



Ministry of Tourism and Civil Aviation
Republic of Maldives

TERMS OF REFERENCE

(IUL)88-PRO/88/2026/146

PROCUREMENT OF IT EQUIPMENT (2nd ANNOUNCEMENT)

Requesting for proposal (RFP) – Single Envelope

Issued on: 19th August 2026

Issued By: IT and Procurement Sections

Contents

Section 1.....	3
Tender Sheet	3
Section 2.....	5
Instruction for Bidders	5
Section 3.....	12
General and special provisions of the agreement	12
Annex 9	16
Criteria to be used for evaluation of bids.....	16
Section 5	18
Scope and Technical Specifications.....	18
Specifications for Performance Range Laptop (Qty: 04).....	19
Specifications for Standard 27-inch Monitor (Qty: 37)	20
Specifications for Multi-Port USB-C Hub (Qty: 15).....	21
Specifications for Android Tablets (Qty: 08)	22

Section 1

Tender Sheet

#	Tender Reference	Details	
1	Tender Name	Procurement of IT Equipment (2 nd Announcement)	
2	Bid queries submission	All queries regarding this bid must be emailed to: Email: procurement@tourism.gov.mv CC: it@tourism.gov.mv Date: 27th August 2026 Time: 12:00pm Telephone No: 3022248	
6	Instruction for Bid Submission	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 1000 hours of 31st August 2026 – Procurement of IT Equipment (2nd Announcement) – (IUL)88-PRO/88/2026/146” and the submitting party’s name and address Late proposals will be rejected.	
7	Submission address	<u>Submission address</u> Ministry of Tourism and Civil Aviation Velaanaage 5th Floor Male’, Republic of Maldives Email: procurement@tourism.gov.mv	
8	Proposal submission deadline	Date: 31st August 2026	Time: 10:00am

TERMS OF REFERENCE

9	Bid Opening:	Proposals will be opened in the presence of the Bidder’s representatives who choose to be present at the time of proposal opening.	Date: 31 st August 2026	Time: 10:05am
10	Evaluation Criteria	<u>Annex 09</u>		
11	Bid Security amount	-		
12	Performance Guarantee %:	-		
Note:				

Section 2

Instruction for Bidders**A. General Information**

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| 1. Introduction | 1.1 | This bid is opened to parties who can provide the goods/services/work mentioned in the tender sheet. The requirements of the goods/services/work have been detailed in the information sheet. |
| 2. Eligible Bidders | 2.1 | This bid is opened to all the registered businesses. |
| | 2.2 | If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet. |
| 3. Bid Document and signing | 3.1 | The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document. |
| | 3.2 | Bids must be typed in English or Dhivehi in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered to indicate the number of pages. |
| | 3.3 | <div style="padding-left: 20px;">3.3.1 For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.</div> <div style="padding-left: 20px;">3.3.2 For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.</div> <div style="padding-left: 20px;">3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the</div> |

Power of Attorney stating that the person is authorized to sign the bid shall be submitted.

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| 4. Number of Bids submitted | 4.1 | Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled. |
| 5. Cost of preparing Bid | 5.1 | All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard. |
| 6. Other principles | 6.1 | If the bidder is a close relative of an employee who works in the Ministry or any affiliated office under the Ministry the bidder must disclose it. |

B. Documents relating to the bid

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| 7. Sections of the tender book | 7.1 | Documents related to bid are included in the list below and in amendments. |
| | 7.1.1 | Bid Sheet (Section-1) |
| | 7.1.2 | Instructions to Bidders (Section-2) |
| | 7.1.3 | General and Special Provisions of the Agreement (Section-3) |
| | 7.1.4 | Annex forms (Section 4) |
| | 7.1.5 | Scope and technical specifications (Section–5) |
| 8. Clarification of information regarding the bid | 8.1 | It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid. |
| | 8.2 | Amendments issued in accordance with Section 9.1 shall form part of the Bid. |

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| 9. Changes to the tender | 9.1 | If it is deemed necessary to make a change to the tender before the expiry of the bid opening period, an amendment (deduction/addition) can may be made. |
| 10. Language used in the tender | 10.1 | The bidder shall prepare the bid in Dhivehi or English in accordance with the templet given with the TOR. |

C. Preparation of bids

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| 11. Money used in the bid | 11.1 | The bidder shall submit the bid price in a Currency stated in the TOR. |
| 12. Proposing the price | 12.1 | If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated. |
| 13. Duration | 13.1 | Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays. |
| | 13.2 | The period offered for the work shall be reasonable for the performance of the work. |
| | 13.3 | The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid. |
| | 13.4 | If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations. |

D. Submission of bids

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| 14. How to close the bid | 14.1 | The name, address and telephone number of the bidder shall be written on the outside of the envelope. |
| | 14.2 | Bids should be submitted in a closed envelope addressed as per the bid sheet. |
| | 14.3 | Bids submitted without an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. |

Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or as required by law.

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| 15. Deadline for submission of bids | 15.1 The Bid sheet shall state the deadline for bid submission (work or Services) |
| 16. Procedure for late bids | <p>16.1 Bids submitted after the deadline will not be accepted.</p> <p>16.2 Except otherwise, any law or regulation specifies, any bid submitted electronically shall not be accepted.</p> |

E. Bid opening and evaluation

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| 17. Bid opening | <p>17.1 If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of bids will be held on the deadline specified in the bid sheet of the next official day.</p> <p>17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.</p> <ul style="list-style-type: none"> (i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words. (ii) If the amount in the bid differs from the amount stated in in proposal submission form the correct amount shall be deemed as the amount in the bid submission form. (iii) Arithmetic errors in the bid can be corrected in the evaluation process. |
| 18. Bid Evaluation | 18.1 The Ministry may reject the bids in accordance with public Finance Regulation as follows; |

- (i) if the required information and documents are not submitted as stated in the TOR; or
 - (ii) if the prices offered are inadequate; or

any other reason specified by the Ministry.

- 19. Determination of the bidder

 - 19.1 The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.
 - 19.2 The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.

- 20. Selection and notification of the successful bidder

 - 20.1 The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1.

- 21. Signing the agreement

 - 21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.
 - 21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.
 - 21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

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| 22. Bid Security
(Excluding consultancy services) | <p>22.1 The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.</p> <p>22.2 If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.</p> |
| 23. Advance and
Advance payment
guarantee | <p>23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.</p> <p>23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)</p> <p>23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.</p> <p>23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.</p> <p>23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.</p> |
| 24. Performance
guarantee
(Excluding | <p>24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or</p> |

consultancy services)	financial institution established in Maldives, excluding consultancy service.
	24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.
25. Case filing and case investigation	25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14. 25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01. 25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).
26. Submitting for Independent Review Committee for reconsideration	26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01 The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage).

Section 3

General and special provisions of the agreement**27. Definitions**

- 27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
- 27.2 "Contractor" means the person submitting the tender for the performance of the work.
- 27.3 "Work" means the service or works described in the tender sheet.
- 27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
- 27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

28. Exchange of documents

- 28.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, the notification shall be in writing and in the Dhivehi or English language.
- 28.2 Upon request by either party, documents sent from one party to the other party shall be submitted physically to a specified address or person or by registered post, or to the designated email address specified in the bid.
- 28.3 If the parties to the agreement wish to change the address in this Agreement, either party must notify the other party in writing.

29. Assignment of work to a third party

- 29.1 No assignment under this Agreement may be assigned to another party.

30. Taking over of goods and services

- 30.1 The date and time of delivery of the materials to the Ministry shall be notified to the Contractor before the materials are delivered to the Ministry.

30.2 Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.

30.3 The owner of the work will check that the goods/services/work have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services/work will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.

31.Contract Duration

31.1 The goods/services/work shall be delivered within the period specified in the agreement.

31.2 In the event of force majeure or manufacturing related matter or any other reason, either party shall notify in writing the other party the delays and the reason for the delay. The notification shall be initiated within the contract period.

31.3 Any request for the contract extension shall be awarded in accordance with the public Finance Regulation.

32. Penalty and cancellation of agreement

32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.

- 32.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.

$$\text{Liquidated Damages} = \text{CP} * 0.005 * \text{LD}$$

If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.

$$\text{Liquidated Damages} = \text{CP} * 0.0025 * \text{LD}$$

CP (Contact Price): Total contract value

LD (Late Duration): days beyond the term of the contract

- 32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.

- 32.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.

33. Termination of the Agreement

- 33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.

- 33.2 If the agreement terminates for whatever reason within 3 (three) working days, both parties must sign a statement detailing the completed and unfinished work. A list of all the contractor's items on the work site must be taken within 3 (three) days. The Ministry will not be held liable for any issues with any of these matters after this period.

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| 34. Other things | 34.1 If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision. |
| 35. Taxes and other fees | 35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor. |
| 36. Modification of the agreement (Amendments) | 36.1 Any provision of this Agreement may be modified only by agreement signed between the parties. |
| 37. The law applicable to the agreement | 37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives. |
| 38. Dispute | <p>38.1 If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.</p> <p>38.2 Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives.</p> <p>38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.</p> |

Annex 9
Criteria to be used for evaluation of bids

Areas	Details	Points
Price	Lowest Offered Price/ Offered Price ×70 (The lower the price, the more points.)	70
Experience	Points will be awarded based on the document of completion of the works given by the contractor in respect of these types of works done during the last 3 years for more than MVR 35,000. Work-related documents shall be deemed to be the supply of IT Equipment and IT related hardware. Submitted documents should state the cost of the work, the level of completion and the date of award and completion. 2 points will be awarded for each submission. The maximum score for this section is 20 points.	20
Duration	Lowest Offered Duration / Offered Duration ×10 (The shorter the period, the more points.)	10
TOTAL		100

***Note:**

- Bidders who fail to submit any qualified experience as per criteria given above shall be subject to disqualification, and the Ministry reserves the right to exclude such bids from further review
- Same Evaluation criteria will be applied for all the LOTS
- Each LOT will be evaluated separately.

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 132,160.00**, for the year 2025, 2024 and 2023. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 132,160.00**, for liquid asset, for the year 2025, 2024 and 2023. – **(Form FIN -2: Financial Situation)**

(or)

Bank statement of the business's bank account. To be eligible the business's bank statement (Bank statements covering a minimum period of three (3) months prior to the bid announcement date shall be submitted) must show a credit balance of minimum **MVR 132,160.00**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in FIN FORM 2. Credit limit shall be no less than **MVR 132,160.00**– **(FIN FORM 4: Line of Credit Letter)**

Note:

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 2

ADDITIONAL INFORMATION

Ministry of Tourism and Civil Aviation has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment, which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Tourism and Civil Aviation.

Section 5

Scope and Technical Specifications

Introduction and Background
The Ministry of Tourism and Civil Aviation intends to procure IT equipment and accessories to support the operational and technological requirements of the Ministry. The procurement includes performance-range and medium-range laptops, 27-inch monitors, Android tablets, multi-port USB-C hubs and HDMI cables, as specified in the technical requirements.
Objective
The main objectives of this procurement are to: • Procure reliable and suitable IT equipment that meets the technical requirements of the Ministry. • Provide staff with appropriate computing and display equipment to support their day-to-day work. • Improve the Ministry's overall IT infrastructure and operational efficiency. • Ensure the procured equipment is supported by appropriate warranty and after-sales service. • Procure equipment that is compatible with the Ministry's existing work environment and connectivity requirements.
Scope of Work

The scope of this procurement is to supply and deliver below detailed IT equipment to the Ministry of Tourism and Civil Aviation in accordance with the technical specifications and requirements provided.

The procurement shall include the following items:

- Performance-range office laptops (**Qty: 04**)
 - Medium-range office laptops (**Qty: 11**)
 - Standard 27-inch monitors (**Qty: 37**)
 - Android tablets (**Qty: 08**)
 - Multi-port USB-C hub (**Qty: 15**)
 - HDMI Cables (**Qty: 15**)
- Bidders may submit a bid for one (1) or more LOTs. It is not mandatory for bidders to submit bids for all LOTs. Bidders are also welcome to submit bids for all LOTs
 - Bidders must submit separate bid for each LOT.
 - Bidders must submit prices for all items specified within each LOT. Bids that do not include pricing for all required items in the LOT will be disqualified.

LOT 1

Specifications for Performance Range Laptop (Qty: 04)

FEATURE	SPECIFICATION
Processor	Intel® Core™ Ultra 5 Processor, 12 Cores, up to 4.9 GHz
Memory	16 GB DDR5 5600 MT/s
Graphics	Integrated Graphics
Storage	512 GB NVMe SSD
Display	14" FHD+ IPS Display, Anti-Glare, 400 Nits
Camera	Full HD Webcam
Battery	3-Cell 45Wh Battery with Fast Charging Support
Keyboard	Backlit Keyboard
Wireless Connectivity	Wi-Fi 6E and Bluetooth 5.4
Power Supply	65W USB-C Adapter

Operating System	Windows 11 Pro
Accessories	Carrying Bag Included
Warranty	3 Years Parts & Service Warranty

Specifications for Medium Range Laptops (Qty: 11)

FEATURE	SPECIFICATION
Processor	Intel® Core™ Ultra 5 Processor, 12 Cores, up to 4.9 GHz
Memory	16 GB DDR5 5600 MT/s
Graphics	Integrated Graphics
Storage	512 GB NVMe SSD
Display	12" or 14" FHD+ IPS Display, Anti-Glare (optional), 300 or 400 Nits
Camera	Full HD Webcam
Battery	3-Cell 45Wh Battery with Fast Charging Support
Keyboard	Backlit Keyboard
Wireless Connectivity	Wi-Fi 6E and Bluetooth 5.4
Power Supply	65W USB-C Adapter
Operating System	Windows 11 Pro
Accessories	Carrying Bag Included
Warranty	3 Years Parts & Service Warranty

LOT 2

Specifications for Standard 27-inch Monitor (Qty: 37)

FEATURE	SPECIFICATION
Screen Size	27 Inches
Resolution	1920 × 1080 (Full HD)

Display Technology	IPS (In-Plane Switching)
Display Surface	Anti-Glare
Adjustability	Tilt and Height
Video Interfaces	1 × HDMI, 1 × DisplayPort, 1 × VGA and additional USB Ports
Warranty	2 Years Parts & Service Warranty

Specifications for Multi-Port USB-C Hub (Qty: 15)

FEATURE	SPECIFICATION
Connectivity	USB-C Docking Station
Video Outputs	2 × HDMI Ports
Maximum Dual Display Resolution	Up to 4K @ 60Hz
Maximum Single Display Resolution	Up to 8K @ 30Hz
USB-C Data Port	1 × USB-C (5 Gbps)
USB 3.0 Ports	1 × USB-A 3.0 (5 Gbps)
USB 2.0 Ports	2 × USB-A 2.0
Ethernet	1 × Gigabit RJ45 Port (10/100/1000 Mbps)
Card Reader	SD Card & MicroSD Card Reader
Power Delivery	USB-C Power Delivery up to 100W Pass-Through Charging
Device Charging	Up to 85W Charging to Connected Device
Peripheral Support	Keyboard, Mouse, Storage Devices, Printers and Other USB Accessories
Operating System Compatibility	Windows, macOS, Android, ChromeOS and Other USB-C Enabled Devices
Display Compatibility	Monitors, Projectors, Televisions and External Displays
Supported Devices	USB-C Laptops, Tablets and Smartphones

Specifications for HDMI Cables (Qty: 15)

FEATURE	SPECIFICATION
Quantity	10 x HDMI Cables
Length	1.5M – 2M
Resolution	4K@60Hz
Transfer Speeds	18GB/s
Interface/Ports	HDMI Male to Male

LOT 3

Specifications for Android Tablets (Qty: 08)

FEATURE	SPECIFICATION
Display	10.9-inch to 11-inch IPS LCD
Resolution	2304 x 1440 (or 1080p resolution)
Refresh Rate	90Hz or more
Processor (SoC)	Octa-core Processor (e.g., 5nm/6nm Class Chipset)
RAM	6 GB / 8GB
Storage	128 GB (Optional: MicroSD Card Slot)
Build & Durability	Unibody Aluminum Design
Camera (Back)	12 MP Camera (Single)
Camera (Front)	12 MP ultra-wide camera
Audio	Quad Stereo Speakers
Battery & Charging	8,000 mAh Battery Supports 45W Fast Charging
Connectivity	Wi-Fi 6 + Bluetooth 5.3
Operating System	Android 15+
Accessory	USB C Charging cable and Pen/Stylus included,

Deliverables & Payment Schedule

Payment for the assignment shall be made as a lump sum only upon completion of the entire scope of work / delivery of all required items.