Maldives Hajj Corporation Limited

Terms of Reference

Sea freight of 650 Luggage Kits

Announcement Number: (IUL)MHCL-P/1/2026/19

Date: 24th November 2026

1. Company Background

Maldives Hajj Corporation Limited (MHCL) is a State-Owned Enterprise (SOE) incorporated in 2013. The company is established to serve the citizens of Maldives in facilitating their right to perform Hajj and Umrah pilgrimage. MHCL remains the undisputed leader in the Maldives for Hajj and Umrah services, with the aim of offering an equal and unbiased opportunity for all citizens of the country to fulfill their obligations to perform Hajj and Umrah pilgrimages.

2. Objective

The objective of this TOR is to engage a qualified and reliable sea freight service provider to ensure the safe, secure, and timely delivery of luggage kits and related materials, supporting MHCL's operational readiness for the upcoming Umrah trip.

3. Scope of Work:

3.1 Cargo Details.

Model No	CTNS	Qty/ctn	QTY	G.W./CTN	G.W.(kgs)	N.W./CTN	N.W.(kgs)	Means(cm)	CBM
Luggage	650	1	650	6.4	4160	6	3900	45*28*74	60.45
Waist bag		1	650						
Back pack Trolley		1	650						
Drawstring bag		1	650						
TOTAL:	**650**		**2600**		**4160.00**		**3900.0**		**60.45**

3.2

Cargo Origin:

- Supplier's Address: No.8,Xinzhuang Lane 1,Yishan Village Team 2,Yishan Village, Shiling Town, Huadu District,Guangzhou, China
- Cargo Type: Luggage

Notes:

- All items (waist bag, backpack trolley and drawstring bag) are packed inside the luggage.
- Final Number of packages/cartons: 650 cartons
- Delivery: All items must be delivered within 45 days from the date of award of contract.
- **Freight Type**: Sea freight
- All items must be securely packed to prevent damage during transit.
- Vendor is responsible for palletizing (if required), and preparing documentation for customs clearance.

3.3 Required Services

- Ex-Works (EXW) pick-up from the supplier's warehouse in Guangzhou City, China
- **Sea freight transportation** from Guangzhou City, China to Port of Malé, Maldives.
- **Customs clearance** at both origin and destination ports.
- **Door-step delivery** to Maldives Hajj Corporation Limited Warehouse, Hulhumale' Phase 2 Amaan Udhares Tower 15, 01st Floor 01-01
- Submission of all required documentation, including Bill of Lading, Commercial Invoice, and customs clearance papers.

3.4 Insurance and Risk Management.

- Provide cargo insurance covering potential loss or damage during transit
- Ensure proper handling to minimize risk of damage or delay.

3.5 Reporting and Communication

- Provide regular updates on shipment status, including dispatch, transit, and expected arrival.
- Immediately report any issues, delays, or damages to MHCL.

4. Deliverables:

- Safe and timely delivery of all luggage kits and related materials in good condition.
- Submission of all shipping and customs clearance documentation to MHCL.

5. Preparation of Bid

5.1 Eligible Parties:

Any local business registered in the Maldives.

5.2 Language:

The Language of the Bid should be in English or Dhivehi

5.3 Documents Compromising the Bid:

- Reference Letters (if applicable)
- Completed and Signed Bid Submission Form as per Annex 1 of this TOR
- Completed and Signed Quotation as per Annex 2 of this TOR (Delivery & Shipping management)*
- Completed and signed Declaration – Delay management and Communication form as per Annex 3 of this TOR
- Vendor registration form (if not registered)

5.4 Bid Prices and Currency:

- All bid prices shall be quoted entirely in Maldivian Rufiyaa (MVR).
- Prices must be inclusive of Goods and Services Tax (GST) at the prevailing rate at the time of submission.
- The quoted price shall be firm and fixed, and no adjustment will be made for exchange rate fluctuations or inflation during the contract period.

5.5 Validity of Bid:

- 60 (Sixty) Calendar days from the date of bid submission.

6. Bid Registration and Bid Opening

6.1 Bid Registration:

- Bidders shall use the provided link to complete the bid registration form.
- **Registration Link:** https://forms.cloud.microsoft/r/bNhm4vZgbK
- Deadline for registration: 29th November 2026, 1100 hours

6.2 Bid Submission :

Location: Maldives Hajj Corporation Limited, G. Sikandhar, Lonuziyaraii Magu

Date and Time of Bid Submission: **02nd December 2026 1100 hours**

6.3 Contact details for further Clarifications:

- Procurement Department – Email Address: procurement@mhcl.mv
- Deadline for Clarification: 29th November 2026 via email before 1200 hours.
- Answers to the Clarifications will be provided on or before 29th November 2026 via email.

7. Bid Evaluation Criteria

Proposals will be evaluated using the following criteria and scoring system:

1. **Price – 90%**
    - Formula: (Lowest Price ÷ Proposed Price) × 90
    - The bidder offering the lowest evaluated price will receive the maximum score of 80 points.
1. **Experience – 10%**
    - The bidder shall submit reference letters demonstrating relevant experience in China-Maldives and/or international sea-freight shipments delivered to the Maldives, completed within the last three (3) years.
    - Each reference should include, at minimum:
        - Client name
        - Nature of shipment
        - Origin and destination
        - Approximate shipment date
        - Description of services provided
        - Client reference/contact details
    - **Scoring:** Each acceptable reference letter meeting the above requirements will receive 5 points, up to a maximum of 10 points (2 reference letters).

Total: 100 Points

Important notes:

- "4 (a) Save as provided in Section 4(d), all transactions carried out in the Maldives must be conducted in MVR. This includes transactions related to goods, services, price, fees and charges, remuneration, rent salary."
  - Regulation on Foreign Currency (2024/R-91)
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, MHCL has the right to cancel the contract.
- Penalty charges shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- MHCL has the right to explore other external options to check market price for the requirement.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reaches the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- MHCL reserves the right to cancel or reject any quotation/proposal that is deemed to have an unusually low quoted price, which may indicate a potential compromise on the quality of goods/services provided. Vendors are expected to submit quotations/proposals that reflect realistic pricing in line with industry standards. Any bid that significantly deviates from the expected norm may be subject to further scrutiny, and if it is determined that the bid does not meet the required quality standards, it may be disqualified.
- MHCL reserves the right to conduct background checks and due diligence on any vendor, including but not limited to legal, financial, and performance history, prior to the issuance of a Purchase Order (PO). MHCL may, at its sole discretion, disqualify or reject any vendor based on the outcome of such checks without any liability or obligation to provide further explanation
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD of MHCL. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.
- ***Bill of Lading for MHCL Cargo:*** *If the Vendor consolidates MHCL's cargo with goods belonging to other suppliers or consignors in the same container, the Vendor shall ensure that a separate House Bill of Lading (HBL) is issued specifically for the cargo belonging to MHCL. The HBL shall clearly identify MHCL as the consignee and shall accurately state the details and quantity of MHCL's cargo. The Master Bill of Lading (MBL) may cover the consolidated container; however, MHCL's cargo shall not be included under a Bill of Lading issued solely in the name of MHCL where the container contains goods belonging to other suppliers or consignors.*

Annex 1- Bid Submission Form

[*Name and address of Client*]

Dear Mr. Mohamed Shakeel,

We, [insert name of the company/personnel], hereby submit our proposal for the supply of goods in accordance with your Request for Proposal dated [insert date] and our accompanying submission. Enclosed is our proposal, sealed in an envelope for your consideration.

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 5.

(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):

Annex 2 – Quotation

Bidders may submit their quotations in any format. The quotation must clearly indicate the following details:

1. Company Information
    - Name, Address, Contact Person, Phone, Email, TIN
2. Quotation Details
    - Quotation Number
    - Quotation Date
3. Service / Itemized Charges

Item No.	Description of Service	Unit	Quantity	Unit Price (MVR)	Total Price (MVR)
1	Ex-Work Pick-up (Supplier's Warehouse, Guangzhou, China)				
2	Freight Charges (Sea freight)				
3	Customs Clearance (Maldives)				
4	Door-step Delivery to MHCL Godown, Greater Malé area				
5	Any additional charges (e.g., port handling, CAF)				

Subtotal: _____
GST / Applicable Taxes (Inclusive): _____
Total Amount (MVR): _____

4. **Additional Information**
    - Estimated Delivery / Transit Time: _____
    - Shipping Terms: **Door-step delivery**
    - All charges must be **inclusive of taxes and any additional costs**
    - Payment will be made in **Maldivian Rufiyaa (MVR)**
    - **No advance payment**

1-Delivery & Shipping Management - The bidder shall provide the proposed timeline for each of the following stages. Completion of all fields below is mandatory for eligibility.

Stage	Proposed Timeline (In calendar days)
Collection from Manufacturer	
Export / Booking Readiness	
Estimated Sea Transit	
Destination Handling & Final Delivery	
Total Estimated Delivery Period	

Note: The total estimated delivery period shall be calculated from the date the shipment is ready for collection from the manufacturer until final delivery to the location specified by MHCL in the Maldives. (MHCL agrees that the proposed sea-freight transit time between the port of origin and Maldives is beyond bidders control, as vessel schedules, transshipment arrangements, port congestion, adverse weather, geopolitical circumstances and other factors may be outside the reasonable control)

Authorized Signature: _____
Company Seal (if applicable)

Annex 3

DECLARATION – DELAY MANAGEMENT AND COMMUNICATION

We, the undersigned Bidder, hereby confirm that we have the capability and procedures to monitor, manage and communicate any delays arising during the provision of the sea freight services under this procurement.

In the event of any delay, we confirm that we will take appropriate measures to manage the situation, including, but not limited to, the following:

1. **Shipment Monitoring:**
   Monitor the shipment and vessel schedule and obtain timely and accurate updates from the shipping line, carrier, port, or other relevant parties.

2. **Communication with MHCL:**
   Promptly notify Maldives Hajj Corporation Limited (MHCL) of the delay, the reason for the delay, its anticipated impact on the shipment, and provide regular updates until the matter is resolved.

3. **Assessment of Alternatives:**
   Assess reasonably available alternative sailing schedules, shipping lines, routing, transshipment arrangements, or other feasible options to minimize the impact of the delay.

4. **Cost and Delivery Implications:**
   Advise MHCL of the estimated additional costs, if any, and the anticipated impact on the delivery timeline associated with any proposed alternative arrangement before proceeding with such arrangement, where MHCL's approval is required.

5. **Delay Mitigation:**
   Take reasonable and appropriate measures within our control to minimize additional delays and avoidable costs and to secure the earliest practical onward movement of the shipment.

6. **Escalation and Follow-up:**
   Continue to actively follow up and escalate the matter with the relevant shipping line, carrier, port, or other parties as necessary until the shipment resumes and a revised delivery schedule is confirmed.

We acknowledge that delays arising from circumstances beyond the reasonable control of the Service Provider, including adverse weather, shipping-line schedule changes, port congestion, geopolitical events, force majeure events, or similar circumstances, may affect the overall transit time. However, we confirm that we will remain responsible for taking reasonable measures within our control to monitor, communicate, manage and mitigate the impact of such delays.

We further confirm that the above commitment shall form part of our proposal and, if awarded the contract, shall constitute an obligation of the Service Provider under the resulting agreement.

Bidder Name: _____
Name of Authorized Representative: _____
Designation: _____
Date: _____

Signature: _____
Company Stamp: _____