
MALDIVES HAJJ CORPORATION LIMITED

INFORMATION TO BIDDERS

RFP FOR: Office Attendant

Announcement Number: (IUL)MHCL-P/1/2021/18

Date: 29th November 2021

1. **Bid Information**

Maldives Hajj Corporation Limited (MHCL) is seeking to procure service of Office Attendant on full-day basis for One year contract. The interested parties are invited to submit proposals as detailed below.

1.1	Title Maldives Hajj Corporation Limited (MHCL) is seeking to procure service of Office Attendant on full-day basis for One year contract.
1.2	Name and address of the Company Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male, 20320, Republic of Maldives
1.3	Contact Details for Further information: Procurement Section Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male, 20320, Republic of Maldives
1.4	Period of Completion/Supply & Delivery Not Applicable
1.5	Penalty for delays Not Applicable
1.6	Bid language English / Dhivehi
1.7	Bid Currency All prices are to be quoted in Maldivian <u>Rufiyaa (MVR).</u>
1.8	Period of bid validity 60 (Sixty) Calendar days from the date of bid submission.
1.9	Bid Security Not Applicable
1.10	Number of copies of the bid to be completed and submitted One Copy in a sealed envelope stating the name of the project and the bidder information on the cover
1.11	Employer's address for bid submission Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male, 20320, Republic of Maldives

1.12	<p>Deadline for Clarification of Bidding Documents</p> <p>Any queries regarding this bid shall be forwarded to admin@mhcl.mv, on or before 15:00 hours on Thursday, 09th December 2021.</p>
1.13	<p>Deadline for submission of bids</p> <p>Interested and qualified bidders shall submit their proposal, addressed to Mr. Ismail Hameed, Managing Director, Maldives Hajj Corporation Limited, by 11:00 HRS Maldivian Time on Monday, 13th December 2021. The bid submission form in Annex 1 should be submitted along with all proposals.</p>
1.14	<p>The venue, time, and date of bid opening</p> <p>Maldives Hajj Corporation Limited Second Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives At 11:00 Hrs on 13th December 2021</p>
1.15	<p>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</p> <p>Not Applicable</p>
1.16	<p>Contract Type and Payment Terms</p> <ul style="list-style-type: none"> - The successful bidder shall be awarded with a One-Year contract. - The successful bidder shall be entitled to payment settlement, within 10 days upon receiving the invoice on each calendar month.
1.17	<p>Bid Evaluation and Awarding Method</p> <ul style="list-style-type: none"> - Bids will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids. - Points will be distributed and the evaluation will be carried out as per the Evaluation Criteria described in this document.
1.18	<p>Eligible Parties</p> <ul style="list-style-type: none"> - Any local businesses registered in the Ministry of Economic Development (Maldives) are eligible to participate in the tender.
1.19	<p>Documents Comprising the Bid</p> <ul style="list-style-type: none"> (i) Registration Certificate, issued by Ministry of Economic Development. (ii) Company Profile/background (iii) Goods and Service Tax (GST) Registration certificates (if applicable). (iv) Tax Clearance Report obtained within not more than 03 months. (v) Reference documents showing past experiences of similar projects carried out indicating the project name and project value.

	<p>(vi) Bid Submission Form in Annex 1 of this document.</p> <p>(vii) Quotation in Annex 2 of this document.</p> <p>Late submission of any of the above-mentioned documents will not be entertained.</p>
1.20	<p>Delivery Address</p> <p>Not Applicable</p>

2. Bid Evaluation Criteria

	Criteria	Percentage
2.1	<p>Price:</p> <p>The maximum marks allocated for Price are 80.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (80 \%)$	80%
2.2	<p>Experience:</p> <p>The maximum marks allocated for Experience are 20.</p> <ul style="list-style-type: none"> - Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each valid reference document. - Reference documents within the past 05 years shall only be considered. - The bidder shall not submit more than 01 references from the same company/institution. 	20%
	Total Score	100%

3. Scope of work

MHCL is seeking to procure service of Office Attendant on full-day basis for One year contract. The details of the works are follows:

- a) A designated attendant (appropriately dressed for office) shall be stationed at MHCL Office from 08:00 am till 03:00 pm on Sunday to Thursday except public holidays. Attendant may take One-hour break from 12:00 pm to 01:00 pm.
- b) Cleaning of office 02 floors including tea room and toilets on daily basis
- c) Cleaning of elevator area on daily basis
- d) Disposal of wastes on a daily basis
- e) Cleaning of partitions and windows twice a week.

4. Key Personnel

The following table below lists the key personnel relevant to the assignment. Any email communication must be copied to admin@mhcl.mv

Role	Who	Contact
Senior Officer, Procurement	Ahmadh Nadheem	nadheem@mhcl.mv
Manager, Corporate Affairs	Aishath Gahir	aisha@mhcl.mv

5. Reporting Arrangement

The awarded party will report to the above-mentioned personnel.

Annex 1- Bid Submission Form

[Name and address of Client]

Dear Mr. Ismail Hameed;

We, [insert name of the company/personnel] offer to provide the designing service for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal sealed in an envelope.

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 1.19.
- (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

(Name of the bidder)
(address)
(Email & contact number)

(TIN No.)
(Quotation number)
(Quotation Date)

(Client)

#	Description	Qty	Rate (in MVR)	Amount (in MVR)
			Sub Total	
			GST 6%	
			Total	

(Bank account number) (Account name)

(Authorized by)
(Company seal if applicable)