بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

MFLC
MALDIVES FINANCE AND LEASING COMPANY PVT LTD

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INVITATION TO SEND QUOTATIONS

1. Invitation to Send Quotations

Maldives Finance and Leasing Company Pvt Ltd invites qualified and interested vendors to submit quotations to provide a suitable event hall for the MFLC 25th Anniversary Night 2026 with the requirements as per the scope of work specified.

Tender Title: Venue Hire for MFLC 25th Anniversary Night 2026
Date: 8th October 2026, Thursday
Closing Date: 13th October 2026, Tuesday, 02:00 PM
Submission email: mngr.bdc@mflc.mv / neesha.gpe@mflc.mv

2. Scope of Work / Requirements

The service provider shall provide the following:

1. The event hall must have a minimum capacity of 150 persons with banquet-style seating arrangements.
2. Seating arrangements must be set up in accordance with the seating chart provided by MFLC, including the provision and proper placement of table covers and seat covers.
3. If the proposed venue is located outside the Malé City area, transportation costs must be quoted as a separate component in the quotation.
4. Menu options must be included as part of the quotation, with details of the available menu packages, items included, and per-person pricing.
5. Details of the event hall size and area must be provided, including the total usable floor area in square feet.
6. Recent photographs of the proposed event hall must be included, showing the overall hall, seating area, stage/program area, dining area, and other relevant facilities.
7. The MFLC 25th Anniversary Night 2026 is scheduled to be held between 15th and 20th November 2026. The exact event date will be confirmed by MFLC.

3. Tender Submission Requirements

The service provider shall submit the following documents:

- Quotation: Clearly indicating a detailed breakdown of hall rental, catering, seating set-up, transportation (where required), and any other applicable charges.
- The quotation shall remain valid for 30 days from the date of submission**.**
- Recent photographs of the proposed event hall, clearly depicting the venue's interior, seating capacity, and overall condition.

4. Price and Payment

The service provider shall clearly specify the proposed payment terms and conditions, including any advance payment requirements and the balance payment schedule.

6. Evaluation Criteria

The service providers will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Price / Total Cost of Ownership	30%
Technical Compliance with Tender Specifications	20%
Service Reliability, Experience and Past Performance	15%
Delivery Period / Implementation Schedule	10%
ESGS and ESMS Compliance	10%
Supplier Capacity and Financial Stability	5%
Quality Assurance, Professional Qualifications and Certifications	5%
Value Added Services, Innovation, Warranty and After-Sales Support	5%
Total	**100%**

For the purpose of evaluation, any documents not specified under the requirements will be assessed based on publicly available information.

Quotations received prior to the publication of this announcement will also be considered and evaluated against the same criteria set out in this announcement.

7. Selection

The vendor that achieves the highest overall evaluation score and satisfies all mandatory requirements will be selected.

Maldives Finance and Leasing Company Pvt Ltd reserves the right to accept or reject any tender in accordance with its procurement requirements.

8. Delivery / Completion

The date of the event shall be confirmed by Maldives Finance and Leasing Company Pvt Ltd (MFLC).

9. Contact Information

For clarification, please contact:

Contact Person: Ibrahim Aleef
Position: Manager, Creative Design, Business Development
Email: mngr.bdc@mflc.mv

Contact Person: Aishath Neesha Mohamed Shahid
Position: Senior Executive, HR Governance, Procurement and Employee Relations
Email: neesha.gpe@mflc.mv

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