

Terms of Reference

Sea freight of 1500 Ihram

Announcement Number: (IUL)MHCL-P/1/2025/55

Date: 21.12.2025

1. Company Background

Maldives Hajj Corporation Limited (MHCL) is a State-Owned Enterprise (SOE) incorporated in 2013. The company is established to serve the citizens of Maldives in facilitating their right to perform Hajj and Umrah pilgrimage. MHCL remains the undisputed leader in the Maldives for Hajj and Umrah services, with the aim of offering an equal and unbiased opportunity for all citizens of the country to fulfill their obligations to perform Hajj and Umrah pilgrimages.

2. Objective

The objective of this TOR is to engage a qualified and reliable sea freight service provider to ensure the safe, secure, and timely delivery of Ihram sets, supporting MHCL's operational readiness for the upcoming Umrah trip.

3. Scope of Work:

3.1 Cargo Details.

Marks and numbers	Number and kind of packages, description of goods						
	DESCRIPTION	PACKAGE	QTY		N.W.	G.W.	MEAS.
		CTNS	SETS		KGS	KGS	CBM
	COTTON IHRAM TOWEL	68	1350	SETS	1890.0	2093.0	8
N/M	KIDS IHRAM TOWEL	3	150	SETS	420.0	460.0	0.4
TOTAL:		71	1500	SETS	2310.0 KG	2553.0 KGS	8.4 CBM

3.2

Cargo Origin:

- Supplier's Address: HEBEI LANDUN IMPORT &EXPORT CO.,LTD, ADD:ROOM 1210, BLOCK A, YIJIANG BUILDING, NO. 485, ZHONGHUA STREET, SHIJIAZHUANG, HEBEI, CHINA
- Cargo Type: Fabric material
- **Freight Type:** Sea freight
- All items must be securely packed to prevent damage during transit.
- Vendor is responsible for palletizing (if required), and preparing documentation for customs clearance.

3.3 Required Services

- Ex-Works (EXW) pick-up from the supplier's warehouse in China
- **Sea freight transportation** from China to Port of Malé, Maldives.
- **Customs clearance** at both origin and destination ports.
- **Door-step delivery** to Maldives Hajj Corporation Limited Warehouse, Greater Male Area.

- Submission of all required documentation, including Bill of Lading, Commercial Invoice, and customs clearance papers.

3.4 Insurance and Risk Management.

- Provide cargo insurance covering potential loss or damage during transit
- Ensure proper handling to minimize risk of damage or delay.

3.5 Reporting and Communication

- Provide regular updates on shipment status, including dispatch, transit, and expected arrival.
- Immediately report any issues, delays, or damages to MHCL.

4. Deliverables:

- Safe and timely delivery of all Ihram sets in good condition.
- Submission of all shipping and customs clearance documentation to MHCL.

5. Preparation of Bid

5.1 Eligible Parties:

Any local business registered in the Maldives.

5.2 Language:

The Language of the Bid should be in English or Dhivehi

5.3 Documents Compromising the Bid:

- Reference Letters (if applicable)
- Completed and Signed Copy of Bid Submission Form as per Annex 1 of this TOR
- Completed and Signed Copy of Quotation as per Annex 2 of this TOR
- Vendor registration form (if not registered)

5.4 Bid Prices and Currency:

- All bid prices shall be quoted entirely in Maldivian Rufiyaa (MVR).
- Prices must be inclusive of Goods and Services Tax (GST) at the prevailing rate at the time of submission.
- The quoted price shall be firm and fixed, and no adjustment will be made for exchange rate fluctuations or inflation during the contract period.

5.5 Validity of Bid:

- 60 (Sixty) Calendar days from the date of bid submission.

6. **Bid Registration and Bid Opening**

6.1 Bid Registration:

- Bidders shall use the provided link to complete the bid registration form.
- **Registration Link:** <https://forms.office.com/r/8kiTGEyTGD>
- Deadline for registration: 24th December 2025 16:00hrs

6.2 Bid Submission :

Location: Maldives Hajj Corporation Limited, G. Sikandhar, Lonuziyaraii Magu

Date and Time of Bid Submission: **28th December 2025 11:00 hrs**

6.3 Contact details for further Clarifications:

- Procurement Department – Email Address: procurement@mhcl.mv
- Deadline for Clarification: 24th December 2025 via email before 12:00hrs.
- Answers to the Clarifications will be provided before 25th December 2025 via email.

7. **Bid Evaluation Criteria**

Proposals will be evaluated using the following criteria and scoring system:

1. **Price – 80%**

- Formula: $(\text{Lowest Price} \div \text{Proposed Price}) \times 80$
- The bidder offering the lowest evaluated price will receive the maximum score of 80 points.

2. **Delivery Timeline – 15%**

- Maximum of 15 points will be awarded.
- Preference will be given to shorter delivery timelines.

3. **Experience – 5%**

- Relevant reference letters from clients within the last **two (2) years** must be submitted.
- One (1) mark will be awarded per reference letter, up to a maximum of 5 marks.
- A **minimum of one (1) reference letter** is required for eligibility.

Total: 100 Points

8. Important notes:

- “4 (a) Save as provided in Section 4(d), all transactions carried out in the Maldives must be conducted in MVR. This includes transactions related to goods, services, price, fees and charges, remuneration, rent salary.”
- Regulation on Foreign Currency (2024/R-91)
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, MHCL has the right to cancel the contract.
- Penalty charges shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- MHCL has the right to explore other external options to check market price for the requirement.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reaches the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- MHCL reserves the right to cancel or reject any quotation/proposal that is deemed to have an unusually low quoted price, which may indicate a potential compromise on the quality of goods/services provided. Vendors are expected to submit quotations/proposals that reflect realistic pricing in line with industry standards. Any bid that significantly deviates from the expected norm may be subject to further scrutiny, and if it is determined that the bid does not meet the required quality standards, it may be disqualified.
- MHCL reserves the right to conduct background checks and due diligence on any vendor, including but not limited to legal, financial, and performance history, prior to the issuance of a Purchase Order (PO). MHCL may, at its sole discretion, disqualify or reject any vendor based on the outcome of such checks without any liability or obligation to provide further explanation
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD of MHCL. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

Annex 1- Bid Submission Form

[Name and address of Client]

Dear Mr. Mohamed Shakeel,

We, [insert name of the company/personnel], hereby submit our proposal for the supply of goods in accordance with your Request for Proposal dated [insert date] and our accompanying submission. Enclosed is our proposal, sealed in an envelope for your consideration.

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 5.
- (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

Bidders may submit their quotations in any format. The quotation must clearly indicate the following details:

1. Company Information
 - Name, Address, Contact Person, Phone, Email, TIN
2. Quotation Details
 - Quotation Number
 - Quotation Date
3. Service / Itemized Charges

Item No.	Description of Service	Unit	Quantity	Unit Price (MVR)	Total Price (MVR)
1	Ex-Work Pick-up (Supplier's Warehouse, China)				
2	Freight Charges (Sea freight)				
3	Customs Clearance (Maldives)				
4	Door-step Delivery to MHCL Godown, Greater Malé area				
5	Any additional charges (e.g., port handling, CAF)				

Subtotal: _____

GST / Applicable Taxes (Inclusive): _____

Total Amount (MVR): _____

4. **Additional Information**

- Estimated Delivery / Transit Time: _____
- Shipping Terms: **Door-step delivery**
- All charges must be **inclusive of taxes and any additional costs**
- Payment will be made in **Maldivian Rufiyaa (MVR)**

Authorized Signature: _____

Company Seal (if applicable)