
MALDIVES HAJJ CORPORATION LIMITED

INFORMATION TO BIDDERS

RFP FOR: Air-Conditioner Servicing

Date: 02nd June 2022

1. Bid Information

Maldives Hajj Corporation Limited (MHCL) is seeking a party . The following specific data for the works to be procured shall complement, amend, or supplement the provisions in the Request for Proposal. Whenever there is a conflict, the provisions herein shall prevail over those in the Request for Proposal.

1	Title Maldives Hajj Corporation Limited (MHCL) is seeking a party to supply 02 laptops.
2	Name and address of the Company Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives
3	Contact Details for Further information: Procurement Section Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives
4	Period of Delivery The maximum period allowed for delivery is <u>Seven [07] Calendar Days.</u> MHCL reserves the right to disqualify the proposals that exceed the given Delivery Period.
5	Penalty for delays MHCL reserves the right to penalize the Bidders as per provisions of MHCL procurement policy on the value of undelivered good(s)/service(s) if the bidder fails to deliver on time as proposed. MHCL also reserves the right to cancel the bid, if the delivery time is delayed by more than 10 (ten) calendar days from the agreed delivery date.
6	Bid language English
7	Bid Currency All prices are to be quoted in Maldivian <u>Rufiyaa (MVR).</u>
8	Period of bid validity 60 (Sixty) Calendar days from the date of bid submission.
9	Bid Security Not Applicable
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

11	<p>Employer's address for bid submission</p> <p>Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives</p>
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 11:00 hours on Monday, 08th June 2022.</p>
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 Thursday, 09th June 2022. The bid submission form in Annex 1 should be submitted along with all proposals.</p>
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 09th June 2022</p>
15	<p>Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer</p> <p>Not Applicable</p>
16	<p>Contract Type and Payment Terms</p> <p>The successful bidder shall be entitled to payment settlement, within 30 (thirty) days upon delivery.</p>
17	<p>Bid Evaluation and Awarding Method</p> <p>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.</p>
18	<p>Eligible Parties</p> <p>Local Businesses registered in the Maldives are eligible to participate in the tender.</p>
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

	<p>(iii) Goods and Service Tax (GST) Registration certificates (if applicable).</p> <p>(iv) Reference documents showing past experiences of similar projects carried out indicating the project name and project value.</p> <p>(v) Bid Submission Form in Annex 1 of this document.</p> <p>(vi) Quotation in Annex 2 of this document.</p> <p>Late submission of any of the above-mentioned documents will not be entertained.</p>								
20	<p>Time period and maximum value of sales considered for awarding points for Experience.</p> <p>(Not Applicable)</p>								
21	<p>Delivery Address</p> <p>Maldives Hajj Corporation Limited Third Floor, M. Furankara, Boduthakurufaanu Magu Male', 20320, Republic of Maldives</p>								
Bid Evaluation Criteria									
23	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">Criteria</th> <th style="width: 90%; text-align: center;">Percentage</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">24</td> <td> <p>Price:</p> <p>The maximum marks allocated for Price are 65.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (75 \%)$ </td> </tr> <tr> <td style="vertical-align: top;">25</td> <td> <p>Warranty</p> <p>The maximum marks allocated for Warranty is 05.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Warranty score =</p> $\frac{\text{Longest period of warranty offered}}{\text{Particular Bidder's proposed warranty period}} \times (5 \%)$ </td> </tr> <tr> <td style="vertical-align: top;">26</td> <td> <p>Experience:</p> <p>The maximum marks allocated for Experience are 10.</p> <p>Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each reference document.</p> </td> </tr> </tbody> </table>	Criteria	Percentage	24	<p>Price:</p> <p>The maximum marks allocated for Price are 65.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (75 \%)$	25	<p>Warranty</p> <p>The maximum marks allocated for Warranty is 05.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Warranty score =</p> $\frac{\text{Longest period of warranty offered}}{\text{Particular Bidder's proposed warranty period}} \times (5 \%)$	26	<p>Experience:</p> <p>The maximum marks allocated for Experience are 10.</p> <p>Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each reference document.</p>
Criteria	Percentage								
24	<p>Price:</p> <p>The maximum marks allocated for Price are 65.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (75 \%)$								
25	<p>Warranty</p> <p>The maximum marks allocated for Warranty is 05.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Warranty score =</p> $\frac{\text{Longest period of warranty offered}}{\text{Particular Bidder's proposed warranty period}} \times (5 \%)$								
26	<p>Experience:</p> <p>The maximum marks allocated for Experience are 10.</p> <p>Marks will be awarded based on the number of reference documents submitted. TWO marks will be awarded for each reference document.</p>								

	<ul style="list-style-type: none"> Reference documents within the past 05 years shall only be considered. The bidder shall not submit more than 2 references from the same company/institution. 	
27	<p>Delivery:</p> <p>The maximum marks allocated for Delivery are 10.</p> <p>The formula to calculate the delivery is as follows:</p> $\frac{\text{Fastest proposed delivery among received bids}}{\text{Particular Bidder's proposed delivery}} \times (10\%)$	10%
	Total Score	100%

2. Scope of work

Maldives Hajj Corporation Limited (MHCL) is seeking a party to supply laptops as per the technical specification provided.

MHCL reserves the right to disqualify proposals that do not meet the specifications.

2.1 Specification

Item: Laptop

Quantity: 02

Display: 15.6-inch FHD (1920x1080)

Processor: Intel Core i7 11th Gen (12MB Cache, up to 4.7 GHz)

Graphics: GeForce MX350 2GB GDDR5

Memory: 8GB DDR4 2666MHz

Hard Drive: 512GB M.2 PCIe VNMe SSD

Ports: 2 x USB 3.2 Generation 1

1 x USB 2.0

m.2 2230 slot for Wi-Fi and Bluetooth card

wireless 802.11ac 1x1 Wi-Fi and Bluetooth

Operating System: Genuine Windows 10 / windows 11

Warranty: minimum 1-year parts and service warranty

3. 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

4. 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)

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

(Bank account number) (Account name)

(Authorized by)
(Company seal if applicable)