

MALDIVES HAJJ CORPORATION LTD.

INFORMATION TO BIDDERS (ITB)

**BID FOR: DEVELOPMENT OF 5 YEARS
CORPORATE BUSINESS PLAN FOR MHCL**

ANNOUNCEMENT NUMBER: (IUL)MHCL-P/1/2019/15

ANNOUNCEMENT DATE: 8th April 2019

2. **Bid Data**

Project Brief

Maldives Hajj Corporation Ltd (MHCL) is seeking the service of a consultant to undertake the development of its 5 Years Strategic Business Plan. This Strategic Business Plan will highlight specific strategies and various business models, possible funding strategies, business strategy, operation, forecasting, business controls and investment models in order to achieve our corporate objectives.

Note: The following specific data for the Works to be procured shall complement, amend, or supplement the provisions in the Instructions to Bidders.

Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

2.1	<p>Bid Title.</p> <p>DEVELOPMENT OF 5 YEAR STRATEGIC BUSINESS PLAN FOR MHCL</p>
2.2	<p>Name and address of the Employer.</p> <p>Maldives Hajj Corporation Ltd. Second Floor, M. Sakaimoo Male, 20222, Republic of Maldives</p>
2.3	<p>Contact Details for Further information:</p> <p>Procurement Section Maldives Hajj Corporation Ltd Second Floor, M. Sakaimoo Male, 20222, Republic of Maldives</p>
2.4	<p>Period of Completion/Supply & Delivery</p> <ul style="list-style-type: none"> • The maximum delivery period allowed under this bid is Three [03] Calendar Months. Points will be awarded for early completion/delivery as per Evaluation Criteria. <p>Any Bid quoting a Delivery Period which exceeds the above will be disqualified.</p>

2.5	<p>Penalty for delays</p> <p>Bidders shall be penalised as per provisions of MHCL procurement policy on the on the value of undelivered quantity in the event that the bidder fails to deliver on time as proposed.</p> <p>MHCL reserves the right to cancel the bid, if the delivery time is delayed by more than 10 working days from the agreed delivery date.</p>
2.6	<p>Bid language.</p> <p>English</p>
2.7	<p>Bid Currency.</p> <p>All prices are to be quoted in Maldivian Rufiya (MVR)</p>
2.8	<p>Period of bid validity.</p> <p>60 Calendar days from the date of bid submission.</p>
2.9	<p>A. Bid Security.</p> <p>- Bid Security is not required for this Bid.</p>
2.10	<p>Pre-bid meeting and site visit</p> <p>There will not be a Pre-Bid Meeting associated with this bid.</p>
2.11	<p>Number of copies of the bid to be completed and submitted.</p> <p>One Copy</p>
2.12	<p>Employer's address for the purpose of bid submission.</p> <p style="text-align: center;">Maldives Hajj Corporation Ltd. Second Floor, M. Sakaimoo Male, 20222, Republic of Maldives</p>
2.13	<p>Deadline for Clarification of Bidding Documents</p> <p>2 (Two) days prior to the deadline for submission of bids</p>
2.14	<p>Deadline for submission of bids.</p> <p>Interested and qualified consultants should submit their proposal, addressed to Mr. Ismail Hameed, Managing Director, Maldives Hajj Corporation Limited, by 13:00 hrs Maldivian Time on 23rd April 2019 The bid submission form in Annex 1 should be submitted along with all proposals.</p>

2.15	<p>Venue, time, and date of bid opening.</p> <p>Maldives Hajj Corporation Ltd. Second Floor, M. Sakaimoo Male, 20222, Republic of Maldives</p> <p>At 13:00 Hrs on 23rd April 2019.</p>
2.16	<p>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer.</p> <p>- Not Required</p>
2.17	<p>Contract Type and Payment Terms</p> <p>The successful bidder shall be paid within 30 days from the date invoice issued in the following manner:</p> <ul style="list-style-type: none"> • 10% upon submission of inception report • 15% upon completion of on presentations of findings • 15% upon submission of draft report • 20% upon submission of final report and presentation • 40% upon acceptance of final report and completion of project
2.18	<p>Bid Evaluation and Awarding Method</p> <ul style="list-style-type: none"> • Bids will be evaluated and awarded collectively taking into the consideration the total proposed consultancy fee. Points will be distributed as per the clause 2.21 of this document and the evaluation will be carried out as per Part-5 (Evaluation Criteria) of this document.

2.19	<p>Eligibility</p> <ol style="list-style-type: none"> 1) Must be registered in the Republic of Maldives and should have been in operation since at least 3 (three) year(s) prior to the date of Bid Submission. 2) The Bidder must have an accumulated sales value for similar work of at least MVR 300,000.00 (Three Hundred Thousand) within the past 3 (three) years. 3) The firm should have a minimum of 3 years' experience in undertaking similar types of projects. 4) The firm should be able to provide at least two or more consultants with a degree or higher education in related field and the lead consultant should demonstrate a minimum of 3 years' experience in undertaking similar types of projects. 5) Past experiences of the firm in developing similar materials for international organizations and government of Maldives would be an added advantage. 6) The above must be supported by submission of the following documentation. <ol style="list-style-type: none"> (i) Copy of Company Registration Certificate. (ii) Company profile / work profile with CVs and profiles of lead consultant and other team members (iii) Audited financial statements for the past 3 (three) years (if applicable) (iv) Goods and Service Tax (GST) Registration certificates if applicable. (v) Documents signed by previous Customers indicating the <u>project value, duration and completion date</u> corresponding to and supporting the above. <p>Late submission of any of the above mentioned documents will not be entertained.</p>
2.20	<p>Time period and maximum value of sales considered for awarding points for Experience.</p> <p>(Not Applicable)</p>

2.21	Bid Evaluation Criteria <table border="1" data-bbox="521 254 1057 485"><thead><tr><th data-bbox="526 254 873 289">Criteria</th><th data-bbox="873 254 1052 289">Percentage</th></tr></thead><tbody><tr><td data-bbox="526 289 873 325">Price</td><td data-bbox="873 289 1052 325">40</td></tr><tr><td data-bbox="526 325 873 361">Delivery Period</td><td data-bbox="873 325 1052 361">10</td></tr><tr><td data-bbox="526 361 873 396">Experience in similar work</td><td data-bbox="873 361 1052 396">20</td></tr><tr><td data-bbox="526 396 873 432">Team Strength</td><td data-bbox="873 396 1052 432">30</td></tr><tr><td data-bbox="526 432 873 485">Total</td><td data-bbox="873 432 1052 485">100%</td></tr></tbody></table>	Criteria	Percentage	Price	40	Delivery Period	10	Experience in similar work	20	Team Strength	30	Total	100%
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2.22	Delivery Address <p data-bbox="695 558 1123 688">Maldives Hajj Corporation Ltd 3rd Second Floor, M. Sakaimoo Male, 20222, Republic of Maldives</p>												

3. Scope of Services & Employer's Requirement

1. Description

MHCL is seeking the service of a consultant to undertake the development of its Strategic Business Plan. This Strategic Business Plan will highlight specific strategies and various business models, possible funding strategies and investment models in order to achieve our corporate objectives

2. Scope of work

To undertake an in depth study of MHCL's existing business model, conduct an analysis of similar business models elsewhere in similar context and to prepare a strategic business plan for the company. The plan should propose the most appropriate business model/(s) in order to achieve the company's longer term objectives and sustainable growth.

The business plan is envisaged to address the following:

- a) Undertake a situation analysis of operations MHCL,
- b) Carry out an in-depth analysis of models used in similar context around the world
- c) Review the history of the MHCL, existing business model(s) / business concept and financial impact
- d) Provide specific strategies and action plan for the 5 years to achieve the objectives with clearly defined time frames and performance indicators.
- e) Provide most appropriate business model(s) for the management of Hajj and Umra operations.
- f) Provide most appropriate business model(s) for the management of funds and investments
- g) Provide a broad strategy and a marketing plan with operations for each of the business segments
- h) Propose a management plan & management summary accompanying operational strategies.
- i) Strategizing the business structure and preparation of financial modeling
- j) Provide appropriate internal control and mechanism to be established for managing the potential risks
- k) Provide a comprehensive financial plan including an overall financial feasibility study.
- l) Detailed risk management policies, systems, internal controls and audit procedures and that are commensurate for the size and complexity of its business operations.
- m) Identifying potential business expansion strategies and diversification possibilities

3. Methodology

The consultants will use a combination of qualitative and quantitative research methods including but not limited to:

- A desk review of available reports, plans and information sources from the company and other sources.
- Face-to-face interviews with relevant key management staff and stakeholders.
- Survey (Questionnaires) with relevant staff, customers and stakeholders.
- Stakeholder consultative workshops to collect information and feedback.

4. Deliverables

The main deliverables for this assignment will be the final Business Plan report. The deliverables below are the minimum requirements for the execution of this assignment. However, the consultant is free to produce additional information but these should be described explicitly in the proposal

- Inception Report
- Progress Reports
- Workshop of Presentations of findings.
- Draft Strategic Business Plan
- Final Strategic Business Plan

4.1 Inception Report

The consultant shall prepare an inception report with a detailed work plan upon notification of award of contract. The report shall take in the form of a detailed description of the steps to be followed in the development of Business plan. This plan will indicate staging of tasks, key decision points, and expected completion date for each task. The work plan shall be delivered to the Managing Director for review and approval prior to commencing work.

4.2 Progress Report

Written Progress report highlighting activities undertaken, results achieved and outlining any unexpected delays problems or difficulties that arise, as the assignment progresses shall be submitted on a weekly basis or as agreed upon with MHCL

4.3 Presentation of findings

The consultant will facilitate a meeting to present the findings of the assignment. The meeting discussions and recommendations will provide input into the draft business plan.

4.4 Draft Business Plan

The consultant shall prepare a draft Business plan for review by MHCL. After review of the draft report, a complete final plan shall be prepared.

4.5 Final Business Plan

The consultant shall prepare final report for acceptance by MHCL following a thorough review of the draft report and satisfactory resolution of all issues raised during the review.

5. Key Personnel

The following table below lists the key personnel relevant for the assignment. The list below is not exhaustive

Role	Who	Responsibilities
Managing Director	Mr. Ismail Hameed	Managing Director MHCL
Financial Controller	Mr. Ibrahim Shameem	
Manager Corporate Affairs	Ms. Aminath Shafanaz	
Information Engineer	Mr. Mohamed Nazim	
Manager Hajj Operations	Mr. Ahmed Aslam Abdulla	

Other Stakeholders involve the Board of Directors of MHCL, and management team of the Ministry of Islamic Affairs.

6. Reporting Arrangement

The Consultant will report to Managing Director of MHCL and work in close collaboration with management team of the company

Annex 1- Bid Submission Form

[Name and address of Client]

Dear ,

We, offer to provide the consulting 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, which includes this Technical Proposal and a Financial 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 2.19.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We remain,

Yours sincerely,

Authorised Signature {In full and initials}: _____

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____