















## Annex 1

### Bid Submission Form

Iulaan No: (IUL)94-Q/94/2024/23

**IMPORTANT:** This sheet should serve as the front page of the proposal. If any bidder fails to submit the relevant information and bid documents stated in information sheet section 5, the bid will be rejected at the bid opening stage.

**Bid Title: Supplying Microsoft Surface Pro 9 and Accessories**

Qty	Description	Price
01	Microsoft Surface Pro 9	
01	Surface Pro Signature Keyboard	
01	Surface Slim Pen 2	
01	Surface Dock 2	
01	Microsoft Arc Mouse	
GST (8%)		
TOTAL (MVR)		
Total in Words:		

Duration	Calendar days	
Proposed Period		days

**Bidders Information:**

Business Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Mail Address: \_\_\_\_\_



**Bid Checklist (this sheet should be attached with bid submission form)**

		Yes (✓)	No (x)
1	Bid Submission Form Completed		
2	Quotation		
3	Certificate of Registration (Company)		
4	Memorandum of Association (for companies)		
5	National Identity Card		
6	Certificate of Registration (Sole Proprietorship)		
7	Company Profile		
8	S.M.E Registration		
9	G.S.T Document		
10	Tax Clearance Form		
11	Business Activity Registry		
12	Past Experience Documents (Related to the bid)		
13	Bid Security (If the bid amount is greater than 500,000.00)		
14	Bank Statement		



