To be used on company letter head

**[Your Organization Name]**  
[Your Address]  
[Date]

Aishath Fifsheen Ali

Managing Director

SME DEVELOPMENT FINANCE CORPORATION  
M. Kaneeru Villa, 2nd floor

20212 Orchid Magu, Malé

Subject: **Invitation to Submit Proposal for Tender Supply of Business Laptops, Announcement No. SDFC/AP/IU/2025/3**

We are pleased to submit a proposal for the tender [**Supply of Business Laptops,**], as referenced in Announcement No: [**SDFC/AP/IU/2025/3**].

Please review the attached proposal submitted in response to the above announcement. We propose an amount of MVR ----------- and a duration of ----- days for this project.

For any inquiries or further clarification, please do not hesitate to contact us at [Your Contact Information].

We look forward to your participation and the opportunity for a mutually beneficial collaboration.

Sincerely,

[Your Full Name]  
[Your Job Title]

**APPLICATION FOR BID SUBMISSION**

|  |  |
| --- | --- |
| Project | Supply of Business Laptops |
| Announcement No. | SDFC/AP/IU/2025/3 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1:**  **BIDDER INFORMATION** | | | | | | | | |
| 1. ENTITY TYPE | |  | Sole proprietor | | Only the types specified here are considered as business legal entities. | | | |
|  | Company | |
|  | Partnership | |
|  | Cooperative | |
| 2. REGISTRATION NO. | |  | | | Enter respective registration number. | | | |
|  |
|  |
| 3. GST NO. (if applicable) | |  | | | | | | |  |
| 4. NAME OF BIDDER | |  | | | | | | |  |
| 5. CONTACT NO. | | FIXED | |  | | | MOBILE |  |  |
| 6. EMAIL ADDRESS | |  | | | | | | |  |
| 7. REGISTERED ADDRESS (specify details) | |  | | | | | | |  |
|  |
|  |
|  |
| **BUSINESS NAME** | | | | | | | | |  |
| 8. REGISTERED NAME |  | | | | | | | |  |
| **CONTACT PERSON** | | | | | | | | |  |
| 9. NAME | |  | | | | 10. ID no: | | |  |
|  | |  | | | |  | | |  |
| 11. MOBILE NUMBER | |  | | | | | | |  |
| 12. SIGNATURE | | | | | | 14.STAMP | | |  |
|  |
|  |

**SECTION 2: BIDDER PROFILE AND TECHNICAL PROPOSAL**

|  |
| --- |
| **Profile:** (Accordance with the RFP/TOR. Can be Attached separately) |
| **References:** (Documents outlining the details of implementation of the proposed application. Can be Attached Separately) |
| **Delivery Duration (days)** |
| **Warranty Duration** (1 Year Parts and 3 Year Labor (On and off-site service) |

**SECTION 3: PRICE SCHEDULE**

|  |  |
| --- | --- |
| **Description of service** (Accordance with the RFP. Can be Attached separately) | **Total price** (in MVR including GST) |
|  |  |
|  |  |
| **Total** |  |

* This form should be submitted with the bid proposals.
* SDFC will not accept any BIDS if this form is missing.
* All fields are mandatory.

**Document check list**

|  |  |
| --- | --- |
| Document name | Submitted | (Yes/ No) |
| Cover Letter |  |
| Application for BID submission |  |
| Declaration on Ethical Conduct and Fraud and Corruption (Annex ii) |  |
| Tax clearance report. |  |
| A copy of the bidder’s Business registration Certificate or profile sheet extracted from business portal. |  |
| A copy of the bidder’s GST registration Certificate |  |
| Authorization letters (Authorized Distributor / Authorized Partner / Authorized Reseller / Letter from Authorized Party)) |  |