

**Constructing a detachable conference table, long
office tables and office tables**

09th April 2024

1. Instruction to Bidders

A. Introduction	
Scope of Bid	The Maldives Hajj Corporation Limited (MHCL) is seeking a party to construct furniture according to the provided drawings and 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). - Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (if applicable) - 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	The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
Validity of Bid	30 (Thirty) 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.

Bid Registration	Bidders shall use the provided link to complete the bid registration form. Link: https://forms.office.com/r/PrxL2BCZhP Deadline for registration: 13 th April 2024 14:00hours (Saturday)
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: 16 th April 2024 (Tuesday) 11:00am
Contact details for further Clarifications	Procurement Department Email address: procurement@mhcl.mv
Deadline for Clarification	Before 14 th April 2024 (Sunday) 14:00hrs
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

2.1 Proposal Cost: 70 points for the lowest price

(Lowest price/proposed price) x 70

2.2 Delivery: 25 points for the lowest delivery period

(Lowest delivery period / proposed delivery period) x 25

2.3 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

3.1 Constructing a detachable conference table as per the design provided

- Quantity: 01
- Color: Cherry glossy finish
- Material: MDF with laminated finish
- Dimensions are provided in the design.
- Tabletop thickness: 2 Inches

3.2 Constructing Long office tables as per the design provided

Table 01:

- Quantity: 2
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.
- Electrical and ethernet sockets installation as per the design.

Table 02:

- Quantity: 1
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.
- Electrical and ethernet sockets installation as per the design.

Table 03:

- Quantity: 1
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.
- Electrical and ethernet sockets installation as per the design.

3.3 Constructing office tables as per the design provided. All tabletops for the following “Office tables” will be provided by MHCL.

Table 01:

- Quantity: 2
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.

Table 02:

- Quantity: 8
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.

Table 03:

- Quantity: 1
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.

Table 04:

- Quantity: 1
- Color: Maple
- Material: Particle board with an aluminum metal frame
- Dimensions: As specified in the design.

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)

Description	Qty	Price
Constructing a detachable conference table as per the design & spec provided:	1	
Constructing Long office tables as per the design provided:	04	
Constructing office tables as per the design provided:	12	
	Subtotal:	
	GST 8%:	
	Total Price (MVR):	

Delivery Duration: Days

(Authorized by)
(Company seal if applicable)