
MALDIVES HAJJ CORPORATION LIMITED

OFFICE CLEANING SERVICE

04th May 2024

1. Instruction to the bidders

A. Introduction	
Scope of Bid	The Maldives Hajj Corporation Limited (MHCL) is seeking a party to provide office cleaning service on a daily-basis and to provide the service of an Office Attendant on a full-day basis for One year contract.
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. Late submission of any of the above-mentioned documents will not be entertained.
Bid Prices and Currency	All the prices are to be quoted in Maldivian Rufiyaa (MVR) and inclusive of GST.
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. Prebid meeting, bid submission, and Opening of Bids	
The venue, date and time of Pre-bid meeting	Maldives Hajj Corporation Limited, Second Floor, G. Sikandharu, Lonuziyaaraiy Magu, Male', 20320, Republic of Maldives. At 11:00 hours on Tuesday, 07th May 2024

Acceptance of Bids	MHCL shall not accept bids before or after the specified closing time.
The venue, date and time of Bid submission and opening	Maldives Hajj Corporation Limited, Second Floor, G. Sikandharu, Lonuziyaaraiy Magu, Male', 20320, Republic of Maldives. <u>At 11:00 hours on Thursday, 09th May 2024</u>
Contact details for further Clarifications	Procurement Department Email address: procurement@mhcl.mv
Deadline for Clarification	11:00 hours on Wednesday, 08 th May 2024
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

	Criteria	Percentage
	<p>Price:</p> <p>The maximum marks allocated for the Price is 80.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (80 \%)$	80%
	<p>Experience:</p> <p>The maximum marks allocated for Experience are 20.</p> <ul style="list-style-type: none"> - Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each valid reference document. - Reference documents within the past 05 years shall only be considered. - The bidder shall not submit more than 01 references from the same company/institution. 	20%
	Total Score	100%

3. Scope of work

MHCL is seeking a party to provide office cleaning service on a daily-basis and to provide the service of an Office Attendant on a full-day basis for One year contract.

3.1. Providing office cleaning service

- a) The cleaning team shall visit MHCL on Sunday to Thursday except public holidays.
- b) Cleaning of office 03 floors including the toilets daily.
- c) Cleaning of elevator area daily.
- c) Cleaning of partitions and windows daily.
- d) Disposal of waste daily.
- f) Cleaning the exterior glass walls of the 3 floors monthly.

3.2. Providing the service of an Office Attendant

- a) A designated attendant (appropriately dressed for office) shall be stationed at MHCL Office from 08:00 am till 03:00 pm on Sunday to Thursday except public holidays. Attendant may take One-hour break from 12:00 pm to 01:00 pm.
- b) Cleaning of office including the tea-room and toilets.
- c) Cleaning the cabins and the workstations daily.
- d) Cleaning of elevator area.
- e) Disposal of waste.
- f) Providing assistance to staff.

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	Total Price (MVR) (Including 8% GST)
Office cleaning service	
Office Attendant service	
Total	

(Authorized by)
(Company seal if applicable)