

Project Management Unit
Projects and Facilities Management Department
Maldives Ports Limited

Date: April 2024

PROJECT BACKGROUND

Maldives Ports Limited (MPL) requires an interior renovation and extension for the MSWH office building. The project aims to modernize existing interior spaces and expand the facility to accommodate growing operational needs. All works shall be carried out in strict accordance with the provided drawings, scope of work, and general contract conditions.

SCOPE OF WORK

The scope of works encompasses the following major tasks, as detailed in the Bills of Quantities (BOQ) and accompanying drawings:

- Removing existing exterior wall
- Removal of existing doors and windows
- Removal of existing roof
- Interior and exterior cladding
- Partition works
- Construction of metal deck
- Decking
- Ceiling
- Flooring and tiling
- Installation of doors and windows
- Painting
- Disposal of waste materials and site clearance
- Plumbing works

CONTRACTOR RESPONSIBILITIES:

The selected contractor shall be responsible for providing all labor, materials, tools, equipment, supervision, and other related items necessary to complete the project as per the defined scope of work and attached drawings. Prior approval from MPL is required for all materials used in the project.

1. SITE LOCATION

The project site is Male' South West Harbour

2. WORKING HOURS

Working hours shall be 8:00 hrs to 22:30 hrs. Saturday to Thursday. No work shall be done on public holidays and port holidays without prior approval from MPL.

3. PROJECT TIMELINE

The construction of the boundary fence and wall, along with associated works, must be completed within the agreed-upon time frame. The contractor shall adhere to the project schedule to ensure timely delivery.

4. EXECUTION OF WORK

On award of the work, the Contractor shall submit all items below via email:

- a) Proposed start date
- b) Weekly schedule/activity plan for the duration of the project prior to the start *date*.
- c) For dismantling/blocking or making a connection to any existing services or any shut-down, the contractor shall inform the MPL at least 1 working day in advance and proceed with the work only after permission from the MPL.

5. PROGRESS REPORT

- a) The Contractor shall submit weekly progress reports to the employer which shall be prepared to a format acceptable to the employer.
- b) Daily logbook will be set up at the site to be signed at the end of each working day by the representative from the contractor and MPL.
- c) Weekly site meetings attended by all Parties shall be conducted at an agreed location to discuss the progress of the project and the minutes of such meetings shall become part of this contract.

6. MATERIALS

- a) All materials used on this work shall be new and approved by MPL.
- b) The contractor shall submit material samples and catalog for pre-approval.
- c) Any changes/substitutes on material shall be approved by MPL before proceeding.
- d) All materials shall be stored in a proper manner and protected from natural elements to avoid deterioration.
- e) The contractor shall provide at his own expenses all materials, labor, tools and equipment including all necessary transport for the proper execution and completion of the works.

7. SITE CLEARANCE AND CLEANUP

On completion of the project, The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from the premises, maintaining a neat site condition.

8. SECURITY CLEARANCE

- a) The contractor shall give workers' names at least 2 days in advance to get the security clearance.
- b) All team workers shall have an official photo ID or photo ID with the company name on it.
- c) The Contractor shall inform and provide in writing transportation details vehicle registration number, driver's name, and date of delivery to MPL at least 24 hours in advance for material deliveries.

9. SAFETY

- a) The contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site and ensure safety of workmen, Employers staff and any third party.
 - i. Work will be stopped in case the proper protective equipment is not found with the workers and the lapse of time shall be at the Contractor's expense.
 - ii. MPL reserves the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.
- b) Contractor should take all safety measures and all precautions to prevent any damages to Employer's installation, equipment or any other utility or features and if any damage occurs the contractor should pay the cost of repair for the respective party.

10. RISK MANAGEMENT

The contractor is responsible for identifying potential risks associated with the project and implementing appropriate risk management strategies to mitigate these risks. This includes but is not limited to:

- Identifying risks such as adverse weather conditions, site access limitations, and material supply delays.
- Developing contingency plans to address identified risks and minimize their impact on project timelines and costs.
- Regularly monitoring and reviewing risk factors throughout the project duration and adjusting risk management strategies as necessary.
- Mitigation Plan: Conduct thorough site assessments before each phase.

11. QUALITY ASSURANCE:

The contractor shall ensure that all construction activities meet the required quality standards and comply with relevant regulations. MPL reserves the right to inspect and approve all completed works before acceptance.

12. CONTRACTUAL OBLIGATIONS:

The contractor is bound by the terms and conditions outlined in the contract agreement between MPL and the selected bidder. Any deviations from these terms must be approved in writing by both parties.

13. EVALUATION CRITERIA:

PRICE 60 POINTS

DURATION 30 POINTS

EXPERIENCE 10 POINTS

NOTES:

1. All works is to be carried out with good workmanship practice to the satisfaction of Maldives Ports Limited
2. The contractor shall provide at his own expenses labour, tools and equipment including all necessary transport for the proper execution and completion of the works
3. Contractor shall ensure safety of workmen, Employers staff and any third party
4. Contractor should take all safety measures and all precautions to prevent any damages to Employer's installation, equipment or any other utility or features and if any damage occurs the contractor should pay the cost of repair for the respective party.
5. The contractor is responsible for site cleaning and disposal of all unwanted materials on completion of the works
6. Maldives Ports Limited will provide **ELECTRICITY & WATER** required for the work (MPL will show the nearest extension point of water and electricity. Contractor should bring all the necessary equipment required for extension)
7. **Paving blocks will be provided by MPL.**
8. Special consideration shall be given not to disrupt any ongoing works of Hulhumale Port (Example, operational works). Contractor is to co-ordinate with Projects Management department of MPL in coming up with a proper working schedule
9. Daily logbook will be set up at site to be signed at the end of each working day by the representative from the contractor and MPL
10. Weekly site meetings attended by all Parties shall be conducted at an agreed location to discuss the progress of the project and the minutes of such meetings shall become part of this contract
11. The Contractor shall submit weekly progress reports to the employer which shall be prepared to a format acceptable to the employer
12. No sub-contracting is allowed in this work