TERMS OF REFERENCE

Project Name	Tender for Freight, Customs Clea	rance and Warehouse delivery
Reference	MGPL-I/PD/2020/11	Date: 30 August 2020
Bid Information Session	08 September 2020	Time: 12:00
Bid Submission Date	13 September 2020	Time: 12:00

1. 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.

2. PURPOSE AND DESCRIPTION OF THE WORK

Maldive Gas Private Limited seeks RFP from a registered company that provides shipping agency services to handle and carry out all the freight, customs clearance duties for MGPL Imports and Exports products.

3. SCOPE OF WORK

- Carry out all import & export of freight and custom clearance documents for MGPL.
- Carry out all import & export of freight and customs cargo clearance for all consignment by either
 Sea or Air.
- Collect shipping documents from the suppliers on behalf of MGPL.
- Ability to expedite urgent consignment.
- Provide shipment tracking and pre-alerts for MGPL consignments.
- The contractor shall pay customs duty and MPL charges on behalf of MGPL and request for reimbursement with supporting documents
- After customs clearance, deliver goods to MGPL's nominated warehouse in K.Thilafushi / Male' /
 Hulhumale' properly palletized. Including loading at contractor's warehouse and unloading at
 MGPL's warehouse or site.
- Inform MGPL immediately of any discrepancies in the consignment or damages to the goods during transit or onshore handling for inspection by MGPL officers prior to delivery.
- The contractor shall be liable for all Demurrage charges or any other fines enforced by the customs, MPL or any other authority due to delays of goods clearance in due time.

4. OTHER VALUE ADDED SERVICES

The bidder at its own discretion may provide information on any other value-added services that it will provide MGPL for this Tender without additional cost to MGPL.

5. OTHER INFORMATION

- Ability to provide a credit limit of MVR 50,000.00 per month.
- Payment term of 30 days
- The bidder must clearly indicate any other charges that could incur during the process of customs clearance and freight management, not mentioned in the table above.
- The bidder must provide prices for all the categories in Table 1 to Table 10.
- The successful bidder will be required to submit together with their invoices, all necessary supporting documents for any payment made on behalf of MGPL upon request.
- The bidder must be a registered shipping Agency as per the regulations of the Maldives Transport Agency.
- The bidder must be responsible for the cargo from the point of collection from suppliers' warehouse until its delivery to MGPL dedicated warehouse.

6. DOCUMENTS TO SUBMIT WITH THE BID

- a) The interested parties should submit the following documents:
- Company profile
- Registration copy
- GST registration copy
- Shipping agency registry copy
- Work plan or schedule shall be submitted with the offer
- Reference letters (work completion/award letters) related cargo clearance field,
- Resources (vehicle, vessels, types of machinery, and number of staffs)
- b) Proposals shall remain valid for a period of 30 (thirty) days after the specified deadline for proposal submission, or any other date that is the subject of a Proposal amendment.

7. EVALUATION CRITERIA

The selection criteria set out in this clause will be used to ascertain the most advantageous response for MGPL.

Many factors will contribute to the assessment of response and information supplied in response to various sections of the scope of work will contribute to the assessment against each selection criteria.

The response will be assessed in accordance with the following criteria and weighting factors.

	Description	Weighting %
1	Bid Price	80%
	Table 1: IMPORT FCL EXWORKS CMB MLE	30%
	TABLE 2: EXPORTS FCL EXWORKS MLE CMB	30%
	Table 3: IMPORT FCL FOB CMB MALE	2%
	TABLE 4: IMPORT FCL EXWORKS OTHER PORTS	5%
	TABLE 5: IMPORTS FCL FOB OTHER PORTS	2%
	TABLE 6: IMPORTS LCL EXWORKS	2%
	TABLE 7: IMPORTS LCL FOB	2%
	TABLE 8: IMPORTS AIR FREIGHT 1-300KG	4%
	TABLE 9: IMPORTS AIRFREIGHT 301-500KG	2%
	TABLE 10: IMPORTS AIR FREIGHT 501-1000KG	1%
2	Past experience related to cargo clearance	20%
	5% per reference letter	
	Total	100%

8. PRICE

For Sea Freight Import clearance, Sea Freight Export and Airfreight import clearance please fill up price in Annex 1. Price shall be submitted according to the table format given and no other format will be accepted.

9. TENDER EVALUATION

After the bids are received, it will go through a normal tender evaluation process as per MGPL's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful bidder will enter into a 1 Years contract with MGPL as mutually agreed. All terms and conditions and pricing details will be stipulated in contract documents.

10.SUBMISSION OF TENDER

- a) Proposals are to be submitted on <u>13th September 2020 Time</u>: <u>12:00</u> to Maldive Gas Private Limited Head Office (STO Trade Center 2nd Floor) Orchid Magu, Male', Republic of Maldives.
- b) For further inquiries please contact or drop a mail to below-given mail address;

Ms. Fathimath Shiuna Procurement Department Maldive Gas Private Limited

Tel: 3005446

Email: procurement@maldivegas.com

Annex 1

TABLE 1: IMPORTS FCL EXWORKS CMB MLE

POL	POD	CONTAINER		OCEAN FREIGHT	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
		20' GP	General Cargo					
		20 GF	DG Cargo					
COLOMBO	MLE	40' GP	General Cargo					
COLOIVIBO	IVILE	40 GF	DG Cargo					
		40' HC	General Cargo					
		40 HC	DG Cargo					

TABLE 2: EXPORTS FCL EXWORKS

POL	POD	CONTAINER		OCEAN FREIGHT	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
		20' GP	General Cargo					
		20 GP	DG Cargo					
MALE	COLOMBO	40' GP	General Cargo					
IVIALE	COLOIVIBO		DG Cargo					
		40' HC	General Cargo					
		40 HC	DG Cargo	·	_			

TABLE 3: IMPORTS FCL FOB CMB MLE

POL	POD	CONTAINER		OCEAN FREIGHT	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
		20' GP	General Cargo				
		20 GP	DG Cargo				
COLOMBO	MLE	.E 40' GP	General Cargo				
COLOIVIBO	IVILE	40 GF	DG Cargo				
		401.116	General Cargo				
		40' HC	DG Cargo				

TABLE 4: IMPORTS FCL EXWORKS OTHER PORTS

POL	POD	CONTAINER		OCEAN FREIGHT	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT							
		20' GP	General Cargo												
		20 GP	DG Cargo												
THAILAND	MLE	40' GP	General Cargo												
LAEM CHABANG	IVILE	40 GP	DG Cargo												
		40' HC	General Cargo												
		40 HC	DG Cargo												
		20' GP	General Cargo												
			DG Cargo												
THAILAND	MLE	.E 40' GP	General Cargo												
LAT KRABANG	IVILE	40 GP	DG Cargo												
									40' HC	General Cargo					
		40 HC	DG Cargo												
		20' GP	General Cargo												
		20 GP	DG Cargo												
SINGAPORE,PSA	MLE	40' GP	General Cargo												
		40 GP	DG Cargo												
		40' HC	General Cargo												

			DG Cargo			
		20' GP	General Cargo			
		20 GP	DG Cargo			
CHINA	MLE	40' GP	General Cargo			
GUANGZHOU	IVILE	40 GF	DG Cargo			
		40' HC	General Cargo			
		40 HC	DG Cargo			
		20' GP	General Cargo			
		20 GP	DG Cargo			
CHINA	MLE	40' GP	General Cargo			
SHANGHAI	IVILL	40 GF	DG Cargo			
		40' HC	General Cargo			
		40 FIC	DG Cargo			

TABLE 5: IMPORTS FCL FOB OTHER PORTS

POL	POD	CONTAINER		OCEAN FREIGHT	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
		20' GP	General Cargo				
		20 GF	DG Cargo				
THAILAND LAEM	MLE	40' GP	General Cargo				
CHABANG	IVILL	40 GF	DG Cargo				
		40' HC	General Cargo				
		40 HC	DG Cargo				
		20' GP	General Cargo				
		20 GP	DG Cargo				
THAILAND	MLE	40' GP	General Cargo				
LAT KRABANG	IVILE	40 GP	DG Cargo				
		40' HC	General Cargo				
		40 HC	DG Cargo				
SINGAPORE,PSA	MLE	201.00	General Cargo				
SINGAPORE,PSA	IVILE	20' GP	DG Cargo				

		40' GP	General Cargo		
		40 GP	DG Cargo		
		40' HC	General Cargo		
		40 HC	DG Cargo		
		20' GP	General Cargo		
		20 GP	DG Cargo		
CHINA	MLE	40' GP	General Cargo		
GUANGZHOU	IVILL	40 GF	DG Cargo		
		40' HC	General Cargo		
		40 110	DG Cargo		
		20' GP	General Cargo		
		20 GF	DG Cargo		
CHINA	MLE	40' GP	General Cargo		
SHANGHAI	IVILL	40 01	DG Cargo		
		40' HC	General Cargo		
		40 116	DG Cargo		
					 <u>, </u>
		20' GP	General Cargo		
			DG Cargo		
CHINA	MLE	40' GP	General Cargo		
TIANJIN	IVILL	40 GI	DG Cargo		
		40' HC	General Cargo		
		40 110	DG Cargo		
		20' GP	General Cargo		
			DG Cargo		
CHINA	MLE	40' GP	General Cargo		
NINGBO	14122	40 GI	DG Cargo		
		40' HC	General Cargo		
			DG Cargo		
SLOVAKIA	MLE	20' GP	General Cargo		
320 VANIA	14166	20 01	DG Cargo		

		40' GP	General Cargo		
		40 GF	DG Cargo		
		40' HC	General Cargo		
		40 HC	DG Cargo		
		20' GP	General Cargo		
		20 01	DG Cargo		
INDIA	MLE	40' GP	General Cargo		
CHENNAI	IVILL	40 GF	DG Cargo		
		40' HC	General Cargo		
		40 HC	DG Cargo		
		20' GP	General Cargo		
		20 GF	DG Cargo		
INDIA	MLE	40' GP	General Cargo		
NEVA SHIVA	IVILE	40 GP	DG Cargo		
		40' HC	General Cargo		
		40 HC	DG Cargo		
		30' CD	General Cargo		
		20' GP	General Cargo DG Cargo		
INDIA	NAL 5				
INDIA TUTICORIN	MLE	20' GP 40' GP	DG Cargo General Cargo		
	MLE	40' GP	DG Cargo		
	MLE		DG Cargo General Cargo DG Cargo		
	MLE	40' GP 40' HC	DG Cargo General Cargo DG Cargo General Cargo		
TUTICORIN	MLE	40' GP	DG Cargo General Cargo DG Cargo General Cargo DG Cargo		
TUTICORIN	MLE	40' GP 40' HC 20' GP	DG Cargo General Cargo DG Cargo General Cargo DG Cargo General Cargo		
TUTICORIN		40' GP 40' HC	DG Cargo General Cargo DG Cargo General Cargo DG Cargo DG Cargo General Cargo DG Cargo		

			DG Cargo		
		20' GP	General Cargo		
		20 GP	DG Cargo		
MALAYSIA	MLE	40' GP	General Cargo		
PORT KLANG	IVILE	40 GP	DG Cargo		
		40' HC	General Cargo		
			DG Cargo		
		20' GP	General Cargo		
		20 GP	DG Cargo		
DUBAI	MLE	40' GP	General Cargo		
JEBEL ALI	IVILL	40 GF	DG Cargo		
		40' HC	General Cargo		
		40 110	DG Cargo		

TABLE6: IMPORTS LCL EXWORKS

POL	POD	СВМ		OCEAN FREIGHT	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
			General Cargo			7.11.5 5 G G III. III. III. III. III. III. I	WALLETO GOLD ELEVERY	101/12/11/100111
COLOMBO	MLE	1CBM	DG Cargo					
THAILAND	NALE	1CBM	General Cargo					
LAEM CHABANG	MLE	ICBIVI	DG Cargo					
THAILAND	MLE	1CBM	General Cargo					
LAT KRABANG	IVILE	L ICBIVI	DG Cargo					
SINGAPORE,PSA	MLE	MLE 1CBM	General Cargo					
SINGAPORE,P3A	IVILE	ICDIVI	DG Cargo					
CHINA	N 41 F	1CBM	General Cargo					
GUANGZHOU	MLE	ICDIVI	DG Cargo					
CHINA	MLE	1CBM	General Cargo					
SHANGHAI	IVILE	TCDIVI	DG Cargo					
CHINA	MLE	1CBM	General Cargo					
TIANJIN	IVILL	TCDIVI	DG Cargo					

CHINA	MLE	1CBM	General Cargo			
NINGBO			DG Cargo			
SLOVAKIA	MLE	1CBM	General Cargo			
SLOVAKIA	IVILL	VILL TODIVI	DG Cargo			
INDIA	MLE	1CBM	General Cargo			
CHENNAI		ICDIVI	DG Cargo			
INDIA	MIE	1LE 1CBM	General Cargo			
NEVA SHIVA	IVILL		DG Cargo			
INDIA	MIE	MLE 1CBM	General Cargo			
TUTICORIN	TUTICORIN		DG Cargo			
NORWAY	MIE	/ILE 1CBM	General Cargo			
NORWAT	IVILE		DG Cargo	·		

TABLE 7: IMPORTS LCL FOB

POL	POD	СВМ		OCEAN FREIGHT	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT		
СОГОМВО	MLE	1CBM	General Cargo						
COLOIVIBO	IVILL	TCDIVI	DG Cargo						
THAILAND	NALE	1CBM	General Cargo						
LAEM CHABANG	MLE	IVILE	ICDIVI	DG Cargo					
THAILAND	NALE	_ MLE	NALE	LE 1CBM	General Cargo				
LAT KRABANG	IVILE	TCDIVI	DG Cargo						
SINCADODE DSA	MIE	MLE 1CBM	General Cargo						
SINGAPORE,PSA	IVILE		DG Cargo						
CHINA	NALE	ILE 1CBM	General Cargo						
GUANGZHOU	IVILE		DG Cargo						
CHINA	MIE	1CBM	General Cargo						
SHANGHAI	MLE	TCBIVI	DG Cargo						
CHINA	MLE	1CBM	General Cargo						
TIANJIN	IVILE	TCDIVI	DG Cargo						

CHINA	CHINA MLE	MLE 1CBM	General Cargo		
NINGBO	IVILL	TCDIVI	DG Cargo		
SLOVAKIA	MLE	1CBM	General Cargo		
SLOVAKIA	IVILL	TCBIVI	DG Cargo		
INDIA	MLE 1	1CBM	General Cargo		
CHENNAI	IVILL	ICDIVI	DG Cargo		
INDIA	MIE	/ILE 1CBM	General Cargo		
NEVA SHIVA	IVILL		DG Cargo		
INDIA	MIE	MLE 1CBM	General Cargo		
TUTICORIN	TUTICORIN		DG Cargo		
NORWAY	MIE	MLE 1CBM	General Cargo		
NORWAT	IVILE		DG Cargo		

TABLE 8: AIR FREIGHT EXWORKS

			AIR FREIGHT		CUSTOMS CLEARANCE	TRANSPORT AND	
AOD	AOA	CARGO TYPE	1-300kg	EX-WORKS CHARGES	AND DOCUMENTATION	WAREHOUSE DELIVERY	TOTAL AMOUNT
COLOMBO	MLE	General Cargo					
COLOIVIBO	IVILL	DG Cargo					
THAILND	MLE	General Cargo					
THAILIND	IVILL	DG Cargo					
CINICADODE DCA	MLE	General Cargo					
SINGAPORE,PSA	IVILE	DG Cargo					
CHINA	MLE	General Cargo					
CHINA	IVILE	DG Cargo					
SLOVAKIA	MLE	General Cargo					
SLOVANIA	IVILE	DG Cargo					
INDIA	MLE	General Cargo					
INDIA	IVILE	DG Cargo					
NORWAY	MLE	General Cargo					

		DG Cargo			
MALAYSIA	MLE	General Cargo			
IVIALATSIA	IVILE	DG Cargo			
DUBAI	NALE	General Cargo			
DOBAI	MLE	DG Cargo			

TABLE 9: AIR FREIGHT EXWORKS

AOD	AOA	CARGO TYPE	AIR FREIGHT 301-500kg	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
СОГОМВО	MLE	General Cargo					
COLOIVIBO	IVILE	DG Cargo					
THAILND	MLE	General Cargo					
IHAILIND	IVILE	DG Cargo					
SINGAPORE,PSA	MLE	General Cargo					
SINGAPORE, PSA	IVILE	DG Cargo					
CHINA	MLE	General Cargo					
CHINA		DG Cargo					
SLOVAKIA	MLE	General Cargo					
SLOVAKIA		DG Cargo					
INDIA	MLE	General Cargo					
INDIA		DG Cargo					
NORWAY	MLE	General Cargo					
NORWAT	IVILL	DG Cargo					
MALAYSIA	MLE	General Cargo					
IVIALATSIA	IVILE	DG Cargo					
DUBAI	MLE	General Cargo					
DODAI	IVILE	DG Cargo					

TABLE 10: AIR FREIGHT EXWORKS

AOD	AOA	CARGO TYPE	AIR FREIGHT 501-1000kg	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
COLOMBO	MLE	General Cargo					
COLONIBO	IVILL	DG Cargo					
THAILND	MLE	General Cargo					
MAILIND	IVILL	DG Cargo					
SINGAPORE,PSA	MLE	General Cargo					
SINGAI OIL,I SA	IVILL	DG Cargo					
CHINA	MLE	General Cargo					
CHINA	IVILL	DG Cargo					
SLOVAKIA	MLE	General Cargo					
JLOVANIA	IVILL	DG Cargo					
INDIA	MLE	General Cargo					
INDIA	IVILL	DG Cargo					
NORWAY	MLE	General Cargo					
NORWAT	IVILL	DG Cargo					
MALAYSIA	MLE	General Cargo					
MALATSIA	IVILE	DG Cargo					
DUBAI	MLE	General Cargo					
DOBAI	IVILE	DG Cargo					