license)	6			
2	AutoCAD 2017 (standalone license)	3			
3	QuickBooks Premier 2016 (5 user license) (including training for 5 users)	1			

Signature:

Name:

Designation:

ID Number:



Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300  
+ (960) 301 8301  
[www.environment.gov.mv](http://www.environment.gov.mv)

މިނިސްޓްރީ އޮފް އެންވަރަންމަންޓް އަދި އެނަޖީ،  
މާފަންނު، މާލެ، 20392، ދިވެހިރާއްޖެ.  
secretariat@environment.gov.mv  
[www.twitter.com/ENVgovMV](http://www.twitter.com/ENVgovMV)  
[www.facebook.com/environment.gov.mv](http://www.facebook.com/environment.gov.mv)