

Request for Quotation
Printing and Supply of Application Form

State Electric Company Limited (STELCO) request sealed quotations from interested and eligible parties for the Printing and Supply of the following item for a period of 1 year. This request for Quotation is open for both local and international bidders.

Item	Description:	Paper			Qty	
		Size	Density	Quality		
1	Electricity Application Form	A4	80gsm	Similar to Sample	50,000	NOS

- A pre-bid meeting shall be held on **Sunday 20th November 2016 at 13:00hrs** local time at STELCO Head Office, 2nd Floor meeting room.

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 = 20pts [(Shortest delivery period) / (Quoted delivery period) x 20].
- Experience = 10pts (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.
(Printing and Supply of Electricity Bills)
Ref. no: H-2016/245

- All sealed quotations shall reach STELCO head office on or before **Thursday , 24th November 2016 at 13:00hrs**. 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 **Thursday, 24th November 2016 at 13:00hrs, 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 anytime during the quotation evaluation process. Also it is in STELCO's discretion to cancel this request for quotation at anytime.

- 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

14 November 2016