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**MALDIVES HAJJ CORPORATION LIMITED**

**INFORMATION TO BIDDERS**

**RENTING AN OFFICE SPACE**

16<sup>th</sup> January 2024

## 1. Bid Information

Maldives Hajj Corporation Limited (MHCL) is seeking to rent an office space for a minimum of 05 years period. 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	<b>Title</b> Maldives Hajj Corporation Limited (MHCL) is seeking to rent an office space for a minimum of 05 years period.
2	<b>Name and address of the Company</b> Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives
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
4	<b>Period of Delivery</b> Not Applicable
5	<b>Penalty for delays</b> Not Applicable
6	<b>Bid language</b> English
7	<b>Bid Currency</b> All prices are to be quoted in Maldivian <b>Rufiyaa (MVR)</b> .
8	<b>Period of bid validity</b> 30 (Thirty) Calendar days from the date of bid submission.
9	<b>Bid Security</b> Not Applicable
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
11	<b>Employer's address for bid submission</b> Maldives Hajj Corporation Limited

	<p>Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives</p>
12	<p><b>Deadline for Clarification of Bidding Documents</b></p> <p>Any queries regarding this bid shall be forwarded to <a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>, on or before 14:00 hours on Sunday, 21<sup>st</sup> January 2024.</p>
13	<p><b>Deadline for submission of bids</b></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 Tuesday, 23<sup>rd</sup> January 2024. The bid submission form in Annex 1 should be submitted along with all proposals.</p>
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 14:00 Hrs on 23<sup>rd</sup> January 2024</p>
15	<p><b>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</b></p> <p>Not Applicable</p>
16	<p><b>Contract Type and Payment Terms</b></p> <p>The successful bidder shall be awarded a five-year contract and entitled to a monthly rental payment before the 10<sup>th</sup> day of each calendar month.</p>
17	<p><b>Bid Evaluation and Awarding Method</b></p> <p>Bids will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids. Points will be distributed, and the evaluation will be carried out as per the Evaluation Criteria described in this document.</p>
18	<p><b>Eligible Parties</b></p> <p>Any Maldivian or any local businesses registered in the Maldives are eligible to participate in the tender.</p>
19	<p><b>Documents Comprising the Bid</b></p> <p><b>a) If a Company, partnership, or Sole Proprietorship</b></p> <p>(i) The Registration Certificate, issued by the 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) A copy of the floor plan of the proposed office space</p> <p>(v) A copy of the Building Registry</p> <p>(vi) Bid Submission Form in Annex 1 of this document.</p> <p>(vii) Quotation in Annex 2 of this document.</p> <p><b>b) If an individual</b></p> <p>(i) A copy of National Identity Card</p> <p>(ii) A copy of the floor plan of the proposed office space</p> <p>(iii) A copy of the Building Registry</p> <p>(iv) Bid Submission Form in Annex 1 of this document.</p> <p>(v) 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>	
20	<p><b>Time period and maximum value of sales considered for awarding points for Experience.</b></p> <p>(Not Applicable)</p>	
21	<p><b>Delivery Address</b></p> <p>Not Applicable</p>	
22	<p><b>Bid Evaluation Criteria</b></p>	
	<b>Criteria</b>	<b>Percentage</b>
	<p><b>Price:</b></p> <p>The maximum marks allocated for Price are 70.</p> <p>The formula used for the computation of the score is as follows:</p> $\frac{\text{Cheapest proposed price from among the received bids}}{\text{The particular Bidder's proposed price}} \times (70 \%)$	<b>70%</b>
	<p><b>Security deposit</b></p> <p>The maximum marks allocated for Security deposit is 20.</p> <p>The formula used for the computation of the score is as follows:</p> $\frac{\text{The least Security deposit received}}{\text{The particular Bidder's proposed Security deposit}} \times (20 \%)$	<b>20%</b>
	<p><b>Available space</b></p> <p>The maximum marks allocated for the available space is 10.</p>	<b>10%</b>

	<p>The formula used for the computation of the score is as follows:</p> <p>The particular Bidder's proposed available space</p> <p>----- x (10%)</p> <p>The highest proposed available space</p>	
	<b>Total Score</b>	<b>100%</b>

## 2. Scope of work

Maldives Hajj Corporation Limited (MHCL) is seeking to rent an office space which meets the following terms and conditions.

- The lessor shall propose to rent the space for a minimum of 05 years period.
- The proposed building must be in the Male' City.
- The proposed building shall be on an easily accessible wide road.
- The usable space must be at least 5000 square feet and is not limited to a single floor.
- The proposed space must include the Ground Floor and be usable as a shop.
- The finishing works on the proposed space must be completed and shall be ready to move.
- The proposed space shall have access to a passenger elevator.
- High quality, well recognized brands, inverter Air-conditioners must be installed.
- There must be a minimum of two Toilets in each floor.

## 3. Key Personnel

The following table below lists the key personnel relevant to the assignment. Any email communication must be copied to [procurement@mhcl.mv](mailto:procurement@mhcl.mv)

Role	Who	Contact
Senior Officer, Procurement	Ahmadh Nadheem	<a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>
Manager, Corporate Affairs	Aishath Gahir	<a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>

## 4. 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. 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 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	Amount (in MVR)
1	Monthly Rent	
2	Security deposit	

**(Authorized by)**  
**(Company seal if applicable)**