
Maldives Hajj Corporation Limited

Terms of Reference

Production and supply of Hajj Assistant T-shirts

Announcement Number: (IUL)MHCL-ADM/1/2026/10

Date: 25.03.2026

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 **Production and supply of Hajj Assistant T-shirts**, 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 Production and supply of Hajj Assistant T-shirts based on the design and specifications provided by MHCL.

3.1 Technical Specifications

- The fabric must be the specified color in the artwork.
- The vendor must provide at least one sample of each (short sleeve and long sleeve t-shirt) item as per the artwork provided upon bid submission. Each sample must be labeled with the vendor's company name and logo.

Short sleeve		Long sleeve	
Size	QTY	Size	QTY
L	80	M	30
XL	140	L	50
2XL	120	XL	60
3XL	40	2XL	50
4XL	20	3XL	40
		4XL	20
Total	400	Total	250

- Final Packaging: All items must be packed in self-adhesive cellophane storage pouch.

Note: Refer to the artwork provided.

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/fLYxAy0tFZ>
- Deadline for registration: 07th April 2026, 1300 hrs

6.2 Bid Submission :

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

Date and Time of Bid Submission: 08th April 2026, 1100 hrs

6.3 Contact details for further Clarifications:

- Procurement Department – Email Address: procurement@mhcl.mv
- Deadline for Clarification: 07th April 2026, 1300 hrs
- Answers to the Clarifications will be provided on or before 07th April 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)