

PRE-BID INFORMATION SESSION

Project Name	RE-TENDER / SUPPLY OF DOORS, WINDOWS & PARTITION FOR HEAD OFFICE RENOVATION	
Reference	MGPL-I/PD/2020/09	Date: 18 February 2020
Bid Information Session	26 February 2020	Time: 11:30 am
Bid Submission	04 March 2020	Time: 11:30 am

A - BACKGROUND

Maldive Gas Private Limited (MGPL), a subsidiary of State Trading Organization (STO), is in the natural gas distribution market since 1999, catering to a customer base of over 40,000. Over the years we have emerged as the market leader in providing Liquefied Petroleum Gas (cooking gas) throughout the Maldives. In addition to LPG, we also provide a wide range of related appliances and industrial gases such as Acetylene, Argon, Nitrogen, and Helium. We are also the sole producer and supplier of medical oxygen catering to more than 95% of hospitals throughout the country.

B – SCOPE OF WORK

Supply and Delivery of doors, windows and partitions as per the Bill of Quantities (BOQ) and Technical Drawing attached with this TOR as **ANNEX 1**.

1. All bidders shall provide sample photos of proposed doors, windows and partition.

C – DELIVERY PERIOD

The contractor shall provide the period that they could complete the work.

D- PROPOSAL OUTLINE

The following documents should be submitted along with the proposal if not proposal will be stated non-responsive.

- Detail profile of your service range is to be attached along with client reference if available.
- Proposed fees

In addition to above if the contractor is a

Company:

- A letter that clearly indicates the Bidder’s offer (signed and stamped by an authorized person).
- Company Registration Copy
- ID Card Copies of shareholders
- GST Registration Certificate Copy

Sole proprietorship:

- A letter that clearly indicates the Bidder's offer (signed and stamped by an authorized person).
- Registration Certificate
- ID Card Copy of the owner
- GST/MIRA Registration Certificate Copy

E – EVALUATION CRITERIA

The selection of a contractor or Company will be based on the following criteria:

- Quality of the proposal and how it meets the requested scope of work;
- Relevant experience;
- The duration of delivery;
- The proposed Price;

Experience	5%
- Past and present experience (client referral letters)	
Duration	20%
- Delivery Period	
Price	75%
- Tendered price	
TOTAL	100%

F – BID SUBMISSION

- a) Proposals are to be submitted in a Sealed Envelope on **Wednesday, 04 March 2020** **@11:30** to the address below:

Maldive Gas Private Limited
#2-21 S.T.O Trade Center, Orchid Magu
Male', Republic of Maldives

- b) For further inquiries please contact:
 Procurement Department
 Maldive Gas Private Limited
 Tel: 333 5614 Fax: 333 5615
 Email: procurement@maldivegas.com

G – SELECTION AND AWARD OF CONTRACT

- The highest scoring party as per the evaluation shall be awarded the work.
- After selection, a conditional revocable Letter of Award (the "LOA") shall be issued, in duplicate, by MALDIVE GAS to the selected party and the selected party shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgment thereof. In the event the duplicate copy of the LOA duly signed by the selected party is not received by the stipulated date, MALDIVE GAS may consider the next lowest party.
- If the selected party fails to sign the Agreement with Maldive gas within the given duration, the LOA shall be canceled and shall be considered null and void.

F- OTHER INFORMATION

Terms and Conditions:

- No advance payment shall be given for the work. Payment shall be given upon delivery and submission of an invoice to Maldive Gas.
- If the awarded contractor fails to complete on the agreed date or fails to deliver within the stipulated time period, 1% of the contract value will be deducted as Liquidated Damages for each and every day between the agreed date and actual date of Delivery.
- Must not be a Blacklisted / Default/ Legal Customer of Maldive Gas or State Trading Organization Plc.
- Proposals received by Maldive Gas after the specified time on the Submission Due Date shall not be eligible for consideration and shall be summarily rejected.
- To assist in the examination of responsiveness, evaluation, and comparison of bids, the Employer/Purchaser/Seller may, at the Employer's discretion, ask any Bidder to submit any document (including and not limited to some mandatory documents which shall not affect the competitiveness of the process) for clarification and verification of the Bidder's Bid. Any document which affects the competitiveness of the process shall not be accepted during the resubmission period. The Tender Committee has the discretion to reject any document submitted during the resubmission period, if found, which shall affect the competitiveness of the process.
- Supplier and its agents, employees, representatives, directors, shareholders shall not involve in any fraud practice or any allegation of corruption/misappropriation up to the Submission Date and shall not have any pending threatened litigations.
- Contact person, with name, phone, fax and email to be clearly stated.
- At any time prior to the Submission Due Date, Maldive Gas may, for any reason, whether at its own initiative or in response to clarifications requested by a Party, modify

the TOR by the issuance of Addenda. Any Addendum issued hereunder will be in writing and shall be sent to all the Parties.

Blacklisting:

Blacklisting is a consequence of failure on commitment or quality issues below. Vendors will not be blacklisted for unintentional mistakes or actions which do not tantamount to intentional cheating. Maldive Gas has the right to Blacklist the vendors permanently or to suspend the vendor for a certain period of time depending on the severity.

- Intent to cheat.
- Misrepresentation of facts in Bid Proposals.
- Malpractices in supplies or services
- Intentional Disclosure of Maldive Gas or State trading organization plc. confidential information
- The vendor participates in bidding/ Negotiations, wins the contract but subsequently does not execute the work.
- Repetitive Quality issues in Supplies / Services
- Extreme delays in deliveries or execution of services
- Vendor's repetitive delays getting into a contractual agreement with Maldive Gas after winning a contract.
- Other violations of responsible business practices
- Any other criteria as Maldive Gas may deem appropriate in the interest of the organization or government in compliance with company policies and Laws of the Republic of Maldives.

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Parties shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising Maldive Gas in relation to, or matters arising out of, or concerning the Bidding Process. Maldive Gas will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. Maldive Gas may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to

enforce or assert any right or privilege of the statutory entity and/ or Maldivo Gas or as may be required by law or in connection with any legal process.

Disclaimer:

Notwithstanding anything contained in this TOR, Maldivo Gas reserves the right to reject any proposal and to annul the Process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event that Maldivo Gas rejects or annuls all the proposals, it may, in its discretion, invite all eligible Parties to submit fresh proposal hereunder.