

## **TERMS OF REFERENCE**

### **1. Background of the Organization**

Maldives Post Limited is a limited liability company formed in 1994 and is fully owned by the government of Maldives with a mandate of providing postal service across the country and abroad under Universal Postal Service Obligation (USO). Maldives Post is the national postal operator in the country with a network of more than 16 postal offices across the nation providing access to postal service in all the inhabited islands.

### **2. Mandatory Documents to submitted**

- Company profile and registration certificate
- GST Registration Certificate
- Proposal quotation
- Authorized partner certificate
- Last 2 years financial statements
- Reference letters from previous project clients with relevant referees and contact details (minimum 3 reference)
- Parties who are submitting combined bids/proposals shall submit details of third party.
- Declaration on ethical conduct and fraud and corruption agreement
- MIRA tax clearance letter dated not longer than 3 months from date of bid submission

### **3. Bid Rejection**

Submitting false information/ documents

- Bids that are unreasonably high in price compared to the cost estimate;
- Bidders who fail to submit any of mandatory documents
- Submission of low-quality proposals
- Bidders who fail to meet the requirement and technical specification of the equipment.
- Bidders who fail to submit declaration on ethical conduct and fraud and corruption agreement.
- Bid validity must be minimum 90 days from the date of bid opening, and the proposed price must remain unchanged during the bid validity period.

#### 4. Project Scope

Scope of work and deliverables

##### 4.1 Introduction

This proposal outlines the necessity of acquiring a van for our Mail Operations Department, with the aim of improving the efficiency and safety of our mail conveyance

##### 4.2 Objective

Our primary objective is to enhance the efficiency of mail delivery and collection processes, emphasizing the timely and secure handling of documents and parcels. Given the increasing volume of both inward and outward domestic and international mail, ensuring the prompt conveyance of mail has become crucial to our operations

#### 5. BID Eligibility

All vendors are expected to meet the eligibility requirements specified under the 'Eligibility' include documentations required establishing eligibility of the goods and supplier.

#### 6- Project timeline

Submit project plan and detailed time line to complete the project.

#### 7. Evaluation and Comparison of Bids

The proposals will be reviewed and evaluated by the Bid committee of Maldives Post Limited intends to apply the following criteria in evaluating the proposals

Criteria	Weightage
Price	60%
Authorized Partnership	15%
After sales service	15%
Delivery period	10%

##### Price:

- Price quoted must be quoted in Maldivian Rufiya inclusive of all applicable taxes and any other fees.

Proposal Cost: 60 % for the lowest price, (Lowest price/proposed price) x60

##### After sales service:

- The Bidder shall include a minimum after sales service period  
15 % for the maximum after sales service period (maximum service period/proposed service period) x15

**Authorized Partnership**

- Bidder shall be an authorized partner or a distributor partner of the product

**Delivery period**

- Vehicle shall be delivered at the earliest due date  
10 % for the shortest delivery period (shortest delivery period/proposed delivery period) x10

**8. Agreement between for the awarded BID and please find below for some of important points**

- If the bidder discontinues for any reason after winning the bid, the bidder shall bear full responsibility for the loss.
- Full compensation will be taken for delayed work days
- Some crucial points will be added to the agreement in addition to the previously mentioned points

**9. Warranty Support and Maintenance:**

A minimum warranty period shall be 12 months for support and maintenance.

## Specification

### BRAND - TOYOTA

<b>Dimension and weight</b>		
Overall Length / Width / Height	mm	5335 / 1950 / 2286
Wheelbase	mm	2570
Tread (Front / Rear)	mm	Fr 1470 / Rr 1465
Min. Turning Radius	m	5.7
Ground Clearance	mm	195
Gross Vehicle Weight	kg	2800
Kerb Weight	kg	1720
Payload	kg	1080
Cargo Space (L / W / H)	mm	L-2930/W-1545/H-1335
Seating Capacity (Incl. Driver)		3
<b>Engine Transmission</b>		
Engine Model Code		1GD-FTV
Displacement	cc	2755
Engine Type		2.8L Turbo Diesel, 4-Cylinder in-line, Fuel Injection with Common-Rail
Bore x Stroke	mm	92 x 103.6
Compression Ratio	kW/rpm Nm/rpm	15.6:1
Max Output		111 / 3600
Max Torque		300 / 1000-3400
Transmission		6-Speed Auto
Final Gear Ratio		4.100
Exhaust Emission Control		JPN WLTP
Fuel Consumption	km/L	11.5
Fuel Tank Capacity	L	70
Suspension		Fr: Double Wishbone / Rr: Leaf Spring, Rigid
Tyre		195/80R15 107/105N LT
Brakers	Front Rear	Ventilated Disc Brake Leading-Trailing Drum Brake
<b>Exterior</b>		
No of Doors		5
Headlamps		Halogen
Keyless Entry		With
Power Window		D + P (D Auto Up/Down with Jam Protection)
Rear Window Wiper		Intermittent
Outside Rear View Mirror		Large, Electrical Retractable
High-Mount Stop Lamp		LED
Mud Guards		With (Fr + Rr)
Sliding Door		With

<b>Additional</b>		Model version must be between 2020- 2024
<b>Interior</b>		
Steering Wheel Gear Shift Audio System Cabin Work Space / Storage Air conditioner Assist Grips Inside Rear View Mirror Seat Material		Urethane With Steering Switches Dash-Mount Gear Shift Android Centre Seatback + Cupholders With + Front Heater With With Vinyl Leather
<b>Safety Features</b>		
Anti-lock Braking System (ABS) Hill-start Assist Control (HAC) Traction Control (TRC) Emergency Brake Signal SRS Airbags Seat Belts Camera		With + Vehicle Stability Control (VSC) + Brake Assist (BA)  With  With With 2 All Seats Reverse Camera