

Letter of Invitation to Tender

Date: 29th March 2022

Invitation of Tender No: HDC(161)-PWM/IU/2022/155

1. Housing Development Corporation Limited invites sealed tenders from eligible bidders to "Provide Health Insurance for the Staff of Housing Development Corporation Ltd" (hereinafter called the "Works" or "Project") as per the requirement given by the Employer.
2. Only 100% Maldivian shareholding parties are eligible to submit the proposal for this tender
3. Tenderers shall declare all Conflict(s) of Interests to any HDC employee/HDC Board of Directors/any vendor, financial, non-financial or otherwise.
4. Tenderers shall register as a vendor prior to the bid submission date stated below in clause 11 via the "Vendors" tab in the portal.
5. A complete set of the tender documents may be obtained by the interested Tenderers from HDC's portal link: <https://bids.hdc.com.mv>
6. Tenders must be uploaded to the portal prior to the deadline mentioned below in Clause 11. It is recommended to encrypt the tender document when uploading the file. If the bid is encrypted, the bidder shall share the password during the bid opening stage. Failure to share the password during the bid opening stage will render in disqualification of the bid.
7. A representative for each bidder shall attend the bid opening session. Failure to attend the bid opening session will render in disqualification of the bid.
8. Original bid security must be submitted to the office mentioned below in clause 11, not later than the bid submission deadline.
10. Tenders will be opened in a session to be held at the office mentioned below in Clause 11, and in the presence of representatives of tenderers who attends the opening stage. This session will take place at the time and date tabulated in Clause 11 of this section or such other time and date as may be notified to the tenderers.
11. Dates and timing for the tender process.

ACTIVITY	TIME & DATE	VENUE
Deadline for written inquiry by potential bidders:	09:00hrs, 06 th April 2022	Queries shall be raised via the portal https://bids.hdc.com.mv Clarification of the inquiries will be published at: https://bids.hdc.com.mv
Deadline for Bid submission	12:00hrs, 13 th April 2022	Bids shall be submitted Via the portal https://bids.hdc.com.mv
Deadline for Bid opening	12:00hrs, 13 th April 2022	Housing Development Corporation Ltd., Reception, Ground Floor, HDC Building, Hulhumale'

Yours Sincerely,



Ali Ibrahim
Deputy Director
Housing Development Corporation Ltd. (Employer)



5.3.1.4 In the event where HDC perceives that the bid prices are higher, it reserves the right to cancel the Bids.

5.3.1.5 HDC has the right to negotiate bidders to obtain the best price proposal.

6. Mandatory documents to be submitted

1. Completed and signed Bid Form
2. Copy of Registration
3. Copy of GST Registration Certificate
4. Tax Clearance report (Valid for past 06 (six) months from bid submission date)
5. Company Profile Information sheet issued by the Ministry of Economic Development with sign and seal (For Local Companies and Partnerships)
6. Copy of National Identification Card (For Local Sole Proprietors)

Note:

1. **SOE's are not required to submit the Tax Clearance report (Valid for past 06 (six) months from bid submission date) and Company Profile Information sheet issued by the Ministry of Economic Development with sign and seal (For Local Companies and Partnerships)**
2. **Failure to submit documents mentioned above will render disqualification the bid**

