
MALDIVES HAJJ CORPORATION LIMITED

INFORMATION TO BIDDERS

TOR FOR: PRINTING OF MHCL BRANDED CALENDARS

(IUL)MHCL-P/1/2025/57

Date: 24th December 2025

1. Bid Information

Maldives Hajj Corporation Limited (MHCL) is seeking a party for printing of MHCL branded calendars. 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 print and design some materials needed for this company's work
2	Name and address of the Company Maldives Hajj Corporation Limited 1 st floor G. Sikandharu, Lonuziyaaraiy Magu Malé, Maldives 20143
3	Contact Details for Further information: Procurement Section Maldives Hajj Corporation Limited 1 st floor G. Sikandharu, Lonuziyaaraiy Magu Malé, Maldives 20143
4	Period of Delivery As proposed by the bidder.
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 and Dhivehi
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	Employer's address for bid submission <p>Maldives Hajj Corporation Limited 1st floor G. Sikandharu, Lonuziyaaraiy Magu Malé, Maldives 20143</p>
12	Deadline for Clarification of Bidding Documents <p>Any queries regarding this bid shall be forwarded to procurement@mhcl.mv, on or before 11:00 hours on Sunday, 28th December 2025.</p>
13	Deadline for submission of bids <p>Interested and qualified bidders shall submit their proposal, addressed to Mr. Mohamed Shakeel, Managing Director, Maldives Hajj Corporation Limited, by 11:00 HRS Maldivian Time on Monday, 29th December 2025. The bid submission form in Annex 1 should be submitted along with all proposals.</p>
14	The venue, time, and date of bid opening <p>Maldives Hajj Corporation Limited 1st floor G. Sikandharu, Lonuziyaaraiy Magu Malé, Maldives 20143 At 11:00 Hrs on 29th December 2025</p>
15	Standard form and amount of PERFORMANCE SECURITY acceptable to the Employer <p>Not Applicable</p>
16	Contract Type and Payment Terms <p>The successful bidder shall be entitled to payment settlement, within 30 (thirty) days upon delivery.</p>
17	Bid Evaluation and Awarding Method <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	Eligible Parties <p>Local Businesses registered in the Maldives are eligible to participate in the tender.</p>
19	Documents Comprising the Bid <p>(i) Registration Certificate, issued by Ministry of Economic Development.</p>

	<p>(ii) Company Profile/background</p> <p>(iii) Goods and Service Tax (GST) Registration certificates (if applicable).</p> <p>(iv) Tax Clearance Report obtained within 03 months.</p> <p>(v) Reference documents showing past experiences of similar projects carried out indicating the project name and project value.</p> <p>(vi) Bid Submission Form in Annex 1 of this document.</p> <p>(vii) 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>1st floor G. Sikandharu, Lonuziyaaraiy Magu Malé, Maldives 20143</p>	
22	Bid Evaluation Criteria	
	Criteria	Percentage
23	<p>Price:</p> <p>The maximum marks allocated for Price are 70.</p> <p>The formula used for the computation of the score is as follows:</p> <p>Price score =</p> $\frac{\text{Cheapest proposed price from among received bids}}{\text{Particular Bidder's proposed price}} \times (70 \%)$	80%
24	<p>Delivery:</p> <p>The maximum marks allocated for Delivery are 20.</p> <p>The formula to calculate the delivery is as follows:</p> $\frac{\text{Fastest proposed delivery among received bids}}{\text{Particular Bidder's proposed delivery}} \times (20\%)$	20%
	Total Score	100%

2. Scope of work

Maldives Hajj Corporation Limited (MHCL) is seeking a party to print and design some materials needed for this company's work as per the specification provided.

Product list

#	Items	Quantity
1	Printing of MHCL calendar as per attached spec	300

3. Contact details for further Clarifications:

Procurement Department – Email Address: procurement@mhcl.mv

4. Reporting Arrangement

The awarded party will report to the above-mentioned contact

Annex 1- Bid Submission Form

[Name and address of Client]

Dear Mr. Mohamed Shakeel,

We, [insert name of the company/personnel] offer to supply [Insert title of assignment] in accordance with your TOR dated [Insert Date] and our Proposal. We are hereby submitting our 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 5.1.
- (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)

#	Description	Qty	Rate (in MVR)	Amount (in MVR)
1				
2				
3				
4				
5				
6				
7				
8				
9				
			Sub Total	
			GST 8%	
			Total	

(Authorized by)
(Company seal if applicable)