INVITATION TO BID (ITB)
BID DOCUMENT

BID REFERENCE NUMBER: PRC-MPL/IUL/2026/128

Date: 09 November, 2026

Maldives Post Limited
Boduthakurufaanu Magu,
Male' 20026
Republic of Maldives

Maldives Post Limited hereby invites interested and eligible bidders to submit their proposals for the following requirement:

Maldives Post Limited, located at 26, Boduthakurufaanu Magu, Malé 20026, Republic of Maldives, invites interested bidders to participate in the procurement of the following:

Subject: Supply and Delivery of Two (2) Cargo Vehicles

1. SCHEDULE:

1.1 Bid Clarification Requests

Interested bidders may submit any inquiries or requests for clarification regarding this tender by email to tenders@maldivespost.com **no later than 16th November 2026 at 14:00** hours (Maldives Time). Clarification requests received after the stated deadline may not be considered.

1.1.1 Bid Registration;

Prospective bidders are requested to complete and submit the Bid Registration Form (attached to the Tender Document) via email to **tenders@maldivespost.com**.

Submission of the Bid Registration Form will enable Maldives Post Limited to provide registered bidders with clarifications, addenda, and other information pertaining to this tender.

Registration will enable Maldives Post Limited to communicate any clarifications, addenda or other tender-related information to interested bidders. Bidders are responsible for ensuring that the contact details provided are accurate and monitored throughout the tender period.

1.2 Bid Submission;

Bidders are kindly requested to submit their proposals electronically in accordance with the requirements set out below:

1.2.1 All bids shall be submitted electronically to tenders@maldivespost.com **no later than 19 November 2026 at 13:30 hours (Maldives Time).**

1.2.2 Bidders shall submit their bid documents as a single PDF file in encrypted/password-protected format. The email subject line must clearly indicate the relevant Tender Reference Number. The password for the encrypted PDF file shall be submitted separately by email, in accordance with the instructions specified in the Tender Documents.

1.2.3 **The password** required to access the submitted bid documents shall be emailed separately to tenders@maldivespost.com **between 14:00 hours and 14:15 hours (Maldives Time) on 19 November 2026.**

1.2.4 The Electronic bids and passwords received after the respective deadlines stated above will not be considered.

1.2.5 Bidders may attend the bid opening session via online video call. The link for the bid opening session will be provided to registered bidders approximately 15 minutes prior to the scheduled opening time.

1.2.6 Bidders wishing to attend the online bid opening session shall join the session at 14:00 hours (Maldives Time) with their camera switched on throughout the session.

1.2.7 Maldives Post Limited shall not be responsible for any delay, failure, corruption or non-receipt of electronically submitted bids arising from the bidder's email service, internet connection, file size limitations, encryption issues, or any other technical issue beyond the control of Maldives Post Limited.

2. Description:

Maldives Post Limited intends to procure two (2) cargo vehicles in accordance with the specifications and requirements set out in this tender document.

3. **Guarantee:**

Bidders are kindly requested to provide relevant information and supporting documents demonstrating their experience, reliability and financial capacity, including details of their main business activities, company profile, relevant references and similar completed supplies, as applicable.

4. **Requirement:**

4.1 Cargo Vehicles: 2 Cargo Vans and 2 GPS tracking devices

Items required:

Item	Description	Quantity
1	Cargo Vans from 1 to 1.2 Tons	2
2	GPS Tracking devices	2
3	Branding (painting of Maldives Post & UPU logo)	2

4.2 Deployment Locations:

The successful Supplier shall deliver the vehicles to Malé Port, with the required branding applied prior to delivery.

FEATURES AND SPECIFICATIONS:

Cargo Vans;

Feature	Specification
Brand	Toyota
Vehicle Type	Panel Van
Model	Toyota HiAce Panel Van
Condition	Brand new
Manufactured Year	2023 or later
Tonnage	1.2 Tons
Loading Capacity	Minimum 5.8 m^3, with a recommended capacity of up to 6.8 m^3.
Transmission	Automatic
GPS Tracking	Yes

AC	Yes
Fuel Type	Diesel
Color	White
Seating Capacity	3
Drive	Right Hand Drive

4.3 GPS Tracking devices;

- Type: Mini GPS Tracker
- GSM band: 850/900/1800/1900 MHz
- Position Accuracy: 10m
- Operating temperature: -30 to 70 ℃
- Operation Voltage: DC 9-36V
- Humidity: 20%-80%
- Material: ABS

5. Additional Information:

The following additional factors may also be taken into consideration during the evaluation:

5.1 Availability of spare parts and authorized service centers in the Maldives

5.2 Fuel efficiency and operational reliability for long-route distribution

5.3 Installation of the tracking devices in the vans

5.4 Any additional features offered beyond the minimum specifications may be considered positively during the evaluation.

5.5 The quotation should provide a clear breakdown of the prices for the vehicles, GPS tracking devices and branding.

5.6 The Supplier shall make spare parts and technical support available as required for a minimum period of one calendar year.

5.7 Maldives Post Limited reserves the right to reject proposals that do not comply with the requirements of this tender document and to cancel or otherwise discontinue the procurement process were justified by technical, operational or other relevant considerations.

6. Language:

Bids shall be prepared and submitted in English.

7. Supporting Documents:

Each bid must be accompanied by:

7.1 Technical datasheet or brochure of the vehicle model offered.

7.2 Technical details/ features or brochure of the GPS.

7.3 Photographs of the vehicle (exterior and cargo area)

7.4 Proposal for delivery, registration support, and initial branding.

7.5 Warranty terms and after-sales service plan.

8. Price: All prices must be quoted and submitted in United States Dollars (USD).

Submit price inclusive of all the requirements mentioned below.

8.1 Total unit price per vehicle and total price for two (2) vehicles.

8.2 Total unit price per GPS and total price for two (2) GPS

8.3 Freight, insurance, and total landed cost to Male', Maldives.

8.4 Cost of branding/decal design, print, and application onto vehicles.

8.5 The quoted price shall exclude any customs duties, import taxes and other government charges applicable in the Maldives.

9. Validity:

Bids shall remain valid for a minimum period of four (4) months from the bid submission deadline.

10. BID CRITERIA:

Criteria	Marks
Price	40%
Vehicle features	20%
Experience	15%
Delivery	15%
After-sales support and warranty	10%

- **Price: 40%**

  The bidder submitting the lowest-priced responsive proposal shall be awarded the maximum marks for this criterion.
- **Vehicle features and compliance with specifications: 20%**

  Marks shall be awarded based on the extent to which the proposed vehicle's features meet or exceed the technical specifications and requirements outlined in the tender document.
- **Experience: 15%**

  Full marks for this criterion shall be awarded only to bidders who provide a minimum of **3 (three)** verifiable references for previously completed projects of a similar nature.
- **Delivery: 15%**

  Evaluation will be based on the delivery period proposed by the bidder. Full marks shall be awarded to the bidder offering the shortest acceptable delivery period from the date of signing the contract.
- **After-sales support and warranty:10%**

  To receive full marks under this criterion, bidders must provide a minimum one-year warranty and demonstrate the availability of spare parts and technical support when required.

11. <u>Documents to be submitted with the proposal:</u>

- Company Profile.
- Tax Registration Certificate issued by the relevant authority in the bidder's country of registration (If applicable).
- Tax Clearance Certificate or equivalent tax compliance document (for applicable parties) issued by the relevant authority in the bidder's country of registration, dated not longer than 6 months from the date of bid submission.
- Company Registration Certificate.
- At least 2 references from similar projects carried out.
- Last 2 Years Financial Statements/Bank Statement
- Detailed quotation with all the required information as per the announcement.
- Parties who are submitting combined bids/proposals shall submit details of third party.
- Declaration on ethical conduct and fraud and corruption agreement (attached with Tender)

- All company registration documents submitted by foreign bidders shall be duly notarized by a licensed Public Notary in the country of origin**.**

12. Bid Rejection:

Bids may be rejected for the following reasons:

- Submission of false, misleading or materially inaccurate information or documents.
- Quoted prices that are considered unreasonably high in relation to the procurement requirements or available budget.
- Failure to submit any mandatory document specified in the bid submission requirements.
- Submission of incomplete proposals or proposals that do not provide sufficient information for evaluation.
- Failure to comply with the specified technical or other requirements of the tender.
- Failure to submit the required declaration on ethical conduct and the fraud and corruption agreement.

13. Payment Terms:

The Contract Price shall be paid to the successful Supplier in the following manner:

13.1. Production Commencement Advance Payment – 20%

An advance payment equivalent to twenty percent (20%) of the total Contract Price shall be paid to the Supplier to facilitate the commencement of production and placement of the vehicle order, subject to the Supplier submitting an acceptable Advance Payment Guarantee equivalent to one hundred percent (100%) of the advance payment amount.

The Advance Payment Guarantee shall be issued by a reputable and financially sound bank, insurance company, surety company, or other financial institution acceptable to Maldives Post Limited and shall remain valid until the advance payment has been fully recovered or otherwise discharged in accordance with the Agreement.

For foreign Suppliers, the Advance Payment Guarantee may be issued by a qualifying institution in the Supplier's respective country, subject to the guarantee being legally

enforceable in the Republic of Maldives and satisfactory verification and acceptance by Maldives Post Limited.

13.2 Production Completion and Shipment Payment – 70%

A further seventy percent (70%) of the total Contract Price shall be payable through an irrevocable Letter of Credit (LC), subject to the following conditions:

Completion of production of the vehicles in accordance with the specifications and requirements of the Agreement;

Successful completion of any required pre-shipment inspection and confirmation that the vehicles conform to the approved specifications;

Shipment of the vehicles to the designated destination; and

Submission of the documents required under the Letter of Credit, including the commercial invoice, packing list, bill of lading or applicable transport document, certificate of origin, inspection certificate (where applicable), and other documents specified in the LC.

The Letter of Credit shall be structured to ensure that payment is made only upon submission of the required documents demonstrating compliance with the above conditions.

13.3 Final Payment – 10%

The remaining ten percent (10%) of the total Contract Price shall be paid upon successful delivery, inspection and acceptance of the vehicles by Maldives Post Limited.

The final payment shall be made only after the vehicles have been delivered to the designated location, inspected and confirmed to be in compliance with the technical specifications, required accessories, equipment and other contractual requirements, and all required vehicle, warranty and related documentation has been submitted.
