REQUEST FOR PROPOSAL (RFP)
Purchase of Laptops
Re-announcement

25th November 2026

Housing Development Finance Corporation Plc.
Information Technology Department
4th Floor, H. Mialani,
Sosan Magu,
Male', Republic of Maldives.

Telephone: 3334666 / 3338810
Email: procurement@hdfc.com.mv
Website: www.hdfc.com.mv

1. Request for Proposal

Housing Development Finance Corporation Plc. (hereinafter referred to as "HDFC") is seeking technically viable and commercially competitive proposals for purchasing Laptops. The RFP below includes minimum functional requirements, submission instructions, and evaluation criteria.

2. Details of RFP

Advertise Ref. No.:	(IUL)HDFC/1/2026/26
Proposal Submission (Email):	06 December 2026 (09:00hrs – 14:00hrs)
Bid opening:	06 December 2026, 14:00hrs
Bid opening venue:	**Housing Development Finance Corporation Plc.** 3rd Floor, H. Mialani Sosan Magu Male', Republic of Maldives.
Contact:	Telephone: 3334666 Email: procurement@hdfc.com.mv

3. Submitting and opening of proposal/quotation offers:

All proposals will be opened in the presence of the vendors' representatives who choose to attend, in person, at the specified date and time at the company's head office.

Each bidder may submit only one proposal for the same solution. Submission of more than one proposal will result in disqualification.

It is mandatory that all clarifications / queries are submitted by the vendors in writing to HDFC before the proposal submission date. HDFC will not entertain any other request for clarification other than the ones which are submitted in writing as specified here.

All bid submission must be in one password protected ZIP file format (maximum file size 20MB).

All bid submissions must be submitted via email to **procurement@hdfc.com.mv**

4. Vendor Eligibility

Bidder must be a local business, registered in accordance with Business Registration Act of Maldives.
Vendor Registration must be completed before submission of proposals. Vendor Registration form will be available on HDFC Website. Please email completed Form along with relevant documentation to **procurement@hdfc.com.mv**

5. Introduction

Housing Development Finance Corporation (HDFC) is committed to enhancing its operational efficiency and supporting the company's digital transformation initiatives. As part of this effort, HDFC's IT Department seeks to procure high-performance laptops to meet the growing technological needs of the organization.

The objective of this procurement is to ensure that employees are equipped with reliable, secure, and efficient computing equipment that supports daily operations, enables smooth execution of business applications, and aligns with HDFC's commitment to a fully digital work environment. The selected vendor will be expected to supply equipment that meets the specified technical requirements, ensure compatibility with HDFC's existing IT infrastructure, and provide after-sales support and warranty services.

6. Scope of Work

- Purchase of Laptops
  - Dev Laptops – 3 No's
  - Office Laptops – 3 No's
  - Business Laptops – 1 No's

- Specification of Laptops are detailed in Annex 1 of this RFP.
- **Warranty:** Three (3) Year Hardware; 3 Year 24 x 7 Technical Support

7. Bidding Process

7.1 Bidding Time Frame:

Bidders will be given a timeframe from the date of announcement until 24 hours before the bid submission deadline to seek any clarifications from the company. No queries will be entertained after the specified time.

7.2 Submission of Proposal:

Proposals must be submitted via email between 9 am to 2 pm on the bidding date, and no proposals will be accepted after that time. Documents should be uploaded as a password-protected ZIP folder, and bidders will be asked to provide the password at the time of the bid opening.

7.3 Opening (Announcing) the Bid:

On the date and time stated in Point 2 of this RFP, the bid will be opened. The session will begin in the presence of the bidders who attended the information session. Latecomers will not be allowed to join.

Bidders are advised to arrive at the bid opening venue at least 10 minutes before the scheduled time to facilitate the accommodation of all attendees. The bidders' list will be presented, and bidders will be called upon to provide the password to open their documents in the order submissions were received. The proposal documents will be opened in the presence of all, and the total amounts will be noted. The session will end once all bids are opened.

8. Required format for documents and information

On headers of all pages and first page of all documents must bear the following information with signature of the bidder.

- The headers of all pages must include the following information.
  - Advertise Ref. No.: (IUL)HDFC/1/2026/26
  - Name of the Vendor
- The first page of each document must bear the bidder's signature and/or seal.
- All pages must be numbered in the format "Page x of xx."
- All documents must be submitted in PDF format.

The proposal should contain the following information in the format given below.

#	Document Name
1	Proposal Submission Form (attached with Announcement)
2	Company Profile, including contact person name, email and phone number
3	An overview of a past relevant experience with reference
4	Proposal / Quotation
7	Delivery details / Date
8	Business Registration Certificate (in accordance with Business Registration Act of Maldives.)
9	GST Registration Certificate
10	Tax Clearance Report (Past 6 months from the date of Bid Submission)

9. Price Offer

The proposal/quotation must provide a comprehensive breakdown of all proposed costs, including license fees, maintenance and support charges, and any other applicable expenses, clearly indicating the basis of each charge. All cost components must be itemized separately. All software licenses offered must be genuine, and supporting documents confirming the authenticity of each license must be submitted along with the respective items.

All quoted prices must be presented in Maldivian Rufiyaa (MVR). The total price shall be stated both in numerical figures and in words. In the event of any discrepancy between the two, the amount written in words shall be deemed the correct and prevailing value.

10. Offer Validity Period

The Offer should hold goods for a period of 60 days from the date of the opening bid.

11. Qualification Criteria

- The bidder submitting the offers should be a registered local business in accordance with Business Registration Act of Maldives and must have been registered for at least 3 years or more.
- The bidder should be in the related business.
- The bidder must submit documents of previous work experiences in relevant field.
- Compliance with Specifications:
  Bidders shall offer products/services that meet or exceed the minimum specifications outlined in Annex 1. Alternative specifications may be proposed where they differ from those specified in Annex 1, provided they offer equivalent or superior functionality, performance, quality, and compatibility. Any deviations or alternatives must be clearly identified and supported with relevant technical documentation for HDFC's assessment and consideration. HDFC reserves the right to determine whether the proposed alternatives are acceptable.

HDFC may split the bid among many competitive bidders if the proposed solution consists of different software. The items will be individually evaluated against the relevant Points Allocation Table for Bid Proposal.

12. Modification and Withdrawal of Proposal/Quotation document Offers

Vendors are allowed to withdraw their offers any time before the last date and time specified for closing. Vendors are not allowed to modify their offer once submitted. No offer can be modified or withdrawn by a vendor after the closing date and time for submission of offers.

13. Proposal Award Method

Proposals will be evaluated against Points Allocation Tables for Bid Proposals in Section 14.

HDFC can award different order items to multiple vendors. HDFC may decide to award the entire bid to the bidder with the lowest aggregated value among qualified proposals or based on the quality of the solution being offered. The item proposed below the required specification will be rejected. The item proposed above the required specification will not necessarily get higher points however evaluated in relation to price.

14. Point Allocation for Bid Proposals

14.1. Table 1. Evaluation Criteria

Evaluation Criteria	Point	Description
Price	**60**	Lowest Price
Delivery	**10**	Shortest Period for delivery
Company Reliability: • **Experience** Points for experience will be awarded based on the number of years the business has been registered and operating in the relevant field. • **Performance** - A minimum of three (3) reference letters demonstrating successful completion of similar system and support services projects must be submitted.	**10**	Reference for recent projects
Warranty • Three (3) Year Hardware; 3 Year 24 x 7 Technical Support	**20**	as specified in this RFP
Total Score	**100**	

15. Notice of Award

All successful bidder(s) will be notified in writing.

16. Payment terms

Payment will be made in accordance with the general conditions for the provision of goods and services of the successful bidder's proposal. If an advance payment is required upfront, it must not exceed more than 20% of the total proposal price, and HDFC shall require the bidder to submit a bank guarantee in the same amount as the advance payment. Remaining Payment requests shall be submitted only after successful receiving and testing of the items. HDFC shall remit payment within thirty (30) days from the date of the invoice.

All payments will be made in Maldivian Rufiyaa (MVR).

17. Clarification of Offers

To assist in the scrutiny, evaluation, and comparison of offers, HDFC may, at its discretion, seek written clarifications from vendors and reserves the right to verify all statements, information, and documents submitted, requiring bidders to provide any necessary evidence upon request.

18. No Commitment to Accept Lowest or Any Offer

HDFC is under no obligation to accept the lowest or any other Offer received in response to this TENDER and reserves its right to reject any or all the offers including incomplete offers without assigning any reason whatsoever. HDFC will not be obliged to meet and have discussions with any vendors and / or to entertain any representations.

19. Negotiation

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest, as HDFC will not enter into any price negotiations.

20. Right to Alter Quantities

HDFC reserves the right to alter the quantities specified in the Offer in the event of changes in the plans of HDFC.

21. Termination

HDFC shall be entitled to terminate this contract by giving 3 weeks' notice to the Successful Bidder in case where the successful Bidder fails to provide the service as per the requirements of HDFC.

22. Order Cancellation

HDFC reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

- Delay in delivery beyond the specified period for delivery.

23. Bidder's Cost Responsibility

The Bidder shall bear all costs for the preparation and submission of the Bid Documents. HDFC shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

24. Proposal Ownership

The proposal and all supporting documentation submitted by the vendor shall become the property of HDFC.

25. Non-Conformance penalties

In the event of any delay, a penalty of 15% shall be imposed on the undelivered portion of the total price for each month of delay. Failure to deliver items in due time will result in the revocation and recovery of the full amount disbursed.

26. WARRANTY (defect liability period)

The items must have a valid warranty period stated.

27. Publicity

Any publicity by the vendor in which the name of HDFC is to be used will be done only with the explicit written permission of HDFC.

End of RFP

Annex 1

Laptop Specifications

Qty	Dev Laptops x 3 No's
Processor	2.7 GHz Intel Core Ultra 9 275HX 24-Core
Memory	32GB DDR5
Storage	1TB M.2 SSD
Graphics	NVIDIA GeForce RTX 5070 GPU (8GB GDDR7)
Display	15.1" 2560 x 1600 OLED 165 Hz Display
Ports	1 USB 3.2 Gen 1 Type-A port
	1 USB 3.2 Gen 1 Type-C full function (PD, Data Transfer and Display)
	1 USB 2.0 port
	1 Headset jack
	1 HDMI 2.1 port
	1 Ethernet Port
Battery	Default
Warranty	1-3 years Parts Warranty
OS	Windows 11 Pro Genuine License
Keyboard	US English with Backlit
Peripherals	Dock for Dual Monitor Display
	Wireless Mouse, Bag,

Qty	Business Laptop with 14inch Display x 1 No's
Processor	Core Ultra 9 - 14th Gen
Memory	16GB
Storage	512GB NVME SSD
Graphics	Integrated
Display	14 inch Display Size FHD 1920x1080, 120Hz, WVA, IPS, Anti-Glare,
Ports	1 USB 3.2 Gen 1 Type-A port
	1 USB 3.2 Gen 1 Type-C full function (PD, Data Transfer and Display)
	1 USB 2.0 port
	1 Headset jack
	1 HDMI 1.4 port
	1 Ethernet Port
Battery	6 Cell Battery
Warranty	1-3 years Parts Warranty
OS	Windows 11 Pro Genuine License
Keyboard	US English with Backlit
Peripherals	Dock for Dual Monitor Display
	Wireless Mouse, Bag,

Qty	Office Laptops x 3 No's
Processor	Intel Core i7 - 14th Gen
Memory	16GB
Storage	512GB NVME SSD
Graphics	Integrated
Display	15 inch Display Size FHD 1920x1080, 120Hz, WVA, IPS, Anti-Glare,
Ports	1 USB 3.2 Gen 1 Type-A port
	1 USB 3.2 Gen 1 Type-C full function (PD, Data Transfer and Display)
	1 USB 2.0 port
	1 Headset jack
	1 HDMI 1.4 port
	1 Ethernet Port
Battery	Default
Warranty	1-3 years Parts Warranty
OS	Windows 11 Pro Genuine License
Keyboard	US English with Backlit
Peripherals	Wireless Mouse, Bag,