

ANNEX 1:

Human Resources

Maldives Ports Limited

Terms of Reference (ToR)

Eligibility Criteria

1. The bidder must be a recruitment agency duly registered with the Ministry of Economic Development and should have a recruitment license.
2. The bidder shall demonstrate **a minimum of three (3) years** of experience in and have proven experience in expatriate recruitment in Maldives (a minimum of 100 expatriates during the last 3 years).
3. Should not be an agency against which an action has been taken by the Maldives Immigration or by the relevant authorities in the respective country for **the last five (5) years**.

To establish eligibility, bidders are required to submit the following documents:

- Corporate Profile Sheet, generated from the Business Portal, issued within **one (1) month prior** to the bid submission date.
- Documentary evidence of relevant experience, supported by contracts, completion certificates, or reference letters signed by previous clients indicating the project scope, value, and completion date.
- Valid Recruitment Agency License.

Failure to submit any of the above-required documents by the bid submission deadline shall result in the bid being deemed non-compliant.

Late submission of the required documentation will not be accepted.

Evaluation Criteria

Evaluation Criterion	Percentage
Number of years in service	20%
Number of people recruited	35%
Countries covered	20%
Categories or positions recruited	25%
	100%