

**Maldives Hajj Corporation Limited**

## **Terms of Reference**

Fencing work of MHCL Residential building – Plot 22313

Announcement Number: (IUL)MHCL-HRM/1/2026/3

Date: 06.01.2026

## **Terms of Reference (TOR)**

Fencing work of MHCL Residential building – Plot 22313

### **1. Introduction**

This Terms of Reference (TOR) outlines the scope, requirements, responsibilities, and compliance obligations for the installation of a temporary fence around Plot 22313 for the MHCL Residential building Project. All work must be conducted safely, responsibly, and in alignment with applicable regulations and MHCL standards.

### **2. Objective**

The objective of the fencing work is to secure the project site, ensure public safety, protect surrounding infrastructure, and establish a controlled environment for construction activities while ensuring compliance with environmental, regulatory, and safety requirements.

### **3. Scope of Work**

The Contractor shall supply all labor, materials, equipment, and supervision required for the installation of a compliant temporary fence around Plot 22313. The scope includes, but is not limited to:

1. Installation of a temporary opaque fence around the plot using roofing sheets, or another approved opaque material.
2. Painting the exterior surface of the fence to ensure a clean, uniform appearance.
3. Installing adequate nighttime illumination along the fence perimeter.
4. Ensuring the fence height is not less than **1.8 meters** measured from natural ground level.
5. Installing the fence **within a maximum of 18 inches** outside the plot boundary.

### **4. Compliance Requirements**

The Contractor must comply with the following mandatory conditions:

1. **No excavation or penetration** of the ground surface is permitted during fence installation to avoid damaging underlying utilities (water, sewer, electricity, communication lines, etc.).
2. **Trees and grass** within or surrounding the fencing area must not be harmed or removed.

3. All activities must strictly follow Maldives **Health and Safety Guideline**
4. An **authorized person** from the Contractor must take full responsibility for any damage to existing public or private infrastructure.
5. The exterior surface of the fence must be **fully painted**.
6. The fence must be **properly illuminated during nighttime** using appropriate lighting solutions.
7. The fence must be constructed with **opaque materials**, such roofing sheets of 0.3 mm
8. The minimum fence height must be **1.8 meters** from the natural ground level.
9. **MWSC must be notified via hotline (105) at least 24 hours before work begins.**
10. The installed fence must not exceed **18 inches beyond the plot boundary**.

## **5. Responsibilities of the Contractor**

The Contractor shall:

- Ensure strict adherence to all safety, environmental, and regulatory requirements.
- Assign a competent site supervisor responsible for safety compliance and supervision of fence installation.
- Protect all existing utilities, vegetation, sidewalks, and surrounding infrastructure.
- Arrange all necessary tools, equipment, and materials.
- Maintain the fence in good condition throughout the construction period.
- Ensure timely relocation of the fence after foundation completion.
- Immediately report any utility damage, incident, or safety concern to MHCL and relevant authorities.

## **6. Deliverables**

- Documentation of MWSC notification (call record or confirmation).
- Completed fence installation meeting all listed requirements.
- Photographic evidence of completed fencing.

## **7. Timeline**

The Contractor must complete the fence installation within the agreed timeframe specified in the contract. Any delays must be communicated to MHCL in writing.

## **8. Acceptance Criteria**

MHCL will inspect and approve the fence only if:

- All compliance requirements are met.
- No damage has occurred to utilities, vegetation, or surrounding infrastructure.
- Fence height, material, and placement match the TOR specifications.
- Illumination and finishing (painting) meet MHCL quality standards.

## **9. Bidder Qualification Requirements**

To be considered for this project, bidders must meet the following minimum eligibility criteria:

- **Valid Business Registration/License:** The bidding firm must possess a valid business registration and/or professional license to operate in the relevant jurisdiction.
- **Experience:** A minimum of 2 years of proven experience in interior design field. Bidders must submit at least 1 reference letter confirming the successful completion of similar scope of work within the past 2 years
- **Professional Certifications:** Key personnel involved in the project (e.g., Site manager, civil engineer) must hold relevant professional certifications.

## **10. Proposal Submission & Evaluation**

- **Clarification Period:** Bidders may submit written requests for clarification regarding this TOR or the project scope within one Week of announcement.
- **Evaluation Criteria:** Proposals will be evaluated based on the following criteria:
  - Financial Proposal: 80%
  - Duration: 15%
  - Relevant Experience and Portfolio: 5% - (Relevant reference letter from clients within the last 2 years must be submitted)

## 11. Preparation of Bid

- **Language:** The Language of the Bid should be in English or Dhivehi
- **Documents compromising of the bid:**
  - Business Registration Certificate
  - GST Registration Certificates (if applicable)
  - Company Profile
  - 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
- **Bid Prices and Currency:** The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
- **Validity of Bid:** 60 (Sixty) Calendar days from the date of bid submission

## 12. Bid Registration and Bid Opening

- **Bid Registration:**
  - Bidders shall use the provided link to complete the bid registration form.
  - **Registration Link:** <https://forms.office.com/r/JLm43EsNDR>
  - Deadline for registration: 13<sup>th</sup> January 2026 1400hours
    - **Location, date and time of Bid Opening:**
  - Location: Maldives Hajj Corporation Limited, G. Sikandharu, Lonuziyyaariy Magu, Malé, Maldives 20143
  - Date and Time of Bid Opening: 22<sup>nd</sup> January 2026 1100hours
    - **Contact details for further Clarifications:**
  - Procurement Department – Email Address: procurement@mhcl.mv
  - Deadline for Clarification: 13<sup>th</sup> January 2026, 1400hours
  - Answers to the Clarifications will be provided on 15<sup>th</sup> January 2026.

- **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 4.1.
- (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**

Company Name:

Quotation Number:

Address:

Quotation Date:

Email Address:

Tin Number:

Contact Number:

(Authorized by)

(Company seal if applicable)