
MALDIVES HAJJ CORPORATION LIMITED

**INFORMATION SHEET
FOR
PROCUREMENT OF A VAN**

14th March 2024

1. Instruction to Bidders

A. Introduction	
Scope of Bid	The Maldives Hajj Corporation Limited (MHCL) is seeking a party to supply a van according to the provided technical specifications.
Eligible Bidders	Any local business registered in the Maldives are eligible to participate in the tender.
B. Preparation of Bid	
Language	The language of the Bid should be in English or Dhivehi
Documents Comprising the Bid	<ul style="list-style-type: none"> - The Registration Certificate, issued by the Ministry of Economic Development. - Company Profile/background - Goods and Service Tax (GST) Registration certificates (if applicable). - Specification Sheet of the proposed vehicle - Product photo (Color photo) - Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (if applicable) - Warranty Letter - Bid Submission Form in Annex 1 of this document. - Quotation in Annex 2 of this document. <p>Late submission of any of the above-mentioned documents will not be entertained.</p>
Bid Prices and Currency	<ul style="list-style-type: none"> - The unit price of each item and the total price shall be clearly indicated. - The bidder shall submit the bid on door-step delivery. - The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
Validity of Bid	45 (forty-five) Calendar days from the date of bid submission.
Bid Security	Not Applicable
Performance Security	Not Applicable
Format of Bid	One Copy in a sealed envelope stating the name of the project and the bidder information on the cover

C. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
Acceptance of Bids	MHCL shall not accept bids before or after the specified closing time.
Location, date and time of Bid Opening	Location: Maldives Hajj Corporation Limited, Second Floor, M.Furankara, Boduthakurufaanu Magu, Male', 20320, Republic of Maldives Date and Time of Bid Opening: 27 th March 2024 1100hours
Contact details for further Clarifications	Procurement Department Telephone: 3011000 Email address: procurement@mhcl.mv
Deadline for Clarification	Before 21 st March 2024 13:00hours
D. Bid Evaluation and Awarding of Contract	
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.	

2. Bid Evaluation Criteria

- **Proposal Cost: 85 points for the lowest price**
(Lowest price/proposed price) x 85
- **Delivery: 10 points for the lowest delivery period**
(Lowest delivery period / proposed delivery period) x 10
- **Experience: 5 points for the experience letters submitted.**
(Marks will be awarded based on the number of reference documents submitted. ONE mark will be awarded for each reference document, Reference documents within the past 05 years shall only be considered and the bidder shall not submit more than 2 references from the same company/institution.)

Total Score: 100 points.

3. Scope of work

- The supplier shall provide required vehicle for Maldives Hajj Corporation Limited. The vehicle requirements and specifications are given below.
- The supplier is responsible for delivering the vehicle to the designated location specified by Maldives Hajj Corporation Limited.
- The supplier is required to provide a garage letter for vehicle registration. Additionally, registration should be completed under the name of Maldives Hajj Corporation Limited within one month following the approval of vehicle inspection by MHCL.
- The vehicle should come with one year of third-party insurance.
- Vehicle's roadworthiness should be made by the supplier.
- The supplier should cover the one-year vehicle annual fee.
- A maintenance manual written in English must be provided.
- All signage and instructions within the vehicle must be in English.
- The vehicle must be available for inspection by MHCL employee, or any party assigned by MHCL and signed off by MHCL before registration.
- MHCL has the right to reject the vehicle during the inspection and after delivery if the vehicle does not meet the specification.

4. Technical Specifications

- **Preferred Brand:** TOYOTA
- **Condition:** Excellent
- **Driving type:** 2WD
- **Steering position:** Right hand
- **Transmission:** Automatic
- **Fuel:** Petrol
- **Engine Capacity:** Above 1800cc
- **Rear Brake:** Disk
- **No of Doors:** 5 Door (Automatic)
- **Mirror:** Electric mirrors full option
- **Interior Color:** Black or Dark Grey
- **Exterior Color:** White or Silver
- **Passenger capacity:** 7 pax
- **Type:** Van
- **Manufacturing date:** 2021 or later
- **Mileage:** Less than 20,000 KM
- **Warranty:** 12 Months

Required Accessories

- Driver Seat Airbag /Passenger Seat Airbag /Side Airbag
- Fully Air-conditioned
- Power Steering

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- Reversing camera
 - Power Window
 - Remote & Central Locking
 - TV & Navigation
 - USB Input Terminal
 - Bluetooth Connection
 - Music Player Connectable
 - Leather Seats
 - LED Headlamp
 - 3-row Seat
 - Electric Rear Gate
 - Alloy Wheels
 - Air Suspension
 - Spare Key
 - Floor Mats
 - Car Cover
 - Vehicle Tool Kit

Safety Equipment

- ESC (Electronic Stability Control)
- Automatic High Beam
- Auto Light

All specifications mentioned above must match the physical product.

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	Qty	Total Price (MVR) (Including 8% GST)
Supply of one van according to the provided technical specifications	01	

Delivery Duration: Days

(Authorized by)
(Company seal if applicable)

Note:

- Days will be counted starting from the date of signing the agreement or the date of issuing the Purchase order.
- A fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, MHCL has the right to cancel the contract.
- The additional charges such as freight charges, insurance, custom duty etc. shall be included in the total Bid Price submitted by the bidder.