

REQUEST FOR QUOTATION

RFQ NO.: MIB-PR-RFQ/2019/7	RELEASE DATE: 29 January 2019
RFQ NAME: Production of Interior Signage	DUE DATE: 4 February 2019 (2:00 PM)

Maldives Islamic Bank invites reliable and experienced service providers to submit quotations to produce the Bank's New Head Office interior signages.

Interested parties are requested to submit quotations based on the following scope of work.

- The scope of work for this RFQ is for the design, production and installation of the required signages. Quotations may be submitted separately for design, production and installation. The Bank may choose two separate parties for the designing, and production and installation of the signages.
- There are three types of signages.
 - i. Department and unit level signages – these signages have an icon representing the function of the department/unit followed by the name and a sub-name where applicable.
 - ii. Door signages – these signages have a name and designation, or a room name, pasted on glass doors in individual letters.
 - iii. Bathroom door signages – these signages only have an icon.
 - iv. Service directory – this is a back-lit directory mounted on the floor that lists banking services. Each service is followed by a representative icon.
- Specific details of the signages can be referred to in *Attachment 1 – Signage Information* of this RFQ. The attachment will ONLY be shared with parties who express their interest to participate in this RFQ. To participate in this RFQ, please send an email to procurement@mib.com.mv stating your interest in participating in this RFQ.
- The proposer may propose materials from which the signages are produced in. If multiple options are proposed, they should be proposed individually.
- Concept design(s) for each type of signage described above must be submitted with the quotation.

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, where applicable.
- Quantity of items quoted.

Quotations submitted in response to this RFQ may be submitted in sealed packages (with the name of the proposer, RFQ number, RFQ name and the word "CONFIDENTIAL" clearly labelled on the outside of the package) or **via email to procurement@mib.com.mv**. Quotations must be submitted on or before **2:00 PM on Monday, 4th February 2019**.

- **Submittal Address**
Corporate Support, Maldives Islamic Bank
4th Floor, H. Medhuziyaarayidhoshuge, 20097 Medhuziyaaraiy Magu, Malé City, Maldives
- **Email Address**
procurement@mib.com.mv

EVALUATION CRITERIA

All quotations will be evaluated based on the following criteria.

- **Price (65%)**

Price will be evaluated based on the lowest price proposed, i.e., the quotation with the lowest price will score the highest and maximum score of 65% while the remaining will be given scores relative to the lowest price. Price/quotations should be separately submitted if multiple options are proposed.

- **Concept Design (20%)**

The concept design will be evaluated to select the most applicable and most attractive concept for the Bank. The best concept design will score a maximum score of 20% while the remaining will be given scores relative to the score of the best concept.

- **Delivery (10%)**

Delivery period will be evaluated based on the lowest delivery period proposed, i.e., the quotation with the shortest delivery period for the design, production and installation will score the highest and maximum score of 10% while the remaining will be given scores relative to the shortest delivery period. The Bank expects the delivery:

- for the design of the signages to be less than 5 days.
- for the production of the signages to be less than 10 days.
- for the installation of the signages to be less than 3 days.

- **Experience (5%)**

Experience will be evaluated based on the stability of the business and completion of similar projects in the past. The following supporting documents must be submitted with the quotation.

- Company profile (with business registration)
- Reference letters of similar projects completed/ongoing