

Letter of Invitation to Tender

Date: 29th March 2022

Invitation of Tender No: HDC(161)-PWM/IU/2022/158

1. Housing Development Corporation Limited invites sealed tenders from eligible bidders for "Consultancy Service to Design and Deliver a "Leadership Development" Workshop Series for the Staff of Housing Development Corporation Ltd." (hereinafter called the "Works" or "Project") as per the requirement given by the Employer.
2. Tenderers shall declare all Conflict(s) of Interests to any HDC employee/HDC Board of Directors/any vendor, financial, non-financial or otherwise.
3. Tenderers shall register as a vendor prior to the bid submission date stated below in clause 09 via the "Vendors" tab in the portal.
4. A complete set of the tender documents may be obtained by the interested Tenderers from HDC's portal link: <https://bids.hdc.com.mv>
5. Tenders must be uploaded to the portal prior to the deadline mentioned below in Clause 09. 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.
6. 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. Tenders will be opened in a session to be held at the office mentioned below in Clause 09, 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 09 of this section or such other time and date as may be notified to the tenderers.
9. Dates and timing for the tender process.

| ACTIVITY | TIME & DATE | VENUE |
|--|---------------------------------------|--|
| Deadline for written inquiry by potential bidders: | 09:00hrs, 05 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, 12 th April 2022 | Bids shall be submitted Via the portal https://bids.hdc.com.mv |
| Deadline for Bid opening | 12:00hrs, 12 th April 2022 | Housing Development Corporation Ltd., Reception, Ground Floor, HDC Building, Hulhumale' |

Yours Sincerely,



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

