

ANNEX 1 – Information Sheet

1. Scope of Work:

Housing Development Finance Corporation Plc. (HDFC) invites quotations from eligible suppliers for the supply and delivery of two (2) fire-resistant filing cabinet safe, as per the specifications below.

Specification		Required	Supplier Response (Y/N)
External	(H)1550mm x (W)530mm x (D)770mm	Yes	
Weight	388kg (maximum)	Yes	
Capacity	379.6L OR equivalent/higher capacity	Yes	
Drawer	1 Bottom Lockable Drawer	Yes	
Shelf	4 Height Adjustable Shelf	Yes	
Locking Option	Top Drawer on Digital + Key & Each Drawer Key Locks	Yes	
Safe Features	- Easily fits A4 sized arch file. - Minimum 4 height adjustable shelf. - 4-way solid locking bolts prevents door from being pried open when fortified hinges are forcefully cut.	Yes	
Combination Dial Mechanism	- Requires both keylock and combination dial to be unlocked before safe can be opened. Without either, safe will not be able to be opened.	Yes	

2. Language:

All documents shall be submitted in English or Dhivehi.

3. Price:

All prices shall be quoted in Maldivian Rufiyaa (MVR).

4. Vendor Eligibility:

- The bidder must be a locally business registered in accordance with the Business Registration Act of Maldives.
- The bidder must have successfully undertaken at least one (01) project of similar nature and scale. (Please attach a reference or supporting documentation.)
- Vendor registration with HDFC must be completed prior to the submission of proposals. (The Vendor registration form is available on the HDFC website. Please email the completed form along with relevant documentation to procurement@hdfc.com.mv)

5. Submission Time:

The proposal must be submitted via email to procurement@hdfc.com.mv as a single PDF file (maximum file size: 20 MB) **on or before 11:00 hours on 10th June 2026.**

6. Payment Terms:

Payment shall be made within seven (07) days from the date of Invoice submission.



7. Clarification:

For any clarification regarding this RFQ, please contact us via e-mail at procurement@hdfc.com.mv. All requests for clarifications must be received on or **before 09th June 2026 at 14:00hrs.**

8. Documents to be submitted:

- Proposal submission Form
- Quotation (shall indicate all applicable taxes and costs)
- Tax Clearance report from MIRA (most recent 3 Months)

9. Evaluation:

Criteria	Marks
Price	80
Delivery	20
Total	100

- Price – 80 Marks

$$\text{Price Score} = \frac{\text{Lowest proposed total price from among the proposals received}}{\text{Particular vendor's total price}} \times 80\%$$

- Delivery - 20 Marks

#	Marks	Delivery Criteria
1	20	Less than 45 Days
2	10	Between 45 Days and 60 Days
3	0	Greater than 60 Days



Form 1

PROPOSAL SUBMISSION FORM

1. Details of the Bidder:

Company/Business Name:	
Registration Number:	
Address:	
Contact Details: (Name, Email, Contact Number)	

2. Project Name:

Supply & Delivery of Fire-Resistant 4-Drawer Filing Cabinet Safe (Quantity: 2)

Reference number:

3. Price:

#	Description	QTY	Rate	Amount
1	Fire-Resistant 4-Drawer Filing Cabinet Safe	2.00		
GST				
Grand Total				
Total in Words: ()				
Validity Period:				

4. Delivery:

Proposed delivery period (Maximum 60 Calendar days)



5. Declaration of Conflict of Interest:

It is mandatory to declare any actual or potential Conflict(s) of Interests to any HDFC employee/HDFC Board of Directors/any vendor, financial, non-financial or otherwise.

The disclosure must be made as per the table below (Please leave blank if not applicable)

Employee/Director Name	NID No.	Designation & Department	Relationship

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(Company Seal & Authorized Signatory)

Name:

Designation:

Date:

The bid form shall not be altered in any way, nor shall any substitutes be accepted. All blank spaces must be completed with the required information.