



Republic of Maldives

SHOPPING DOCUMENTS

Issued on: January 07, 2019

for

Procurement of 02 Laptops

IFQ No.: 003/TF017182

Issued by
Accelerating Sustainable Private Investment in Renewable Energy (ASPIRE) Project
SCF Grant No.: TF017182
Project Management Unit
Ministry of Environment

Section I. Instructions to Suppliers

A: General	
1. Scope of Supply	<p>1.1 The Government of the republic of Maldives through the Ministry of Environment invites you to submit Quotation for the supply of Goods and Related Services incidental thereto as specified in Section III, Schedule of Requirements.</p> <p>1.2 The name and identification number of this Invitation for Quotation (IFQ) are specified in the Data Sheet.</p> <p>1.3 Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.</p>
Fraud and Corruption	<p>2.1 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), as well as bidders, suppliers, and contractors and their subcontractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) “obstructive practice” is</p>

	<ul style="list-style-type: none"> (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under sub-clause 2.1 (e) below. (b) will reject a proposal for award if it determines that the supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question; (c) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur; (d) will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Bank-financed contract; and (e) will have the right to require that a provision be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers, and contractors and their sub-contractors to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.
B: Contents of Documents	
3. Contents of Documents	3.1 The documents consist of the Sections indicated below and should be read in conjunction with any modifications issued in accordance with Data Sheet.

	<ul style="list-style-type: none"> • Section I. Instructions to Suppliers (IFS) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s) <p>3.2 The Supplier is expected to examine all instructions, forms, terms, and specifications in this Invitation. Failure to furnish all information or documentation required by this Invitation may result in the rejection of the Quotation.</p> <p>3.3 A prospective Supplier requiring any clarification of this Invitation Documents shall contact the Purchaser in writing at the Purchaser’s address specified in the Data Sheet. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than three (03) days prior to the deadline for submission of Quotation. The Purchaser shall forward copies of its response to all those who have received the Invitation, including a description of the inquiry but without identifying its source.</p>
C: Preparation of Quotation	
4. Documents Comprising your Quotation	<p>4.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
5. Quotation Submission Form and Price Schedules	<p>5.1 The Supplier shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>5.2 Alternative offers shall not be considered. The Suppliers are advised not to quote different options for the same item but furnish the most competitive among the options available to the Supplier.</p>
6. Prices and Discounts	<p>6.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>6.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	6.3 Prices quoted by the Supplier shall be fixed during the Supplier’s performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.
7. Currency	7.1 The supplier shall quote only in Maldivian Rufiyaa.
8. Documents to Establish the Conformity of the Goods	<p>8.1 The Supplier shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications & Compliance with Specifications”.</p> <p>8.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>8.3 If stated in the Data Sheet the Supplier shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Maldives.</p>
9. Period of Validity of quotation	9.1 Quotations shall remain valid for the period of thirty (30) days after the quotation submission deadline date.
10. Format and Signing of Quotation	10.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Supplier.
D: Submission and Opening of Quotation	
11. Submission of Quotation	<p>11.1 Supplier may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bearing the specific identification of the IFQ number.</p> <p>11.2 If the quotation is not submitted in a sealed and marked envelope as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
12. Deadline for Submission of Quotation	12.1 Quotations must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.

13. Late Quotation	13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITS Clause 12.1 above.
14. Opening of Quotations	14.1 The Purchaser shall conduct a public reading of the quotations at the address, date and time specified in the Data Sheet.
E: Evaluation and Comparison of Quotation	
15. Clarifications	<p>15.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Supplier for a clarification of its quotation. Any clarification submitted by a Supplier in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>15.2 The Purchaser’s request for clarification and the response shall be in writing.</p>
16. Responsiveness of Quotations	<p>16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>16.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
17. Evaluation of quotation	<p>17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>17.2 If more than one item is given in the Schedule of Requirements, the evaluation will be done either each separately or considering the total quoted price for all the items or any other manner is stated in the Data Sheet.</p> <p>17.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) The Price as quoted; (b) Price adjustment for correction of arithmetical errors; (a) Price adjustment due to discounts offered. <p>17.3 The Purchaser’s evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>

<p>18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>18.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to Suppliers.</p>
<p>F: Award of Contract</p>	
<p>19. Acceptance of the Quotation</p>	<p>19.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated quotation and is substantially responsive to the documents issued.</p>
<p>20. Notification of acceptance</p>	<p>20.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

Section II: Data Sheet

ITS Clause Reference	
1.2	The name and identification number of this Invitation for Quotation is: Procurement of 02 Laptops IFQ No.: 003/TF017182
3.3	Purchaser's address is: Accelerating Sustainable Private Investment in Renewable Energy (ASPIRE) Project Project Management Unit Ministry of Environment Green Building Handhuvaree Hingun, Maafannu Male', Republic of Maldives Tel: +960 3018419, Fax: +960 3018301 Email: aspire@environment.gov.mv
8.3	Manufacture's Authorization is <u><i>not required.</i></u>
12.1	Address for submission of Quotations is: Project Manager Accelerating Sustainable Private Investment in Renewable Energy (ASPIRE) Project Project Management Unit Ministry of Environment Green Building Handhuvaree Hingun, Maafannu Male', Republic of Maldives Tel: +960 3018419, Fax: +960 3018301 Deadline for submission of quotations is: Date: JANUARY 31, 2019 Time: 1100 Hours local time
14	The quotations shall be opened at the following address: Project Management Unit Ministry of Environment Green Building Handhuvaree Hingun, Maafannu Male', Republic of Maldives Date: JANUARY 31, 2019 Time: 1100 Hours local time
17.2 & 17.3	Evaluation will be carried out for all the items as a whole. Items not priced will be considered to be included in the total price.

Section III: Schedule of Requirements

Item No.	Description of Goods	Qty	Unit	Final Destination	Latest Date for Delivery
EQP 01	Laptop – 13 inch	01	Nos.	PMU, Male', Maldives	30 Days from Award
EQP 02	Laptop – 15 inch	01	Nos.	PMU, Male', Maldives	30 Days from Award

Section IV: Technical Specification & Compliance

EQP 01: Laptop – 13 inch

Specification	Required	Suppliers Response (Y/N)
Make	Yes	
Model	Yes	
Country of Origin	Yes	
Manufacturers Literature and specification supplied	Yes	

General

Specification	Required	Suppliers Response (Y/N)
Processor	8th Generation Intel® Core™ i5 Series or better 6MB Cache, up to 3.4 GHz, 4 Cores	Yes
RAM	8 GB RAM or better DDR4	Yes
Hard Drive	256 GB SSD or better	Yes
Display	13" Full HD Display, Resolution: 1920 x 1080	Yes
Video Interface	Intel UHD Graphics 620 or better	Yes
Network/Wireless Interface	Wi-Fi 802.11 ac/a/b/g/n Bluetooth 4.0	Yes
Input / Output Ports	<ul style="list-style-type: none"> • Two USB 3.0 • Built in Mic • 1 Headphone out 	Yes
Keyboard	Standard QWERTY, backlit keyboard	Yes
Pointing Device	Built-in pointing device	Yes
Operating System	Genuine Microsoft Windows 10 Pro 64-bit	Yes
Additional Software's	Genuine Microsoft Office Professional 2019 x64 bit	Yes
Drivers	All drivers for the supplied operating system	Yes
Weight	Less than or equal to 1.25 kg (2.8 lbs)	Yes
Battery	Minimum 10 hours continuous use battery life	Yes

Other requirements

Specification	Required	Suppliers Response (Y/N)
Warranty	1 Year Parts and Service	Yes
USB Type C Adapter including HDMI/VGA/Ethernet/USB 3.0	Yes	
Case or Bag	Yes	

EQP 01: Laptop – 15 inch

Specification	Required	Suppliers Response (Y/N)
Make	Yes	
Model	Yes	
Country of Origin	Yes	
Manufacturers Literature and specification supplied	Yes	

General

Specification	Required	Suppliers Response (Y/N)
Processor	8th Generation Intel® Core™ i7 Series or better 8MB Cache, up to 4.0 GHz, 6 Cores	Yes
RAM	32 GB RAM or better DDR4	Yes
Hard Drive	1TB SSD or better	Yes
Display	15" Full HD Display, Resolution: 1920 x 1080	Yes
Video Interface	NVIDIA® GeForce® GTX 1050Ti with 4GB GDDR5 or better	Yes
Network/Wireless Interface	Wi-Fi 802.11 ac/a/b/g/n Bluetooth 4.0	Yes
Input / Output Ports	<ul style="list-style-type: none"> • Two USB 3.0 • Built in Mic • 1 Headphone out 	Yes
Keyboard	Standard QWERTY, backlit keyboard	Yes
Pointing Device	Built-in pointing device	Yes
Operating System	Genuine Microsoft Windows 10 Pro 64-bit	Yes
Additional Software's	Genuine Microsoft Office Professional 2019 x64 bit	Yes
Drivers	All drivers for the supplied operating system	Yes
Weight	Less than or equal to 2 kg (4.5 lbs)	Yes
Battery	Minimum 10 hours continuous use battery life	Yes

Other requirements

Specification	Required	Suppliers Response (Y/N)
Warranty	1 Year Parts and Service	Yes
USB Type C Adapter including HDMI/VGA/Ethernet/USB 3.0	Yes	
Case or Bag	Yes	

Section V: Quotation Submission Form

[The Supplier shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions will accepted.]

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITS Sub-Clause 9.1, from the date fixed for the quotation submission deadline in accordance with ITS Sub-Clause 12.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Quotation Submission Form]*

Note: Bidder must submit technical specifications of the quoted items.

Price Schedule

Line Item N°	Description of Goods	Delivery Date	Quantity and physical unit	Unit price	TOTAL PRICE per line item (Col. 4x5)
1	2	3	4	5	6
EQP 01	Laptop – 13 inch	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price]</i>	<i>[insert total price per item]</i>
EQP 02	Laptop – 15 inch	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price]</i>	<i>[insert total price per item]</i>
SUB TOTAL					
GST 6%					
GRAND TOTAL					

Sample Purchase Order

Title of Procurement: .. (Name of Procurement)					Date: (Date of this purchase Order)				
Our Reference: (Quotation Number)					Your Reference: (Quotation submitted by you with your cover letter dated)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference ¹	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks

Signature Name:

Address of Purchaser:

Note: Other Conditions of this supply are as follows:

¹ Attach specifications