

## Announcement

**Date:** 29<sup>th</sup> September 2022

**Announcement No:** HDC(161)-PWM/IU/2022/420

### Invitation for Vendor Registration

Greetings from Housing Development Corporation Ltd.

Housing Development Corporation Ltd (HDC) is pleased to offer the opportunity to all registered businesses in the Maldives to partner as a vendor of the Corporation.

We invite interested vendors to register with us on our online vendor portal <https://bids.hdc.com.mv/> or to seek assistance in the process of vendor registration, send an email to "[vendors@hdc.com.mv](mailto:vendors@hdc.com.mv)" expressing your interest. Existing vendors who had registered via the online portal are not required to register.

Instruction for Vendor Registration is published as an attachment to this announcement.

We would like to ensure that all prospective vendors a fair, transparent, and equal opportunity in all business transactions with our corporation and await a favorable response from you and would like to maintain an optimistic relationship with our vendors.

Please don't hesitate to reach us If you have any concerns or queries regarding the process of registration.

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### **Instruction for Vendor Registration**

**Step 1:** Create a user registration login on HDC Website, MyHulhumale', scroll down to "Bids & Proposal Submission", <https://bids.hdc.com.mv/identity/account/register>

**Step 2:** Check your mail inbox for the verification mail from [no-reply@hdc.com.mv](mailto:no-reply@hdc.com.mv), and click on "Verify" to verify the user's name created for the portal.

**Step 3:** Sign in, and click on the "Vendors" tab on the portal to find the link to register as a vendor.

**Step 4:** Complete the following steps by entering the required and mandatory information and fields;

- Section 1: Requisition Details
  - Section 2: Contact Details
  - Section 3: Industry Group
  - Section 4: Payment Details
  - Section 5: Conflict of interest with any employee/board member of HDC
  - Section 6: Upload the Required Documents
- a) Upon submission of the vendor application, the status will change to "Pending Online Check" (Vendors will not be able to edit, once the application has been submitted).
- b) The vendor may check the remarks and status of the registration process by clicking on "My Profile", and "Logs" tab.
- c) Vendors will be notified of the application approval via text message.
- d) Vendors may update the vendor application information by clicking on "My Profile" and "Vendor Registration", and the Vendor Registered name (After approval/Incomplete status on vendor application).
- e) Upon approval of the vendor application, the vendor will be assessed and rated in accordance with the "Vendor Rating Guideline". The supplier and the contractor will be evaluated as per the "Supplier Performance Evaluation Guideline" and "Contractor Performance Evaluation Guideline" (Announcement No: HDC (161)-PWM/NOTICE/2022/846)

