

TERMS OF REFERENCE

Operation of the Tuck Shop at Thilafushi International Port

Contract period: One year

1. Invitation

Maldives Port Development Pvt Ltd ("MPD") invites proposals from eligible businesses to operate the tuck shop at Thilafushi International Port for a period of one year.

The tuck shop will provide port personnel, contractors, visitors and other authorised users with convenient access to general everyday essentials. No cooking shall be permitted in the tuck shop.

2. Premises

MPD will make the tuck shop building available to the successful bidder for the contract period. The location and details of the building are provided in Annex 1.

The bidder shall inspect the premises before submitting a proposal. MPD will provide the building only. The successful bidder shall provide, at its own cost, any shelving, display units, point-of-sale system, refrigeration or other equipment required for its operation, unless otherwise agreed in writing with MPD. Goods may be carried on the staff ferry, subject to operational capacity and availability. The bidder shall arrange and bear the cost of inland transportation from the ferry landing point to the tuck shop.

3. Contract period and operating hours

The contract will run for one year, commencing on the date specified in the contract or handover notice. Any extension will be subject to MPD's written approval and the terms of the contract.

The successful bidder shall operate the tuck shop during the operating hours determined by MPD. MPD will communicate the required hours to the successful bidder before commencement of operations.

4. Eligibility requirements

Bidders must meet all of the following requirements:

- Be a business legally registered in the Maldives.
- Submit a valid Maldives Inland Revenue Authority (MIRA) tax clearance certificate.

Proposals that do not meet the eligibility requirements may be rejected without further evaluation.

5. Proposal submission

There is no separate proposal form. Bidders shall include all required information and supporting documents in their proposal, including:

1. The proposed monthly rent in Maldivian Rufiyaa (MVR).
2. Business registration certificate and valid MIRA tax clearance certificate.
3. Information and supporting documents showing the number of completed years in business.

4. A proposed product list showing each distinct product, its category, pack or unit, and proposed retail price.
5. A description of the bidder's proposed stocking, replenishment and product availability arrangements.
6. A list of any equipment or other items the bidder proposes to provide.
7. Any other information the bidder considers relevant to its proposal.

6. Evaluation criteria

Eligible proposals will be evaluated out of 100 points:

Criterion	Weight
Proposed monthly rent	50 points
Business experience	30 points
Range of products offered	20 points
Total	100 points

6.1 Proposed monthly rent — 50 points

The highest responsive monthly rent offer will receive 50 points. Other responsive offers will be scored proportionately:

$$\text{Rent score} = (\text{Bidder's proposed monthly rent} \div \text{Highest responsive monthly rent}) \times 50$$

The proposed rent shall be stated in MVR per month.

6.2 Business experience — 30 points

Bidders will receive 5 points for each completed year in business, up to a maximum of six years:

Completed years in business	Points
1 year	5
2 years	10
3 years	15
4 years	20
5 years	25
6 years or more	30

Experience must be supported by relevant documents. MPD may verify the information submitted.

6.3 Range of products offered — 20 points

Bidders shall submit a product list as part of their proposal. The list shall identify each distinct product proposed for sale, including its category, pack or unit, and proposed retail price. The bidder offering the highest number of distinct products in its responsive product list will receive 20 points. Other bidders will be scored proportionately:

$$\text{Product range score} = (\text{Bidder's number of distinct products} \div \text{Highest number of distinct products offered}) \times 20$$

No fixed minimum product count is prescribed. Each product shall be a distinct sale item; duplicate entries shall not be counted more than once. The successful bidder shall stock and maintain the products committed in its proposal, subject to reasonable replenishment arrangements.

The proposed range may include packaged snacks, non-alcoholic beverages, basic grocery items and personal-care essentials. No cooking shall be permitted in the tuck shop.

7. Evaluation and award

MPD will evaluate proposals against the eligibility requirements and criteria in this TOR. MPD may request clarifications or supporting documents from bidders during the evaluation.

The contract is expected to be awarded to the eligible bidder with the highest overall score, subject to MPD's approval and satisfactory completion of contract formalities. MPD reserves the right to reject any or all proposals in accordance with its procurement requirements.

8. Responsibilities of the successful bidder

The successful bidder shall:

- Operate the tuck shop during the operating hours set by MPD.
- Sell each product at the prevailing retail price charged in Malé for the same product. If MPD identifies that a product is being sold above the Malé retail price, MPD will first notify the bidder and require the price to be corrected. Failure to correct the price may lead to termination of the contract.
- Provide and replenish the products committed to in its proposal and ensure that no cooking takes place on the premises.
- Ensure that products are safe, properly stored, within their expiry dates and suitable for sale.
- Maintain the premises in a clean and orderly condition and use the premises only for the authorised tuck shop operation.
- Provide and maintain its own shelving, display units, point-of-sale system and other operating equipment.
- Ensure that its staff are appropriately trained, identifiable and authorised to work at the port.
- Pay the agreed monthly rent in accordance with the contract.
- Report damage, equipment failure or other issues affecting the premises to MPD.
- Remove its own property at the end of the contract and return the premises in the condition required by the contract, allowing for fair wear and tear.
- Comply with applicable laws, food-handling requirements and port security, safety and access requirements.

9. Annexes

- Annex 1: Tuck shop location and building details.