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**MALDIVES HAJJ CORPORATION LIMITED**

**INFORMATION TO BIDDERS**

**RFP FOR: Supplying 06 tablets**

Date: 06 November 2022

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## 1. **Bid Information**

Maldives Hajj Corporation Limited (MHCL) is seeking a party to supply 06 tablets which meets the minimum requirements provided by MHCL. The following specific data for the works to be procured shall complement, amend, or supplement the provisions in the Request for Proposal.

Whenever there is a conflict, the provisions herein shall prevail over those in the Request for Proposal.

1.1	<b>Title</b> Maldives Hajj Corporation Limited (MHCL) is seeking a party to supply 06 tablets which meets the minimum requirements provided by MHCL.
1.2	<b>Name and address of the Company</b> Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male, 20320, Republic of Maldives
1.3	<b>Contact Details for Further information:</b> Procurement Section Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male, 20320, Republic of Maldives
1.4	<b>Period of Completion/Supply &amp; Delivery</b> As proposed by the bidder.
1.5	<b>Penalty for delays</b> <ul style="list-style-type: none"><li>- Bidders shall be penalized as per provisions of MHCL procurement policy on the value of undelivered services in the event that the bidder fails to deliver on time as proposed.</li><li>- MHCL reserves the right to cancel the bid, if the delivery time is delayed by more than <b>10 (ten)</b> working days from the agreed delivery date.</li></ul>
1.6	<b>Bid language</b> English
1.7	<b>Bid Currency</b> All prices are to be quoted in Maldivian <b>Rufiyaa (MVR)</b> .
1.8	<b>Period of bid validity</b> 60 (Sixty) Calendar days from the date of bid submission.
1.9	<b>Bid Security</b> Not Applicable
1.10	<b>Number of copies of the bid to be completed and submitted</b> One Copy in a sealed envelope stating the name of the project and the bidder information on the cover

1.11	<p><b>Employer's address for bid submission</b></p> <p>Maldives Hajj Corporation Limited  Third Floor, M. Furankara,  Boduthakurufaanu Magu  Male, 20320, Republic of Maldives</p>
1.12	<p><b>Deadline for Clarification of Bidding Documents</b></p> <p>Any queries regarding this bid shall be forwarded to <a href="mailto:admin@mhcl.mv">admin@mhcl.mv</a>, on or before 11:00 hours on Thursday, 10<sup>th</sup> November 2022.</p>
1.13	<p><b>Deadline for submission of bids</b></p> <p>Interested and qualified bidders shall submit their proposal, addressed to Mr. Ismail Hameed, Managing Director, Maldives Hajj Corporation Limited, by 11:00 HRS Maldivian Time on Monday, 14<sup>th</sup> November 2022</p>
1.14	<p><b>The venue, time, and date of bid opening</b></p> <p>Maldives Hajj Corporation Limited  Second Floor, M. Furankara,  Boduthakurufaanu Magu  Male', 20320, Republic of Maldives  At 11:00 Hrs on 14<sup>th</sup> November 2022</p>
1.15	<p><b>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</b></p> <p>Not Applicable</p>
1.16	<p><b>Contract Type and Payment Terms</b></p> <ul style="list-style-type: none"> <li>- The successful bidder shall be awarded with a contract to the duration proposed by the winning bidder.</li> <li>- The successful bidder shall be entitled to payment settlement, within 10 days upon receiving the invoice after completing the job.</li> </ul>
1.17	<p><b>Bid Evaluation and Awarding Method</b></p> <ul style="list-style-type: none"> <li>- Bids will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids.</li> <li>- Points will be distributed and the evaluation will be carried out as per the Evaluation Criteria described in this document.</li> </ul>
1.18	<p><b>Eligible Parties</b></p> <p>Any local businesses registered in the Ministry of Economic Development (Maldives) are eligible to participate in the tender.</p>
1.19	<p><b>Documents Comprising the Bid</b></p>

	<p>(i) Registration Certificate, issued by Ministry of Economic Development.</p> <p>(ii) Company Profile/background</p> <p>(iii) Goods and Service Tax (GST) Registration certificates (if applicable).</p> <p>(iv) Reference documents showing past experiences of similar projects carried out indicating the project name and project value.</p> <p>(v) Bid Submission Form in Annex 1 of this document.</p> <p>(vi) Quotation in Annex 2 of this document.</p> <p><b>Late submission of any of the above-mentioned documents will not be entertained.</b></p>
1.20	<p><b>Delivery Address</b></p> <p>Maldives Hajj Corporation Limited</p> <p>Third Floor, M. Furankara,</p> <p>Boduthakurufaanu Magu</p> <p>Male, 20320, Republic of Maldives</p>

## 2. Bid Evaluation Criteria

	Criteria	Percentage
2.1	<p><b>Price:</b></p> <p>The maximum marks allocated for Price are 80.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (80 \%)$	<b>80%</b>
2.2	<p><b>Experience:</b></p> <p>The maximum marks allocated for Experience are 10.</p> <ul style="list-style-type: none"> <li>- Ten Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each reference document.</li> <li>- Reference documents within the past 05 years shall only be considered.</li> <li>- The bidder shall not submit more than 2 references from the same company/institution.</li> </ul>	<b>10%</b>
2.3	<b>Duration:</b>	<b>10%</b>

	<p>The maximum marks allocated for duration are 10.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Duration score =</p> $\frac{\text{Shortest duration from among received bids}}{\text{Particular Bidder's proposed duration}} \times (10 \%)$	
	<b>Total Score</b>	<b>100%</b>

### 3. Scope of work

MHCL is seeking a party to supply 06 tablets as per the technical specification provided.

**MHCL reserves the right to disqualify proposals that do not meet the specifications.**

#### Specification

**Item:** Tablet

**Quantity:** 06

**Network Technology:** GSM /HSPA/LTE/5G

**Screen Size:** 315.0mm (12.4") or 370.8mm (14.6")

**Memory:** minimum 12GB or above

**Internal storage:** 256GB

**MicroSD Support:** up to 1TB

**Battery:** 11,200 mAh (typical)

**OS:** Android 12, Snap Dragon 8

**CPU:** Octa-core (1x3.00 GHz Cortex-X2 & 3x2.50 GHz Cortex-A710 & 4x1.80 GHz Cortex-A510)

**WLAN:** Wi-Fi 802.11 a/b/g/n/ac/6e, dual-band, Wi-Fi Direct, hotspot

**Bluetooth:** 5.2, A2DP, LE

**GPS:** Yes, with A-GPS, GLONASS, BDS, GALILEO

**USB:** USB Type-C 3.2, magnetic connector

**Acceptable brand include:** Samsung, google, Huawei, and Microsoft

**Accessories:** Book cover keyboard

**Warranty:** minimum 1 year parts and service warranty

### 4. Key Personnel

The following table below lists the key personnel relevant to the assignment. Any email communication must be copied to admin@mhcl.mv

Role	Who	Contact
Senior Officer, Procurement	Ahmadh Nadheem	nadheem@mhcl.mv
Manager, Corporate Affairs	Aishath Gahir	aisha@mhcl.mv

### 5. Reporting Arrangement

The awarded party will report to the above-mentioned personnel.

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**Annex 1- Bid Submission Form**

[Name and address of Client]

Dear Mr. Ismail Hameed;

We, [insert name of the company/personnel] offer to provide the designing service for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal sealed in an envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the client.
- (b) We meet the eligibility requirements as stated in section 1.19.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

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

Contact information (phone and e-mail): \_\_\_\_\_

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**Annex 2- Quotation**

**(Name of the bidder)**  
**(address)**  
**(Email & contact number)**

**(TIN No.)**  
**(Quotation number)**  
**(Quotation Date)**

**(Client)**

#	Description	Qty	Rate (in MVR)	Amount (in MVR)
			Sub Total	
			GST 6%	
			Total	

**Warranty:** ..... Years

**Delivery:** ..... Days

(Bank account number) (Account name)

(Authorized by)  
(Company seal if applicable)