

TERMS OF REFERENCE

Operation of the Cafeteria at Thilafushi International Port

Contract period: One year

1. Invitation

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

The successful bidder shall provide cafeteria services, including breakfast, lunch and dinner, as applicable to the operational hours set for the port. MPD will advise the successful bidder of the required operating hours.

2. Cafeteria premises and items provided

MPD will provide the cafeteria building for the contract period. The floor plan is attached as Annex 1.

The equipment and other items to be provided by MPD are listed in Annex 2. Bidders shall review the floor plan and item list when preparing their proposals. Before handover, MPD and the successful bidder shall record the condition and quantity of the items provided.

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 cafeteria.

Bidders shall identify in their proposals any additional equipment, furniture or other items they intend to provide.

3. Contract period

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.

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.
- Either operate at least one existing food outlet or hold an ongoing catering contract.

- Submit evidence supporting the business experience claimed in the proposal.

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.
3. Valid MIRA tax clearance certificate.
4. Evidence of an existing food outlet or ongoing catering contract.
5. Information and supporting documents showing the number of completed years in business.
6. Proposed bank guarantee details, including the proposed amount, validity period and issuing bank. The bidder selected for the contract will be requested to submit the original bank guarantee.
7. Details of proposed staff discounts, free services or other benefits, including their cumulative value for one year and the basis of calculation.
8. A list of any additional equipment or items the bidder proposes to provide.
9. 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
Financial capacity: bank guarantee	10 points
Additional benefits offered	10 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 Maldivian Rufiyaa (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 Financial capacity: bank guarantee — 10 points

Bidders shall include the proposed bank guarantee amount, validity period and issuing bank in their proposals. The bidder selected for the contract will be requested to submit the original guarantee.

The bank guarantee shall be for a period of six months and shall be calculated with reference to the bidder's proposed monthly rent. It must be issued by a bank acceptable to MPD and comply with the contract requirements.

For scoring, the proposed guarantee amount will be assessed against six months of the bidder's proposed rent:

Financial capacity score = (Proposed guarantee amount ÷ Six months of proposed rent) × 10, up to a maximum of 10 points.

A proposed guarantee equal to six months of rent will receive 10 points. The selected bidder must submit the original guarantee before contract commencement.

MPD shall have the right to call upon (claim) the bank guarantee if the successful bidder terminates the contract during the guarantee period or fails to pay rent for two (2) months.

If MPD considers the bidder's rental payment performance during the first five (5) months to be unsatisfactory, MPD may require the bidder to extend the bank guarantee. The bidder shall arrange the extension for the period specified by MPD and submit evidence of the extension before the existing guarantee expires.

6.4 Additional benefits offered — 10 points

Bidders may propose benefits such as discounts to port staff on the regular menu, free services or other measurable benefits.

The proposal shall state the cumulative monetary value of all benefits for one year, with the basis of calculation and supporting details. The bidder offering the highest evaluated annual benefit value will receive 10 points. Other bidders will be scored proportionately:

$$\text{Benefits score} = (\text{Bidder's evaluated annual benefit value} \div \text{Highest evaluated annual benefit value}) \times 10$$

Benefits must be clearly described and capable of being delivered during the contract period.

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 cafeteria during the operational hours set by MPD.
- Provide breakfast, lunch and dinner as applicable to those operational hours.
- Keep the premises, equipment and other items provided by MPD clean and in good condition, allowing for fair wear and tear.
- Use MPD-provided equipment and items responsibly and only for operating the cafeteria.
- Maintain suitable food hygiene, sanitation and food-handling practices, and comply with applicable laws and permit requirements.
- Ensure that its staff are appropriately trained, identifiable and authorised to work at the port.
- Provide the staff discounts, free services or other benefits committed to in its proposal.
- Pay the agreed monthly rent in accordance with the contract.
- Submit the original bank guarantee before contract commencement, maintain it for the required period and provide an extension if requested by MPD under Section 6.3.



- Report damage, loss, equipment failure or other issues affecting the premises or items provided by MPD.
- Remove its own property at the end of the contract and return the premises and MPD-provided items in the condition required by the contract.
- Comply with applicable port security, safety and access requirements.

9. Annexes

- Annex 1: Cafeteria floor plan
- Annex 2: List of equipment and other items provided by MPD