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**MALDIVES HAJJ CORPORATION LIMITED**

# Leasing a Warehouse/Storage Space

(IUL)MHCL-ADM/1/2024/36

25<sup>th</sup> July 2024

# 1. Instruction to Bidders

<b>A. Introduction</b>	
<b>Scope of Bid</b>	The Maldives Hajj Corporation Limited (MHCL) is seeking interested and capable parties to provide a warehouse space to store items procured by the company.
<b>Eligible Bidders</b>	An individual or any local business registered in the Maldives are eligible to participate in the tender.
<b>B. Preparation of Bid</b>	
<b>Language</b>	The language of the Bid should be in English or Dhivehi
<b>Documents Comprising the Bid</b>	<ul style="list-style-type: none"><li>- If a Company, partnership, or Sole Proprietorship<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></ul></li><li>- If an Individual<ul style="list-style-type: none"><li>(i) A copy of National Identity Card</li></ul></li><li>- A copy of the floor plan of the proposed space.</li><li>- A copy of the Building Registry</li><li>- Clear color pictures of the proposed space.</li><li>- Bid Submission Form in Annex 1 of this document.</li><li>- Quotation in Annex 2 of this document.</li></ul> <p>Late submission of any of the above-mentioned documents will not be entertained.</p>
<b>Bid Prices and Currency</b>	The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
<b>Validity of Bid</b>	30 (Thirty) Calendar days from the date of bid submission.
<b>Bid Security</b>	Not Applicable
<b>Performance Security</b>	Not Applicable
<b>Format of Bid</b>	One Copy in a sealed envelope stating the name of the project and the bidder information on the cover
<b>C. Submission and Opening of Bids</b>	
<b>Bid Submission</b>	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
<b>Acceptance of Bids</b>	MHCL shall not accept bids before or after the specified closing time.

<b>Bid Registration</b>	Not Applicable
<b>Location, date and time of Bid Opening</b>	Location: Maldives Hajj Corporation Limited, G. Sikandharuge, Lonuziyaaraiy Magu, Malé, Maldives 20143 Date and Time of Bid Opening: 31 <sup>st</sup> July 2024 (Wednesday) 11:00
<b>Contact details for further Clarifications</b>	Procurement Department Email address: <a href="mailto:procurement@mhcl.mv">procurement@mhcl.mv</a>
<b>Deadline for Clarification</b>	Before 29 <sup>th</sup> July 2024 (Monday) 11:00
<b>D. Bid Evaluation and Awarding of Contract</b>	
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: 80 points for the lowest price

(Lowest price/proposed price) x 80

### 2.2 Security Deposit: 20 points for the lowest security deposit proposed.

(The least Security deposit proposed / proposed security deposit) x 20

## 3. Scope of work

The Maldives Hajj Corporation Limited (MHCL) is looking to lease a warehouse/storage space that meets the following specifications.

- The lessor shall propose renting the space for a minimum of 05 years period.
- The proposed building must be in the Male' or Hulhumale.
- The proposed building shall be on an easily accessible wide road.
- The usable space must be in the range of 1200sqft to 1400sqft and is not limited to a single floor.
- The floor height must be at least 9 feet.
- The finishing works on the proposed space must be completed and shall be ready to move.
- The building should have electricity, water supply, and sanitation facilities.
- Proper ventilation and lighting must be available.

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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 the instructions of this bid.
- (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)**

<b>Description</b>	<b>Floor Area (in sqf)</b>	<b>Rent per month</b>	<b>Price per square feet</b>	<b>Security Deposit</b>
Leasing of warehouse				

**(Authorized by)  
(Company seal if applicable)**