

Announcement Number: (IUL)MHCL-P/1/2025/49

Invitation for Bids - Procurement of 3 Workstation PCs

Maldives Hajj Corporation Limited (MHCL) hereby invites qualified vendors to submit quotations for the supply of the following items:

- **Workstation PCs (Desktop Computer system):** 03 Units

Vendors must ensure that the above item meet the specified technical requirements and quality standards as outlined in the TOR document.

Bid Registration

- **Registration Link:** <https://forms.office.com/r/87sgWZdVZQ>
- **Deadline:** 25th October 2025 16:00hours

Bid Submission & Opening

- **Submission Date:** 29th October 2025
- **Submission Time:** 11:00 hours
- **Venue:** MHCL Office, G. Sikandharu, Lonuziyaaraiy Magu, Malé, Maldives 20143

Clarifications

- **Clarification Deadline:** Before 25th October 2025, 16:00hours
- **Responses to Clarifications:** Before 26th October 2025, 14:00hours
- **Contact Email:** procurement@mhcl.mv

Vendor Registration Requirement

Vendors who have not previously submitted a completed Vendor Registration Form along with the required supporting documents must include them with their bid/quotation.

For further details, please refer to the Terms of Reference or contact us via email.

Terms of Reference

Procurement of 3 Workstation PCs

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22nd October 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 procurement is to acquire high-performance workstation PCs to meet the operational requirements of Maldives Hajj Corporation Limited (MHCL). The new PCs are intended to support critical functions, including administration works and corporate communication, while also enhancing overall staff performance and productivity.

3. Scope of Work

The scope of this procurement covers the supply, delivery, installation, and configuration of high-performance workstation PCs for Maldives Hajj Corporation Limited (MHCL). The selected vendor shall be responsible for the following:

3.1 Supply and Delivery

- Provide brand-new workstation PCs that meet or exceed the required technical specifications.
- Deliver all units to the MHCL Head Office within the agreed timeline.

3.2 Installation and Configuration

- Install and configure the PCs for immediate use.
- Ensure proper setup of operating systems, drivers, and basic productivity software.
- Perform initial testing to verify system performance and functionality.

3.3 Support and Warranty

- Provide a minimum 1 year warranty for hardware.
- Offer technical support services for troubleshooting during the warranty period.

3.4 The supplier must ensure the device is delivered with all original accessories.

3.5 Quantity

The supplier shall provide **03 workstation PCs (Dell)** in accordance with the specifications and requirements stated in this document.

4. Technical specifications

4.1 03 workstation PCs (Desktop computer system):

Brand:	Dell
Processor (CPU):	Intel i5 14 th GEN
Memory (RAM):	16GB DDR5 Dual Channel
Storage:	SSD 500GB
Operating System:	Windows 11 Pro (64-bit)
Monitor Size:	24 inch
Keyboard and Mouse:	Standard wired

5. Warranty

The supplier must provide a minimum one-year warranty for all supplied items, covering manufacturing defects and malfunctions under normal usage conditions. Any defective products must be repaired or replaced at no additional cost to MHCL during the warranty period. Suppliers who fail to provide a minimum one-year warranty will be disqualified.

6. Preparation of Bid

6.1 Eligible Parties:

Any local business registered in the Maldives.

6.2 Language:

The Language of the Bid should be in English or Dhivehi

6.3 Documents Compromising the Bid:

- Warranty Letter
- Experience 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)

6.4 Bid Prices and Currency:

The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.

6.5 Validity of Bid:

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

7. Bid Registration and Bid Opening

7.1 Bid Registration:

- Bidders shall use the provided link to complete the bid registration form.
- Link: <https://forms.office.com/r/87sgWZdVZQ>
- Deadline for registration: 25th October 2025 16:00hours

7.2 Location, date and time of Bid Opening:

- Location: Maldives Hajj Corporation Limited, G. Sikandharu, Lonuziyaaraiy Magu, Malé, Maldives 20143
- Date and Time of Bid Opening: 29th October 2025, 11:00hours

7.3 Contact details for further Clarifications:

- Procurement Department – Email Address: procurement@mhcl.mv
- Deadline for Clarification: Before 25th October 2025, 16:00hours
- Answers to the Clarifications will be provided Before 26th October 2025, 14:00hours

8. Bid Evaluation Criteria

8.1 Proposal Cost:

100 points for the lowest price

$(\text{Lowest price} / \text{proposed price}) \times 100$

Total Score: 100 points.

8.2 Delivery Timeline:

The supplier shall ensure that delivery of all items is completed within **seven (7) calendar days** from the date of issuance of the Purchase Order.

8.3 Evaluation and Award:

Bids will be evaluated and awarded on an item-wise basis based on compliance with the technical specifications and quoted price.

8.4 Important Notes / Terms and Conditions:

- “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]* 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 6.
- (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

Company Name:

Quotation Number:

Address:

Quotation Date:

Email Address:

Tin Number:

Contact Number:

Item No.	Item Name	Quantity	Unit Price (MVR)	Total Price (MVR)
1	Workstation PC (Desktop Computer System)	03		
Sub Total:				
GST 8%				
Total Amount:				

Total Duration: _____ (in calendar days)

(Authorized by)
(Company seal if applicable)