

Request for Quotation
(Supply of STELCO T-Shirts)

State Electric Company Limited (STELCO) requests sealed quotations from interested and eligible parties for the following item(s).

A pre-bid meeting shall be held on **Tuesday, 01st August 2017, 10:00hrs**, local time at STELCO Head Office, 2nd Floor meeting room. This request for Quotation is open for both local and international bidders.

Item	Description	Qty
1	STELCO Official T-Shirts - Male Staff (Short Sleeve, with Pocket)	3850 NOS
2	STELCO Official T-Shirts - Female Staff (Long Sleeve, without Pocket)	350 NOS

- Sample shall be submitted upon STELCO's request. Bidders, who fail to submit the sample, will have their bids cancelled at any stage of evaluation process.

1) Quotation shall indicate the following:

- **Price:** Door Step Delivery Price
Currency (If not stated, shall be assumed as Maldivian Rufiyaa).
- **Delivery period** (In days)
- **Payment:** 100% upon delivery within 30 working days.
- **Payment terms:** Payment shall be made in Maldivian rufiyaa
- **Quotation validity:** Quotation validity shall be minimum 45 days from the date of quotation opening.
- **Company details:** Shall submit company profile, registration copy and contact details.

2) Quotation Evaluation Criteria:

Sample approved bids shall be evaluated on the following basis. Points (pts) shall be given according to the formula below.

- Price = 70pts [(Minimum Quoted Price) / (Quoted Price) x 70].
- Delivery period = 15pts [(Shortest delivery period) / (Quoted delivery period) x 15].
- Experience = 15pts (Shall submit reference letters of previous supplies for similar work).

* Additional (US\$25.00 plus 4% of quotation amount shall be included to the price of quotation as financial costs for overseas payments).

3) The quotations shall be submitted in sealed envelope and addressed as follows:

Head of Procurement Department
State Electric Company Limited.
(Supply of STELCO T-shirt)
Ref. no: H-2017/135

- All sealed quotations shall reach STELCO head office on or before **Tuesday, 15th August 2017 at 10:00hrs**, any quotation(s) received after this deadline shall be disqualified.

- STELCO shall **not be liable** for the misplacement or premature opening for the unlabeled sealed quotations.

4) Quotation Opening:

- Quotation shall be opened on **Tuesday, 15th August 2017 at 10:00hrs, in STELCO Head Office / 2nd floor meeting room**, in the presence of those parties or their representatives who wish to attend the session.
- **Important Note:** It is in STELCO's discretion to reject/cancel any quotation which does not fulfil or comply the above terms, at any time during the quotation evaluation process. Also it is in STELCO's discretion to cancel this request for quotation at any time.
- In a state under 8:01 of "Maaliyathu Gavaidhu -8:01- point 7", bidder shall submit all the relevant documents mentioned in the clause "8:01 – point 7 with the bid document.

5) Further information:

Interested parties may obtain further information from the following address:

Procurement Department
State Electric Company Limited.
Ameenee Magu, Male', 20349
Republic of Maldives
Tel: (960) 333 8122 / (960) 333 8121 / (960) 333 8125
Fax: (960) 332 7036
E-mail: procurement@stelco.com.mv.

- This invitation for bid is also published in STELCO website www.stelco.com.mv

24th July 2017