



# UTILITY REGULATORY AUTHORITY

Male' Republic of Maldives

**ADVERTISEMENT NUMBER: (IUL)485/1/2021/15**

Terms of Reference

Supply of Computer Systems

09 November 2021

Prepared by: Utility Regulatory Authority (URA)

# 1. Introduction & Background

As the national energy, water, waste and sanitation sector regulatory agency, Utility Regulatory Authority (URA) plays a vital role in developing, spreading awareness and providing information about the various laws and regulations related to the energy, water, waste and sanitation sector.

## 2. Objectives

The objectives of the assignment are to Supply the items specified in Section 3, Scope of Works.

## 3. Scope of Works

#	Description	Qty
S1	Computer system – Type 1	6
S2	Computer system – Type 2	10
S3	Dual monitor mount	11

## 4. Technical Specifications

a) Specification for S1 of Scope of Works (Section 3) – ‘Computer System – Type 1’

Computer System	
<b>Processor</b>	11 <sup>th</sup> generation Intel Core i5 Base processor speed: Minimum 3.1 GHz (or equivalent)
<b>Motherboard</b>	SATA III support Integrated sound capabilities
<b>Ram</b>	16 GB ram DDR 4 @ 2666 MHz
<b>Hard disk drive</b>	256 Gb SSD (m.2 2280 SATA)
<b>Optical drive</b>	Internal DVD-RW
<b>Video</b>	Integrated UHD graphics Dual-monitor support
<b>Network</b>	Gigabit ethernet network Wireless LAN: 802.11 AC, dual-band
<b>Input / output ports</b>	Minimum 4 USB 3.0 ports 2 x DisplayPort 1.4 1 Headphone & Microphone (or combo port)
<b>Keyboard</b>	Wireless full-size QWERTY keyboard
<b>Pointing device</b>	Wireless mouse
<b>Operating system</b>	Genuine Microsoft Windows 10 Pro 64-bit
<b>Drivers</b>	OEM drivers for the defined OS
<b>Warranty</b>	1 year
<b>Power / environmental</b>	AC Adapter / UK, ENERGYSTAR
Display	
<b>Qty (with each system)</b>	2
<b>Screen Size (Advertised)</b>	24”
<b>Aspect Ratio</b>	16:9
<b>Anti-Reflective coating</b>	Yes
<b>Panel Type</b>	IPS
<b>Resolution</b>	1920 x 1080
<b>Contrast Ratio</b>	1000:1
<b>Refresh Rate</b>	60 Hz or better
<b>Input/ Output</b>	Minimum: 1 x DisplayPort 1.4 Input 1 x USB 3.1 Input
<b>Mounting hole pattern</b>	Any between 75 x 75 and 100 x 100
<b>Warranty</b>	1 year
<b>Power / environmental</b>	AC Adapter / UK, ENERGYSTAR

b) Specification for S2 of Scope of Works (Section 3) – ‘Computer System – Type 2’

<b>Computer System</b>	
<b>Processor</b>	11 <sup>th</sup> generation Intel Core i5 Base processor speed: Minimum 3.1 GHz (or equivalent)
<b>Motherboard</b>	SATA III support Integrated sound capabilities
<b>Ram</b>	16 GB ram DDR 4 @ 2666 MHz
<b>Hard disk drive</b>	256 Gb SSD (m.2 2280 SATA)
<b>Optical drive</b>	Internal DVD-RW
<b>Video</b>	Integrated UHD graphics <b>Dual-monitor support</b>
<b>Network</b>	Gigabit ethernet network Wireless LAN: 802.11 AC, dual-band
<b>Input / output ports</b>	Minimum 4 USB 3.0 ports 2 x DisplayPort 1.4 1 Headphone & Microphone (or combo port)
<b>Keyboard</b>	<b>Wireless</b> full-size QWERTY keyboard
<b>Pointing device</b>	<b>Wireless</b> mouse
<b>Operating system</b>	Genuine Microsoft Windows 10 Pro 64-bit
<b>Drivers</b>	OEM drivers for the defined OS
<b>Warranty</b>	1 year
<b>Power / environmental</b>	AC Adapter / UK, ENERGYSTAR
<b>Display</b>	
<b>Qty (with each system)</b>	1
<b>Screen Size (Advertised)</b>	27"
<b>Aspect Ratio</b>	16:9
<b>Anti-Reflective coating</b>	Yes
<b>Panel Type</b>	IPS
<b>Resolution</b>	1920 x 1080
<b>Contrast Ratio</b>	1000:1
<b>Refresh Rate</b>	60 Hz or better
<b>Input/ Output</b>	Minimum: 1 x DisplayPort 1.4 Input 1 x USB 3.1 Input
<b>Warranty</b>	1 year
<b>Power / environmental</b>	AC Adapter / UK, ENERGYSTAR

c) Specification for S3 of Scope of Works (Section 3) – ‘Dual Monitor mount’

<b>Compatible screen sizes</b>	22 to 32 in
<b>Load (per arm)</b>	3 to 12 kg
<b>Mounting interface</b>	VESA 75x75 to 100x100
<b>Strut type</b>	Gas
<b>Swivel range of motion</b>	360 degrees
<b>Rotation</b>	360 degrees
<b>Tilt</b>	+8 to -53
<b>Up-right travelling distance</b>	345 mm
<b>Mount location</b>	Desk mount
<b>Base type</b>	Grommet or Clamp

## 5. Deliverables

#	Parameter
D1	Supply of Computer Systems – Type 1
D2	Supply of Computer Systems – Type 2
D3	Supply of Dual Monitor mounts

## 6. Duration

Supply for the specified equipment shall not take more than 30 calendar days from the date of awarding

## 7. Payment Schedule

Applicants must submit their financial proposal which must indicate the rate per item in scope (Section 3) and price for the total assignment. The consultant is however, expected to deliver the full scope of work under deliverables of this TOR for final and full payments. The payment structure is as follows:

Payments related to setup of the system will be made in accordance with the schedule specified below:

DELIVERABLE	REQUIREMENT	ALLOCATION
D1	Supply of Computer Systems – Type 1	30
D2	Supply of Computer Systems – Type 2	60
D3	Supply of Dual Monitor mounts	10
	<b>Total</b>	<b>100%</b>

## 8. ELIGIBLE BIDDERS

The invitation is for parties with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Registered business entities will qualify for the bid provided all documents mentioned in Section 10 of this Terms of Reference document are presented at the bid submission date.

## 9. LANGUAGE OF THE BID

The bid shall be submitted in English.

## 10. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

All applicants must submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR. The bid shall be valid for minimum 60 days from the date of submission

- Company profile and portfolio
- Specifications of the proposed equipment
- Copy of company/business registration certificate.
- Copy of notification of Tax registration
- Copy GST registration
- Copy of Tax Clearance report
- Completed Form 1: Financial Breakdown Form – Financial proposal should include GST (if applicable), rate per task and total price
- Contacts details (name, designation & contact number) of a liaising official
- Completed Form 3: Letter of Commitment
- Completed Form FIN – 1: Financial Situation
- Completed form FIN – 2: Average annual turnover
  - Copies of Financial Statements
- Work experience – Only reference letters relevant to this ToR will be deemed acceptable for evaluation.

# ANNEX 1: STANDARD FORMS

# FORM-1: FINANCIAL BREAKDOWN

Scope	Deliverable	Description	Qty	Price	GST (MVR)	Total (MVR)
S1	D1	Computer system – Type 1	6	...	...	...
S2	D2	Computer system – Type 2	10	...	...	...
S2	D3	Dual monitor mount	11	...	...	...
		<b>Total with GST:</b>				...

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.



# FORM-3: Letter of Commitment

[Company Name]

[Road Name]

Male'

Maldives

[Date]

Mr. Yazeed Ahmed,  
Chief Executive,  
Utility Regulatory Authority,  
Handhuvaree Hingun, 20392,  
Male',  
Maldives

Re: Supply of Computer Systems

Ref No:

Dear Sir/Madam,

We, the undersigned, offer to provide the **“Supply of Computer Systems”** in accordance with your Terms of Reference dated *09 November 2021* and our Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

We undertake, if this proposal is accepted upon receipt of the Utility Regulatory Authority's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Company:

Address:

# ANNEX 2: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p>Document pre-check</p> <ol style="list-style-type: none"> <li>1. Company profile and portfolio</li> <li>2. Specifications of the proposed equipment</li> <li>3. Copy of company/business registration certificate.</li> <li>4. Copy of notification of Tax registration</li> <li>5. Copy GST registration</li> <li>6. Copy of Tax Clearance report</li> <li>7. Completed Form 1: Financial Breakdown Form – Financial proposal should include GST (if applicable), rate per task and total price</li> <li>8. Contacts details (name, designation &amp; contact number) of a liaising official</li> <li>9. Completed Form 3: Letter of Commitment</li> <li>10. Completed Form FIN – 1: Financial Situation</li> <li>11. Completed form FIN – 2: Average annual turnover</li> <li>12. Work experience – Only reference letters relevant to this ToR will be deemed acceptable for evaluation.</li> <li>13. Minimum 60 days’ proposal validity provided</li> <li>14. All the standard forms are included (i.e. no standard contents deleted, no reservations added)</li> <li>15. Latest Certificate of Registration of institution/company <i>or</i> Copy of National Identity Card</li> <li>16. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</li> <li>17. There are no exceptional conditions stated that are unacceptable to URA</li> </ol>
<p>Eligibility Criteria</p>	<p>Refer to Section 8 (Eligibility) of this TOR</p>

<p>Note:</p>	<p>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>
<p>Selection Criteria</p>	<p><b>a) Pre-Evaluation</b></p> <p>i. 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;</p> <ul style="list-style-type: none"> <li>• Bidder confirms to all requirements identified under Section 10.</li> </ul> <p>ii. Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation.</p> <p>iii. Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.</p> <p><b>b) Technical evaluation</b></p> <p>Technical evaluation is to confirm if the proposed product does comply with all the requirements listed under the technical specifications. The Authority 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.</p>

**c) Final Evaluation**

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	Price $\frac{\text{Lowest price proposed}}{\text{Proposed price}} \times 95$	95%
3	Experience  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.	5%

The Bidder who is able to meets the eligibility criteria and scores highest from the evaluation will be selected for awarding

## ANNEX 3 – HISTORICAL FINANCIAL PERFORMANCE

Criteria	Compliance Requirements	Submission Requirements
<b>Historical Financial Performance</b>		
Submission of balance sheets and income statements or, for the last <b>3 (Three) years ending 31<sup>st</sup> December, 2020</b> 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
<b>Average Annual Turnover</b>		
Minimum average annual turnover of <b>MVR 340,000 only</b> calculated as total certified payments received for contracts in progress or completed, within the last <b>3 (Three) years ending 31<sup>st</sup> December, 2020</b> .	Must meet requirement	Form FIN – 2

Companies/Businesses that are less than 3 years old may submit their bank statements to demonstrate their financial capability to carryout the works defined in Section 3, Scope of Works

## Form FIN - 1: Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

### 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			
<input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.			
<ul style="list-style-type: none"><li>• All such documents reflect the financial situation of the Bidder.</li><li>• Historic financial statements must be complete, including all notes to the financial statements.</li></ul>			
<ul style="list-style-type: none"><li>• Historic financial statements must correspond to accounting periods</li></ul>			

## Form FIN - 2: Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		

Average Annual Turnover

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