

## TERMS OF REFERENCE

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

### 1. BACKGROUND

Maldivé 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

Maldivé 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 %
<b>1</b>	<b>Bid Price</b>	<b>80%</b>
	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%
<b>2</b>	<b>Past experience related to cargo clearance</b>	<b>20%</b>
	5% per reference letter	
	<b>Total</b>	<b>100%</b>

## 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 **13<sup>th</sup> September 2020 Time: 12:00** to **Maldive Gas Private Limited Head Office (STO Trade Center 2<sup>nd</sup> 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](mailto: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
COLOMBO	MLE	20' GP	General Cargo					
			DG Cargo					
		40' GP	General Cargo					
			DG Cargo					
		40' HC	General Cargo					
			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
MALE	COLOMBO	20' GP	General Cargo					
			DG Cargo					
		40' GP	General Cargo					
			DG Cargo					
		40' HC	General Cargo					
			DG Cargo					

**TABLE 3: IMPORTS FCL FOB CMB MLE**

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

			DG Cargo					
CHINA GUANGZHOU	MLE	20' GP	General Cargo					
			DG Cargo					
		40' GP	General Cargo					
			DG Cargo					
		40' HC	General Cargo					
			DG Cargo					
CHINA SHANGHAI	MLE	20' GP	General Cargo					
			DG Cargo					
		40' GP	General Cargo					
			DG Cargo					
		40' HC	General Cargo					
			DG Cargo					

**TABLE 5: IMPORTS FCL FOB OTHER PORTS**

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

		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
CHINA GUANGZHOU	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
CHINA SHANGHAI	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
CHINA TIANJIN	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
CHINA NINGBO	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
SLOVAKIA	MLE	20' GP	General Cargo				
			DG Cargo				



		40' GP	General Cargo				
				DG Cargo			
		40' HC	General Cargo				
				DG Cargo			
INDIA CHENNAI	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
INDIA NEVA SHIVA	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
INDIA TUTICORIN	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
NORWAY OSLO	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				

			DG Cargo				
MALAYSIA PORT KLANG	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				
DUBAI JEBEL ALI	MLE	20' GP	General Cargo				
			DG Cargo				
		40' GP	General Cargo				
			DG Cargo				
		40' HC	General Cargo				
			DG Cargo				

**TABLE6: IMPORTS LCL EXWORKS**

POL	POD	CBM		OCEAN FREIGHT	EX-WORKS CHARGES	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
COLOMBO	MLE	1CBM	General Cargo					
			DG Cargo					
THAILAND LAEM CHABANG	MLE	1CBM	General Cargo					
			DG Cargo					
THAILAND LAT KRABANG	MLE	1CBM	General Cargo					
			DG Cargo					
SINGAPORE,PSA	MLE	1CBM	General Cargo					
			DG Cargo					
CHINA GUANGZHOU	MLE	1CBM	General Cargo					
			DG Cargo					
CHINA SHANGHAI	MLE	1CBM	General Cargo					
			DG Cargo					
CHINA TIANJIN	MLE	1CBM	General Cargo					
			DG Cargo					

CHINA NINGBO	MLE	1CBM	General Cargo					
			DG Cargo					
SLOVAKIA	MLE	1CBM	General Cargo					
			DG Cargo					
INDIA CHENNAI	MLE	1CBM	General Cargo					
			DG Cargo					
INDIA NEVA SHIVA	MLE	1CBM	General Cargo					
			DG Cargo					
INDIA TUTICORIN	MLE	1CBM	General Cargo					
			DG Cargo					
NORWAY	MLE	1CBM	General Cargo					
			DG Cargo					

**TABLE 7: IMPORTS LCL FOB**

POL	POD	CBM		OCEAN FREIGHT	CUSTOMS CLEARANCE AND DOCUMENTATION	TRANSPORT AND WAREHOUSE DELIVERY	TOTAL AMOUNT
COLOMBO	MLE	1CBM	General Cargo				
			DG Cargo				
THAILAND LAEM CHABANG	MLE	1CBM	General Cargo				
			DG Cargo				
THAILAND LAT KRABANG	MLE	1CBM	General Cargo				
			DG Cargo				
SINGAPORE,PSA	MLE	1CBM	General Cargo				
			DG Cargo				
CHINA GUANGZHOU	MLE	1CBM	General Cargo				
			DG Cargo				
CHINA SHANGHAI	MLE	1CBM	General Cargo				
			DG Cargo				
CHINA TIANJIN	MLE	1CBM	General Cargo				
			DG Cargo				

CHINA NINGBO	MLE	1CBM	General Cargo				
			DG Cargo				
SLOVAKIA	MLE	1CBM	General Cargo				
			DG Cargo				
INDIA CHENNAI	MLE	1CBM	General Cargo				
			DG Cargo				
INDIA NEVA SHIVA	MLE	1CBM	General Cargo				
			DG Cargo				
INDIA TUTICORIN	MLE	1CBM	General Cargo				
			DG Cargo				
NORWAY	MLE	1CBM	General Cargo				
			DG Cargo				

**TABLE 8: AIR FREIGHT EXWORKS**

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

		DG Cargo					
MALAYSIA	MLE	General Cargo					
		DG Cargo					
DUBAI	MLE	General Cargo					
		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
COLOMBO	MLE	General Cargo					
		DG Cargo					
THAILND	MLE	General Cargo					
		DG Cargo					
SINGAPORE,PSA	MLE	General Cargo					
		DG Cargo					
CHINA	MLE	General Cargo					
		DG Cargo					
SLOVAKIA	MLE	General Cargo					
		DG Cargo					
INDIA	MLE	General Cargo					
		DG Cargo					
NORWAY	MLE	General Cargo					
		DG Cargo					
MALAYSIA	MLE	General Cargo					
		DG Cargo					
DUBAI	MLE	General Cargo					
		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					
		DG Cargo					
THAILND	MLE	General Cargo					
		DG Cargo					
SINGAPORE,PSA	MLE	General Cargo					
		DG Cargo					
CHINA	MLE	General Cargo					
		DG Cargo					
SLOVAKIA	MLE	General Cargo					
		DG Cargo					
INDIA	MLE	General Cargo					
		DG Cargo					
NORWAY	MLE	General Cargo					
		DG Cargo					
MALAYSIA	MLE	General Cargo					
		DG Cargo					
DUBAI	MLE	General Cargo					
		DG Cargo					