

REQUEST FOR QUOTATION

RFQ NO.: MIB-PR-RFQ-2022-008	RELEASE DATE: 20 January 2022
RFQ NAME: Supply of Office items	DUE DATE: 25 January 2022 (2:00 PM)

Maldives Islamic Bank invites reliable and experienced vendors to submit quotations for the supply of office items.

Interested parties are requested to submit quotations for the following items as detailed in the table below:

#	Item	Qty	Unit
1	12mm Binder Clips	100	Doz
2	19mm Binder Clips	100	Doz
3	25mm Binder Clips	100	Doz
4	Puncher Big	5	Nos
5	Puncher Medium	20	Nos
6	A3 Envelopes	6	Box
7	A4 Envelopes 10x4.5 inch	10	Box
8	Pen Holder	20	Nos
9	Uni-Ball eye Micro (Blue Pen)	1000	Packs
10	Ball Point Pen (Red)	1000	Packs
11	Stick Note	50	Packs
12	Clear Folders	50	Packs
13	Stapler (Medium)	50	Nos
14	Stapler Pins (No 10)	1000	Box
15	Ball Point Pen (Blue)	65	Nos
16	Paper Clips	20	Nos

QUOTATION SUBMISSION

Quotations submitted in response to this RFQ should contain the following information.

- Price of the quoted items in Maldivian Rufiyaa (MVR).
- Prices should be given per item and in total (including GST), where applicable.
- Quantity of items quoted should be maintained.
- Delivery of this item should not exceed more than 7 days.

Quotations submitted in response to this RFQ may be submitted via email to procurement@mib.com.mv.
Quotations must be submitted on or before **2 pm on Tuesday, 25 January 2022**.

- **Email Address**
procurement@mib.com.mv

EVALUATION CRITERIA

All quotations will be evaluated based on the following criteria.

1. PRICE (90%)

Price will be evaluated based on the lowest price proposed, i.e., the quotation with the lowest price (for both one-time and recurring costs) will score the highest and maximum score of 90% while the remaining will be given scores relative to the lowest price.

2. DELIVERY (10%)

Delivery period will be evaluated based on the lowest delivery proposed, i.e., the quotation with the lowest delivery period will score the highest and maximum score of 10% while the remaining will be given scores relative to the lowest price. The Bank expects the delivery period to be maximum 7 days.

TERMS AND CONDITIONS

1. All quotations must be submitted before the submission deadline specified in this RFQ. Quotations submitted after the deadline will not be accepted.
2. The Bank will not accept any used or after-market items.
3. Quotations submitted in response to this RFQ should be valid for a minimum period of 60 (sixty) days from the date of submission.
4. The items should be delivered to the Bank within 07 days from the confirmation of the order.
5. The Bank may add or remove items before placing the order.