
MALDIVES HAJJ CORPORATION LIMITED

INFORMATION TO BIDDERS

RFP FOR: Air-Conditioner Servicing

Date: 11th December 2023

1. Bid Information

Maldives Hajj Corporation Limited (MHCL) is seeking a party for servicing the p-Conditioners installed on a one-year contract basis. 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	Title Maldives Hajj Corporation Limited (MHCL) is seeking a party the Air-Conditioners installed on a one-year contract basis.
2	Name and address of the Company Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives
3	Contact Details for Further information: Procurement Section Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives
4	Period of Delivery Not Applicable
5	Penalty for delays Not Applicable
6	Bid language English
7	Bid Currency All prices are to be quoted in Maldivian <u>Rufiyaa (MVR)</u> .
8	Period of bid validity 60 (Sixty) Calendar days from the date of bid submission.
9	Bid Security Not Applicable
10	Number of copies of the bid to be completed and submitted One Copy in a sealed envelope stating the name of the project and the bidder information on the cover
11	Employer's address for bid submission Maldives Hajj Corporation Limited Third Floor, M. Furankara,

	<p style="text-align: center;">Boduthakurufaanu Magu Male', 20320, Republic of Maldives</p>
12	<p>Deadline for Clarification of Bidding Documents</p> <p>Any queries regarding this bid shall be forwarded to procurement@mhcl.mv, on or before 14:00 hours on Tuesday, 19th December 2023.</p>
13	<p>Deadline for submission of bids</p> <p>Interested and qualified bidders shall submit their proposal, addressed to Mr. Mohamed Shakeel, Managing Director, Maldives Hajj Corporation Limited, by 14:00 HRS Maldivian Time on Thursday, 21st December 2023. Should submit the bid submission form in Annex 1 along with the proposals.</p>
14	<p>The venue, time, and date of bid opening</p> <p style="text-align: center;">Maldives Hajj Corporation Limited Second Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives At 14:00 Hrs on 21st December 2023</p>
15	<p>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</p> <p>Not Applicable</p>
16	<p>Contract Type and Payment Terms</p> <p>The successful bidder shall be awarded a One-year contract and shall be entitled to payment settlement, within 14 (Fourteen) days upon delivery.</p>
17	<p>Bid Evaluation and Awarding Method</p> <p>Bids will be evaluated and awarded collectively considering the total proposed value of the individual bids. Points will be distributed, and the evaluation will be carried out per the Evaluation Criteria described in this document.</p>
18	<p>Eligible Parties</p> <p>Local Businesses registered in the Maldives are eligible to participate in the tender.</p>
19	<p>Documents Comprising the Bid</p> <ul style="list-style-type: none"> (i) Registration Certificate, issued by the Ministry of Economic Development. (ii) Company Profile/background (iii) Goods and Service Tax (GST) Registration certificates (if applicable). (iv) Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (v) Bid Submission Form in Annex 1 of this document. (vi) Quotation in Annex 2 of this document.

	Late submission of any of the above-mentioned documents will not be entertained.	
20	Time period and maximum value of sales considered for awarding points for Experience. (Not Applicable)	
21	Delivery Address Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives	
	Bid Evaluation Criteria	
23	Criteria	Percentage
24	Price: The maximum marks allocated for the Price are 75. The formula used for the computation of the score is as follows: Price score = Cheapest proposed price from among received bids ----- x (75 %) Particular Bidder's proposed price	75%
25	Warranty The maximum marks allocated for Warranty is 10. The formula used for the computation of the score is as follows: Warranty score = Longest period of warranty offered ----- x (10 %) Particular Bidder's proposed warranty period	10%
26	Experience: The maximum marks allocated for Experience are 15. Marks will be awarded based on the number of reference documents submitted. THREE marks will be awarded for each reference document. <ul style="list-style-type: none"> • Reference documents within the past 05 years shall only be considered. • The bidder shall not submit more than 2 references from the same institution. 	15%
	Total Score	100%

2. Scope of work

Maldives Hajj Corporation Limited (MHCL) is seeking a party for servicing the Air-Conditioners installed on a one-year contract basis.

2.1 Details of the Air-Conditioner units installed.

#	Brand	Capacity	Qty
1	Tachair	18000 BTU	3
2	Tachair	12000 BTU	3
3	Hitachi	12000 BTU	3
4	Hitachi	24000 BTU	1
5	Hisense	9000 BTU	1
6	Hisense	24000 BTU	1
7	LG	18000 BTU	1

3. 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

4. Reporting Arrangement

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

Annex 1- Bid Submission Form

[Name and address of Client]

Dear Mr. Mohamed Shakeel;

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): _____

Annex 2- Quotation

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

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

(Client)

#	Description	Rate per Unit 24000 BTU	Rate per Unit 18000 BTU	Rate per Unit 12000 BTU	Rate per Unit 9000 BTU
1	Water leakage				
2	Indoor Unit Servicing				
3	Outdoor Unit Servicing				
4	Full Servicing				
5	Gas refilling				
6	AC Removal				
7	AC Installation				
8	AC Relocation				

Warranty Period: ----- Days

(Authorized by)
(Company seal if applicable)