



**MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY**

Male' Republic of Maldives

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# **Selection of HCFC importers to the Maldives for the 2023.**

**TERMS OF REFERENCE**

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**[8<sup>th</sup> November 2022]**

**Prepared by:**

**National Ozone Unit**

## 1. INTRODUCTION

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. As a party to the Vienna Convention and Montreal Protocol on Substances that Deplete the Ozone Layer, Maldives has phased out several ozone depleting substances (ODS).

The plan of phasing out of HCFC in the Maldives was set to be 2030, however the Maldives completed it 10 years prior ahead of schedule on 2020. Currently Maldives is in the servicing tail of the HPMP, and has an allocated quota of 1.68 tonnes per year.

## 2. SCOPE OF WORKS

The Scope of this service is to import and sale of HCFC gas to Maldives as per the quota allocated. As currently Maldives is in the servicing tail phase of HPMP, the annual import quota for HCFC gas is **1.68 metric tonnes**.

## 3. DELIVERABLES

<u>#</u>	<u>DELIVERABLE</u>	<u>DELIVERY DATE</u>
1	Import and sale of HCFC gas as per the quota	From 1 <sup>st</sup> January 2023 to 31 <sup>st</sup> December 2023.

## 4. DURATION

The duration of this assignment is 12 months upon the signing of the agreement

## 5. EXPERIENCE & QUALIFICATION

### (a) General Qualifications

- (i) The bidder shall furnish documentary evidence to demonstrate experience in importing and storage of refrigerants in the Maldives (legal status, place of registration and principal place of business of the company or firm or partnership, etc.)
- (ii) The bidder shall furnish documentary evidence to support that it has the technical capacity to perform the contract:
  - 5 years of experience in importing refrigerants
  - Handling and availabilities of reasonable storage facilities (the size of the facilities must be provided)

### (b) Adequacy of Proposal

The Bidder shall furnish documentary evidence that it has an average annual Sales turnover of at least MRF 5,000,000 or equivalent, in the year to qualify for the award of the contract.

### (c) Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- (i) CV's of at least 1 (one) managerial staff. Additional marks will be give be given for any extra staff.
- (ii) CV's of at least 1 (one) technical staff. Additional marks will be give be given for any extra staff.

## 6. EVALUATION CRITERIA

### Preliminary Evaluation

In the preliminary evaluation it will be checked if the bidder has submitted all the mentioned documents in the **Section 7** of this ToR.

If proponents do not meet any of the listed criteria **in section 7**, their proposal may not be considered for further evaluation.

### Technical & Financial Evaluation

The following criteria will be applied during the Technical evaluation of the proposals and attention should be paid while preparing the proposals.

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:	
	<u>Points</u>
(i) General qualifications:	
a) Years of experience in importing refrigerants	[25]
• 5 years minimum, full marks if minimum requirements fulfilled	
b) Handling and availability of reasonable storage facilities	[15]
• Total 5,000sqft minimum, full marks if minimum requirements fulfilled	
Total points for criterion (i):	<b>[40]</b>
(ii) Adequacy of the proposal	
a) Financial Capacity	[40]
• Minimum MVR 5 million in sales/revenue in 2021, full marks if minimum requirement fulfilled	
Total points for criterion (ii):	<b>[40]</b>
(iii) Key professional staff qualifications and competence:	
a) Managerial Staff	[10]
• Minimum 1 managerial staff. Additional marks will be given for any extra staff. 5 marks per staff	
b) Technical Staff	[10]
• Minimum 1 technical staff. Additional marks will be given for any extra staff. 5 marks per staff	
Total points for criterion (iii):	<b>[20]</b>
Total points for the four criteria:	100
The minimum technical score St required to pass is: <b>70 Points</b>	

## 7. SUBMISSION REQUIREMENTS

All applicants must submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR.

### **DOCUMENT PRECHECK**

- Copy of Business (company/partnerships/institutions) registration certificate.
- Copy of notification of Tax registration
- SME registration certificate (if registered)
- Copy GST registration
- Completed **FORM 1: TECHNICAL & FINANCIAL PROPOSAL FORM**
- Completed **FORM 2: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**
- Brief summary backed with adequate data about the technical and commercial capacity, staffing, and experience for the import, storage and distribution of HCFCs. Please provide links, reference letters (emails from respective clients are also acceptable) or copies of the samples of relevant works.
- Financial statements for the past year
- Completed **FORM 3: PRICE SCHEDULE**
- Completed **FORM 4: AVERAGE ANNUAL TURNOVER**

## 8. SUBMISSION

Applications must be submitted to the Ministry of Environment, Climate Change and Technology no later than 1000 Hours on 19<sup>th</sup> January 2023. Applications must be submitted to the following address:

Ministry of Environment, Climate Change and Technology

Handhuvaree Hingun, Male'

Both technical and financial proposal will be opened on the day of submission.

## 9. CLARIFICATION

If clarification is needed regarding this tender, please mail us on the below address:  
procurement@environment.gov.mv

**ANNEX 1: STANDARD FORMS**

## **FORM -1: TECHNICAL & FINANCIAL PROPOSAL FORM**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to import HCFCs to the Maldives without failing to meet the demands of the public but within the limitations of quota and license granted to us for such imports in accordance with your Request for Bids dated (date), including Addendum Nos. [insert numbers], and our Proposal. We are hereby submitting our Proposal.

We agree to abide by this Technical and Financial Proposal, which consists of this letter and Attachments 1 through [number] hereto, for a period of ninety (90) days from the date fixed for submission of proposals as stipulated in the bidding documents, and it shall remain binding on us, provided that we are invited to negotiate a contract with you before the expiration of that period.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

## **FORM-2: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

### **I. Approach and Methodology**

*[how the licensee would ensure to fulfill/manage the obligations of the contract, Control measures to avoid any over importing, measures to make the goods available to user on apriority basis, any other measures, actions methods the party is planning to meet the targets]*

### **II. Tentative import and distribution schedule.**





**FORM 4 – AVERAGE ANNUAL TURNOVER**

Each Bidder must fill in this form

<b>Year</b>	<b>MVR</b>
2021	
2020	
2019	
<b>Average</b>	

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

**END**