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**Maldives Hajj Corporation Limited**

## Terms of Reference

Printing of lady's head scarf & brooch

Announcement Number: (IUL)MHCL-P/1/2026/7-1

Date: 03.03.2026

## **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 Terms of Reference (TOR) is to engage a qualified and reliable service provider for the **printing and supply of lady's head scarf and Brooch**, in accordance with the specifications outlined in this document.

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

Maldives Hajj Corporation Limited invites eligible and qualified bidders to submit proposals for the printing of lady's head scarves based on the design and specifications provided by MHCL.

The scope of work includes:

- Printing scarves as per the approved design
- Supplying scarves using the specified material and dimensions
- Supplying brooches as detailed below

### **3.1 Technical Specifications**

- The fabric must be the specified color in the artwork.
- The vendor must provide at least one sample of each listed item as per the artwork provided upon bid submission. Each sample must be labeled with the vendor's company name and logo.

#### **Scarf Details**

- Qty : 100
- Printing Method: Sublimation Printing
- Material: Chiffon
- Size: 180 cm × 70 cm
- Final Packaging: All items must be packed in self-adhesive cellophane storage pouch.

#### **Brooch Details**

- Qty: 100
- Size: 1-inch width
- Material: Metallic base with resin coating over the logo
- Backside: Lockable Brooch
- Final Packaging: All items must be packed in self-adhesive cellophane storage pouch.

*Note: Refer to the sample photos provided.*



1 Inch

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## **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/tAQ6bLYLnN>
- Deadline for registration: 08<sup>th</sup> March 2026, 1300 hrs

### **6.2 Bid Submission :**

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

Date and Time of Bid Submission: 29<sup>th</sup> March 2026, 1100 hrs

### **6.3 Contact details for further Clarifications:**

- Procurement Department – Email Address: [procurement@mhcl.mv](mailto:procurement@mhcl.mv)
- Deadline for Clarification: 08<sup>th</sup> March 2026, 1300 hrs
- Answers to the Clarifications will be provided on or before 08<sup>th</sup> March 2026 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**

## **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 of Name, Address, Contact Person, Phone, Email, TIN
2. Quotation Details of Quotation Number of Quotation Date
3. Service / Itemized Charges

Subtotal: \_\_\_\_\_

GST / Applicable Taxes (Inclusive): \_\_\_\_\_

Total Amount (MVR): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Company Seal (if applicable)