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**MALDIVES HAJJ CORPORATION LIMITED**

**INFORMATION TO BIDDERS**

**Office Moving Service**

10<sup>th</sup> March 2024

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## 1. **Bid Information**

Maldives Hajj Corporation Limited (MHCL) is seeking a party to provide office moving services.

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	<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	<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 11:00 Hrs on Wednesday, 13<sup>th</sup> March 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 13:00 hours on Tuesday, 14<sup>th</sup> March 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 11:00 HRS Maldivian Time on Sunday, 17<sup>th</sup> March 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 11:00 Hrs on 17<sup>th</sup> March 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>70%</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>20%</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 a party to provide office moving services.

Items to be Moved to the New Office:

No	Item	Quantity
1	Workstation	11
2	Whiteboard	2
3	Water purifier	1
4	UPS Backups	27
5	TV	2
6	Side cabinet	4
7	Server Rack	1
8	Server Rack UPS	1
9	Safe	1
10	Round Table	1
11	Refrigerator	1
12	Plastic Chair	30

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13	Photocopy Machine	2
14	Paper Shredder	1
15	Office Table	6
16	Office Chair	48
17	Notice Board	1
18	Monitor	6
19	Mobile pedestal drawer	18
20	Iron Storage Cabinet	4
21	Foldable Plastic Table	2
22	File Rack	11
23	Executive Office Table	8
24	Dining Table	1
25	Countertop Scanner	3
26	Countertop Printer	3
27	Computer Systems	30
28	Luggage Kit	500
29	Cardboard Box	500
30	Box file	500

Please note that the above quantities are estimated and subject to change.

**Work Requirements:**

All items must be carefully disassembled, packed, transported, and reassembled at the new office location.

The mover is responsible for ensuring the safety of all items during the relocation process. Any damage incurred must be repaired or compensated for by the mover.

Assembly of all items, including furniture and electronic equipment, is required upon arrival at the new office.

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The mover must exercise caution and professionalism to minimize disruption to MHCL's operations during the relocation process.

**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
Head of Operations	Aishath Gahir	<a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>
Procurement Officer	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.

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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)
Office moving services as per the specification provided	
GST 8%	
Total	

(Authorized by)  
(Company seal if applicable)