

MRC-AD/MIS/2026/MRC-AD/MIS/2026/024

Service Provider for Repair and Maintenance of Vehicles in Greater Male'

Type of Contract	Firm
Duration	1 year, with extension based on needs and performance
Renumeration	Quotation-basis

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization established through the Maldivian Red Crescent Law (Law 7/2009). MRC's primary objective is to provide humanitarian aid and prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict. The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over Maldives.

MRC operates multiple emergency response vehicles across the country and is seeking a service provider for the maintenance and repairs of the vehicles based in the Greater Male' Area.

Scope of Assignment

The service provider will be expected to work on a quotation-basis based on the requirements of MRC.

The service provider will be expected to:

- 1- Perform general maintenance and servicing of the MRC vehicles
- 2- Diagnose and repair the vehicles based on needs
- 3- Provide recommendations to improve the maintenance plans of vehicles
- 4- Provide prompt on-site support should it be required
- 5- Procure parts for the vehicles as required

Reporting Line

The focal point for the service provider will be the finance department of MRC.

Qualifications & Experience

The service provider is expected to meet the requirements below.

- 1- Minimum 5 years' experience undertaking similar work (Reference letters for the work carried out are desirable).
- 2- Have a dedicated mechanical garage space capable of catering to B1 & B2 vehicles.
- 3- Have dedicated staff capable and with experience maintaining and repairing vehicles of similar calibers.
- 4- Ability to source and procure parts locally or internationally that meet the standards required.
- 5- Proven ability to deliver high quality results under tight deadlines.
- 6- Previous work with MRC or NGO experience in a similar role is highly desirable.

Terms & Payments

The terms of the service agreement will be 12 months with possible extension based on performance and need.

Payment to the service provider will be based on work deliverables, with all payments determined by quotations provided by the service provider based on MRC's requirements. The service provider must submit a quotation to MRC for approval before commencing any work. Once approved, the service Provider should complete the work as agreed and submit an invoice to MRC Finance for payment.

Evaluation Criteria

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

Details	
Quality of work (portfolio & past experiences)	40%
Professional Experience & Capability in Maintenance & Repair of Vehicles	60%
Total	100

Code of Conduct

During the term of service agreement, the MRC Code of Conduct must be signed and thoroughly followed by the service provider.

Submission Requirements

All interested should email their expression of interest to vacancies@redcrescent.org.mv before 14:00 on 12th February 2026, along with the following documentation:

- Copy of Business Registration
- Letter of Expression of Interest (EOI)
- Detailed Company Profile and letters of work experience (experience will be evaluated based on the documents submitted)
- Portfolio/examples of similar assignments that you have undertaken (to assess the quality of work)