

---

**MALDIVES HAJJ CORPORATION LIMITED**

**INFORMATION TO BIDDERS**

**Office Setup - Office Partitioning, Deck Construction, AC  
Installation, Network Cabling, and Electrical Works**

07<sup>th</sup> February 2024

## 1. Bid Information

Maldives Hajj Corporation Limited (MHCL) is seeking to do office partitioning, constructing a deck, Ac Installation, network cabling, and other electrical works as per the specification provided.

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 a party to do office partitioning as per the specification provided.
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> As proposed by the winning bidder.
5	<b>Penalty for delays</b> <ul style="list-style-type: none"><li>- Bidders shall be penalized as per the provisions of MHCL procurement policy on the value of undelivered services if 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>
6	<b>Bid language</b> English / Dhivehi
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	<p><b>Number of copies of the bid to be completed and submitted</b></p> <p>One Copy in a sealed envelope stating the name of the project and the bidder information on the cover</p>
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>
12	<p><b>The venue, time, and date of Prebid meeting</b></p> <p>Maldives Hajj Corporation Limited Second Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives At 14:00 Hrs on Sunday, 11<sup>th</sup> February 2024</p>
13	<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 Tuesday, 13<sup>th</sup> February 2024.</p>
14	<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 Thursday, 15<sup>th</sup> February 2024. The bid submission form in Annex 1 should be submitted along with all proposals.</p>
15	<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 15<sup>th</sup> February 2024</p>
16	<p><b>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</b></p> <p>Not Applicable</p>
17	<p><b>Contract Type and Payment Terms</b></p> <p>The successful bidder shall be entitled to payment settlement, within 30 (thirty) days upon completion of the work.</p>
18	<p><b>Bid Evaluation and Awarding Method</b></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.	
19	<b>Eligible Parties</b> Any local business registered in the Maldives are eligible to participate in the tender.	
20	<b>Documents Comprising the Bid</b> <ul style="list-style-type: none"> <li>(i) The Registration Certificate, issued by the Ministry of Economic Development.</li> <li>(ii) Company Profile/background</li> <li>(iii) Goods and Service Tax (GST) Registration certificates (if applicable).</li> <li>(iv) Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (if applicable)</li> <li>(v) Bid Submission Form in Annex 1 of this document.</li> <li>(vi) Quotation in Annex 2 of this document.</li> </ul> <p><b>Late submission of any of the above-mentioned documents will not be entertained.</b></p>	
21	<b>Time period and maximum value of sales considered for awarding points for Experience.</b> (Not Applicable)	
22	<b>Delivery Address</b> Not Applicable	
22	<b>Bid Evaluation Criteria</b>	
	<b>Criteria</b>	<b>Percentage</b>
	<b>Price:</b> The maximum marks allocated for the Price is 50. The formula used for the computation of the score is as follows: $\frac{\text{Cheapest proposed price from among the received bids}}{\text{The particular Bidder's proposed price}} \times (50 \%)$	<b>50%</b>
	<b>Duration</b> The maximum marks allocated for the duration is 40. The formula used for the computation of the score is as follows: $\frac{\text{The shortest duration proposed}}{\text{The particular Bidder's proposed duration}} \times (40 \%)$	<b>40%</b>

	<p><b>Experience:</b></p> <p>The maximum marks allocated for Experience is 10.</p> <p>Marks will be awarded based on the number of reference documents submitted. ONE mark will be awarded for each reference document.</p> <ul style="list-style-type: none"> <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>
	<b>Total Score</b>	<b>100%</b>

## 2. Scope of work

Maldives Hajj Corporation Limited (MHCL) is seeking to do office partitioning, constructing a deck, AC Installation, network cabling, and other electrical works as per the specification provided.

### Ground Floor:

- Construct partitions in accordance with the provided drawing.
- Re-installation of a 3-layer sliding door near the reception area, as specified in the drawing. The sliding door will be provided MHCL.
  - o Sliding door size: 30" x 84"
- Re-installation of tempered glass doors provided MHCL.
  - o Number of doors: 02
  - o Size: 210 x 110 cm
- Install a staircase to the raised area on the ground floor as per the provided drawing.
  - o Thickness of timber board to be used on the staircase: 50mm
  - o Size of steel angles: 75mm
  - o Type of steel angles: Hollow pipe

### Raised Ground Floor:

- Construct a deck according to the provided drawing.
- The deck should be installed by using 4"x2" GI Column pipe for the deck frame, as indicated in the drawing, and fixing 18mm plywood on top of the frame.
- The raised ground floor area should have a height of 7ft 4inches.

### First Floor:

- Construct partitions according to the provided drawing.
- Re-installation of tempered glass doors provided MHCL.
  - o Number of doors: 05
  - o Size: 210 x 110 cm

---

**Second Floor:**

- Construct partitions according to the provided drawing.
- Re-installation of tempered glass doors provided MHCL.
  - o Number of doors: 01
  - o Size: 210 x 110 cm
- Supply and install WPC doors.
  - o Number of doors: 06
  - o Size: 84" x 30"

**Electrical, Networking & AC Installation:**

- Supply and install ceiling-mounted lights as per the provided electrical layout for each floor, all lights should be Square, Day Light 12W Lights (Square).
- Supply and install the distribution board in accordance with the electrical layout.
- Supply and install emergency lights, sockets, and phone outlets.
  - o The emergency lights, sockets, and phone outlets installed should align with the electrical plan.
  - o Emergency lights must be 8 watts.
- Supply and install electric and network cables as per the drawing provided.
  - o It is not required to supply or install cameras. However, it is required to install cables to the designated points.
- Supply and install well-known branded air conditioners according to the AC Layout for all floors.
  - o Number of units of 18000 BTU: 14
  - o Number of units of 10000 BTU: 07

**Specification of the materials required for the partitions.**

- 8mm clear or white, non-laminated glass
- Aluminum profile thickness: 1.5mm
- Gypsum board thickness: 9mm

**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>
Officer Procurement	Zulkifli Abdulla Sameer	<a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>

**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 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	Amount (in MVR)
Office Setup (Office partitioning, constructing a deck, Ac Installation, Network cabling, and other electrical works all in accordance with the detailed drawing provided.)	
GST 8%	
Total	

(Authorized by)  
(Company seal if applicable)