

ANNOUNCEMENT NUMBER: (A) AB-2017/259 (29th November 2017)

CLOUD HOSTING FOR 1 (ONE) YEAR

Bid Submission: 11:00hrs, 5th December 2017 (Tuesday)

Venue: 5th Floor - Secretariat of the Elections Commission
Hilaalee magu – Male’ 20307



REQUEST FOR PROPOSAL SPECIFICATION TO PROCURE CLOUD HOSTING.

General Scope: Secretariat of the Elections Commission is seeking procurement services for the acquisition of Cloud hosting. Bidders are required to advise on **lead time** and **after sale services**. Bidders are to include key consideration for:

- ✓ Supply of the materials as per the requirements.
- ✓ Doorstep delivery price
- ✓ Payment terms
- ✓ Should deliver it before 31st December 2017

The Successful bidder (“Supplier”) shall provide the service during the given period of time, to fulfill the agreed services to the satisfaction of the Secretariat of the Elections Commission.



INSTRUCTION TO BIDDERS

- * No allowances will be made for bidder's failure to obtain all relevant information prior to submitting a proposal.
- * Any minimum requirements specified herein must be met or exceeded and shall not be interpreted as limitations which could degrade quality in any manner.
- * Achievements would only include the appreciations and awards received or obtained from suppliers /customers /Distributors, etc. (the project completion date should be specified in the document and it would be counted only if the project was completed successfully)
- * Copy of official and authorized letter(s) provided from dealer(s), etc. would only be considered and counted as associated dealers.
- * No requests for revisions or cost increases will be considered after submittal of proposal. It is the intent of the specifications to ensure that a high level of goods/services and product quality is maintained.
- * Bidders may quote as per the requirement of the Cloud Hosting (requirements specified) which the bidder feels that he/ she could provide at a competitive rate. Secretariat of the Elections Commission may not place orders on the lowest quoted items but will consider the most attractive offer.
- * Proposals will be evaluated as per the Point Allocation Table of for Bid Proposals attached as ANNEX-C ("*Point Allocation Table for Bid Proposals*").
- * Each bidder is required to submit ONE (1) copy of their proposal in printed form.
- * Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, are deemed confidential. However, Secretariat of the Elections Commission shall not be held responsible for any breach of confidentiality of any portion of a proposal once it is submitted.



REQUIRED SUBMITTALS – TO BE FURNISHED ON SEPARATE SHEET(S)

Each Proposal must include all of the following submittals:

- 1) Bidder Representation (Name, address and phone number of a contact person(s) as per the page 6 of this RFP).
- 2) Proposal Response Form (Annex-A)
- 3) List of requirement and Specification (Annex-B)
- 4) Statement of Qualification
 - a. **Company Profile** (Company profile with date the firm was incorporated or went into business). It is inevitable that company profile incorporate the following document(s) with it:
 - i. Company License
 - ii. GST registration certificate
 - iii. Tax Clearance Report (latest)
 - iv. Pension registration certificate
 - v. Achievements (Appreciations or Awards received from dealers or clients)
 - b. **Proof of the recent contracts:** Similar in size and complexity to the work described in the specification (*the document(s) should be on an official letterhead of the company, etc. and must have an authorized signature on it*). The contract completion date should be specified in the document and it would be counted only if the contract was completed successfully.



5) Statement of Quotation

- a. Payment terms and quotation validity period
 - b. Delivery period from the date of confirmation of the quotation
 - c. Details of the product (**as per in Annex-A**)
- * By offering a submission to this RFP, the bidder certifies that they have not divulged to, discussed with or compared their competitive proposals or any information contained therein relevant to this proposal with other competitors in any manner.
 - * Lack of required submittals or furnishing inadequate information may be a cause for rejection of proposal.



BIDDER REPRESENTATION:

* I represent that this proposal is submitted in compliance with all terms, conditions and specifications of the Request for Proposal and that I am authorized by the owner/ principals to execute and submit this proposal on behalf of the business identified below:

* Company Name:

* Address:

* Company Registration No:

* GST Registration No:

* Phone Number:

Fax Number:

* Name of the Authorized Representative:

* Title/ Position of the Authorized Representative:

* Contact Number of the Authorized Representative:

* Signature of the Authorized Representative:

* Date Submitted:



ANNEX A: (PROPOSAL RESPONSE FORM)

Item	Quantity	Description	Delivery Period	Warranty	Rate (MRF)	GST (MRF)	Total (MRF)
1							

Per the attached specification and proposal response Form.

Signature

Company Stamp



ANNEX B: (LIST OF REQUIREMENT AND SPECIFICATIONS)

* Please mark with a "☐" if the description meets the requirement

MEET THE REQUIREMENT

REQUIREMENT

ITEM	REQUIREMENT	MEET THE REQUIREMENT
QUANTITY	Cloud Hosting	
	1	
OS	Windows Server 2008 Standard 64-bit (minimum)	
RAM	4 GB	
STORAGE	60 GB SSD	
BANDWIDTH	4,000 GB /mo	
IP'S	3 Dedicated Ips	
SECURITY	Intrusion Prevention Sytem	
	SSL Certificate	
	24/7 Physical Monitoring	
MONITORING	24/7 Network Monitoring	
REGION	Fast Asia Pacific-Based Server	
	24/7 Telephone, email and web-based tech support	
SUPPORT SERVICE		
VALID	12 Months	
PROCESSOR	4 Cores	

Company Stamp

Signature



ANNEX C: (POINT ALLOCATION TABLE FOR THE BID PROPOSALS)

CLOUD HOSTING FOR 1 (ONE) YEAR

Component	Categories	Points
Statement of Qualifications	a) Price Feasibility Points for this category will be awarded on a ratio basis, with the party proposing the Lowest price securing full marks for the category.	75
	b) Recent Similar Projects successfully completed Points for this category will be awarded on a ratio basis, with the party producing highest number of relevant documents securing full marks for the category.	25
TOTAL		100

Note: For more information contact 3004428/ 3004461

