

## REQUEST FOR QUOTATION

RFQ NO.: <b>MIB-PR-RFQ/2020/013</b>	RELEASE DATE: <b>27 February 2020</b>
RFQ NAME: <b>Office 365 Business</b>	DUE DATE: <b>5 March 2020 (2:00 PM)</b>

Maldives Islamic Bank invites reliable and experienced vendors to submit quotations for the supply of Office 365 Business subscription

Interested parties are requested to submit quotations for the following items.

ITEM	DESCRIPTION	QTY
1	Office 365 Business	53

**Delivery:** Within 14 days from order conformation.

### QUOTATION SUBMISSION

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

- Brand, model, part number and specifications of the quoted items that comply with the specifications described in this RFQ.
- Price of the quoted items in Maldivian Rufiyaa (MVR), inclusive of Customs duty, clearance, and delivery to the Bank's premises (prices should be given per item and in total).
- Quantity of items quoted.
- Delivery period in days.
- Warranty period.

Quotations submitted in response to this RFQ may be **submitted via email** including, RFQ number, RFQ name to [procurement@mib.com.mv](mailto:procurement@mib.com.mv). Quotations must be submitted on or before **2:00 PM 5 March 2020**.

### EVALUATION CRITERIA

All quotations will be evaluated based on the following criteria.

- **Price (100%)**

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 100% while the remaining will be given scores relative to the lowest price.