

Cargo Clearance and Transfer of Goods to MWSC Sites at Male', Hulhumale', Villimale' and Gulhifalhu - Air Cargo Shipments

Qualification of Bidders:

The bid document shall comprise the following information in the given format and order, which MWSC shall use to determine whether the Bidder possesses relevant experience, technical capacity to undertake the project works and to complete successfully in accordance to the bid. Any bid did not accompanied by the following in the given **format and order** shall be rejected by the Employer as non-responsive.

- ➤ Bid form. Must be filled stamped and signed. Amount stated in the bid document should be exclusive of GST and should tally with the amount stated in the BOQ.
- MIRA tax clearance (within 06 months). Must be clear.
- Bid Security
- Broker License (Customs)
- Business Registration Certificate at Economic Ministry
- GST Registration
- Priced BOQ. Must be filled and complete. BOQ should not be altered. Bidder's rates should not be more than two decimals.
- Work schedule.
- Audited Financial Statements (Past three years)
- Bank Statements (Past two years)
- ➤ List of Machineries and Equipment proposed for the project in the given format "List of Machineries and Equipment" under Section-V Sample forms.
- List of Key Personnel's proposed for the project in the given format "List of Key Personnel's" under Section-V Sample forms.
- > Experience Part 1 list of Similar Projects completed over last five years in the given format "Form of Experience" under Section-V Sample forms.
- Experience Part 2 list of Ongoing MWSC Projects in the given format "Form of Experience" under Section-V Sample forms. (Applicable for bidders with ongoing contract commitments with MWSC)

Scope of Works

1. Location of the Works

The site for the works proposed under this contract is the islands Male', Hulhumale', Villimale' & Gulhifalhu

2. Description of the Works.

The Contractor shall provide the following services or works to MWSC:

- a) Cargo clearance, handling and delivery of cargo consigned to MWSC by Air freight.
- b) Upon receipt of shipping documents (AWB, Commercial invoice, Packing List, Insurance policy), it is a responsibility of the Contractor to identify the local handling agent & keep track of the arrival of shipment. The Contractor shall solely be liable for any delays due to lack of arrival information once all documents are handed over to the Contractor.
- c) Contractor shall act on behalf of MWSC and carry out all works related to Customs clearance, including Customs formalities. Contractor shall avoid unexceptional delays in customs documentation & maintain proper communication with customs to complete the documentation process as early as possible.
- d) Labour works in Delivery of goods from VIA to MWSC's respected stores/warehouses ("MWSC warehouses") specified below and in accordance with MWSC's instructions;
 - Fen Building & Customer Service Building at Ameenee Magu, Male' & other stores at head office site
 - MWSC Warehouse, Boduthakurufaanu Magu, Male'
 - MWSC Services Unit, Boduthakurufaanu Magu, Male'
 - MWSC Store, 1st floor, Fen Building
 - MWSC Stores, Hulhumale'
 - MWSC Warehouse and Pipe Rack, Hulhumale'
 - MWSC specified sites in Hulhumale Phase 1 & Phase 2
 - MWSC Laboratory in Villimale'
 - MWSC Site at Gulhifalhu' (including stores, warehouses & Pipe racks at Gulhifalhu site, etc.)
- e) Arranging and stacking of goods in the respected stores/warehouse as per MWSC's instructions.
- f) Contractor shall ensure that no loss or damage is caused to the goods during any stage of the process of providing services under this Contract. The Contractor shall be liable for damages incurred in the event of any loss or damage to the goods.
- g) All the goods cleared from VIA shall be brought to the designated MWSC's warehouses before 04:00 pm and a minimum of 02 (Two) hour notice of delivery shall be given to MWSC personnel. However, in the case of emergency, Contractor shall clear & deliver the goods as per the instruction given by MWSC.
- h) Before clearing any cargo consigned to MWSC from the VIA, the Contractor shall inspect the cargo on behalf of MWSC and in the case of loss/shortage or damage to goods is found, the Contractor shall inform in writing to all necessary parties and complete the necessary documentation. Contractors shall take pictures of the Goods while clearing and shall provide to MWSC upon request.
- i) The Contractor shall obtain signature from MWSC personnel upon inspection & acceptance of shipment.
- j) Contractor shall provide weekly status or desired schedule for the upcoming deliveries of the shipments to MWSC, in order to organize & make necessary arrangements for the receipt of shipments. Contractor shall give minimum 02 hour notice to MWSC personnel regarding the identification & nature of shipment in order

to verify location & space for the shipment.

- k) Upon request from MWSC where special inspection & supervision is required, Contractor shall make necessary arrangements for the inspection & supervision of MWSC personnel before the shipments are unstacked from the container. MWSC will instruct such shipment prior to clearance.
- I) Contractor shall appoint an eligible local supervisor who can efficiently communicate & has the authority to make on spot decisions at the time of clearance & delivery of shipments to the instructed sites of MWSC.
- m) Contractor shall arrange a staff to collect Payment from MWSC & shall arrange to Collect DO from MWSC and agents.

Summary of evaluation criteria with weights:

Criteria	Weighting %
Offer submitted for tender	50
-Offer submitted will be calculated based upon total figure in Annex 1 "YEARLY ESTIMATE OF CLEARANCE". The responsive bidder who submitted the lowest total in the year estimate will obtain the highest score and will be marked accordingly in this category.	
Past experience in customs clearance	20
Financial Background	15
Resources	10
Work Plan	5
Weighted score	100

- * The lowest offer may not be entitled to get the highest point depending on the remaining criteria of evaluation.
- * Contractor shall submit documents which supports experience in the Cargo clearance field. Term contract reference letters of past 5 years (1 points for 1 letter. Maximum 10 points) and One-time contract reference letters (1 point for 1 letter. Maximum 10 points). Should be letters by different parties.
- * Financial Statements of the company for the past 03 years shall be submitted along with the bid for the proof of financial background of the company. (Balance Sheet, income Statement, Cash flow statement present cash at hand and bank status)
- * Bidders are also requested to submit a list of resources which is planned to use in the project & how the resources are allocated. (Owned vehicles, vessels, Man power & Office Space).
- * A proper workflow plan also must be submitted.