

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Environment

Male', Republic of Maldives.

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TERMS OF REFERENCE

Selection of Management Service Provider for Maintenance and Operation of “Thimaaveshi 2” Speedboat -

Project Code: P160739

1. BACKGROUND

Ministry of Environment (ME) under Maldives Clean Environment Project (MCEP) is seeking to hire a qualified and competent Management Service Provider for Operation & Maintenance of “Thimaaveshi 2” Speedboat. The Ministry of Environment now invites eligible companies to submit their “Expression of Interest” (EOI) for providing the services. The bidder should provide information demonstrating that they fulfil the required qualification criteria and relevant experience to perform the services.

2. OBJECTIVES

The main objective is to hire a qualified and competent Management Service Provider for Operation & Maintenance of “Thimaaveshi 2” Speedboat. The Service Provider shall provide all the required service for the utilisation of the speedboat as requested by the PMU, Maldives Clean Environment Project (MCEP). The operations, repair and maintenance of the vessel will be contracted for a duration of 12 calendar months, commencing November 2020.

3. SCOPE OF WORKS & GENERAL GUIDELINES

Based on the objectives above, the detailed scope of services and requirements for the operations and maintenance of the speedboat are as follows:

- Vessel will be mainly docked in **Kudahuvadhoo, Dhaalu Atoll** or in a main island in one of the following atolls; Meemu, Faafu, Dhaalu, Thaa and Laamu. This will be decided by the Client.
- As per the general guideline, speed boat operations will be restricted from 18:30 – 05:00 hrs every day. However, if Project Management Unit (PMU) of Maldives Clean Environment Project (MCEP) requests to travel during the mentioned time, travel should be arranged after confirmation safety aspects from the captain.
- Vessel should only be used for the purpose of the PMU of MCEP or any other party that is permitted by PMU.
- Fuel for the operations will be arranged by PMU. The Service Provider is supposed to keep records of fuel usage (fuel logs).
- Operations, repair and maintenance of the vessel should be in compliance with National Maritime Legislations in the Maldives and should comply with other related laws and regulations.

- Travels requested by PMU should be arranged accordingly (time of the travel and other requirements) without any hindrance to the work schedule of the PMU unless there is a valid reason (which has to be communicated to PMU in advance).
- If any damage is caused to the boat or any belongings (which is included in the inventory of the vessel) due to irresponsibility of the captain and crew, the cost of recovery/maintenance should be borne by the Service Provider.
- Boat should not be moved/transferred without prior permission of the PMU. Similarly, the boat should not be used for travel that is not approved by PMU. For approval of trips, PMU will devise a system and appoint a focal point for all such communications.
- Operations of the vessel should be regularly logged using the format provided by PMU.
- No single use plastics should be allowed onboard the vessel (bottles, bags, straws etc...).
- Vessel crew should make sure, there is no ocean dumping/ littering of waste at all times.
- All crew and passengers should wear life jackets during the entire voyage.
- Fire extinguishers at the speedboat should be regularly serviced and maintained.
- When the boat is docked in a harbor (during trips) the Service Provider should make sure there is at least 1 crew member onboard looking after the boat and equipment, at all times.
- Captain hired for operation should be a licensed boat captain category A and B in par with the Maldives Transport Authority (MTA) regulations (2015/R-229). And he/she should be experienced and familiar with the travel routes within the Maldives, **specially the 5 atolls of Zone IV and V (Meemu, Faafu, Dhaalu, Thaa and Laamu Atolls)**. In addition to this, license and relevant documents of the captain (selected) should be submitted for approval of the PMU. If the hired captain has to take a leave or resigns, approval of the PMU should be acquired (with the relevant documents) prior to recruiting a new captain. In such cases, the Service Provider is required to provide a substitute with the same qualification and experience proposed by the Service Provider.
- Two crew members (excluding the Captain) should be present during all the trips. Therefore, details of captain and crew members should be submitted during bid submission (with police records and any other relevant documents showing their qualification and experience).
- Hull, engine and equipment of the boat should be regularly serviced (routine maintenance) as per the requirement/table provided by PMU. Regular records should be maintained for all maintenance works. The Service Provider should cover the cost of routine maintenance which includes the following:
 - Replacement of light bulbs
 - Fixing any issues sustained to rudder (hydraulic power steering)
 - Replacing wiper arms and blades (Biannually)
 - Replacing the rope
 - Replacing the batteries of the torch
 - Changing worn out canvas
 - Changing gasket and tab trim (once in six months)
 - Changing (body) anode of the engine (thrice every year)
 - Changing gear anode of the engine (thrice every year)

- Changing the plugs of both engines (once in six months)
- Changing gear oil (every 100 hrs)
- Changing engine oil (every 100 hrs)
- Replacing oil filters (every 200 hrs)
- Replacing RACOR fuel filters (every 200 hrs)
- Minor repairs (engine overhauling and other major repairs not included)

3.1 Maintenance Schedule:

#	Task	Frequency
1	Replacing gasket and tab trim	Once in six months
2	Replacing body anode of engines	Thrice every year
3	Changing gear anode of the engines	Thrice every year
4	Changing plugs of both engines	Once in six months
5	Changing gear oil	Every 100 hrs
6	Changing engine oil	Every 100 hrs
7	Changing oil filters	Every 200 hrs
8	Changing RACOR fuel filters	Every 200 hrs
9	Replacing gasket and tab trim	Once in six months
10	Replacing body anode of engines	Thrice every year
11	Changing gear anode of the engines	Thrice every year
12	Changing plugs of both engines	Once in six months
13	Changing gear oil	Every 100 hrs
14	Changing engine oil	Every 100 hrs
15	Changing oil filters	Every 200 hrs
16	Changing RACOR fuel filters	Every 200 hrs

Vessel should be regularly cleaned including inside and outside of the hull, both engines, all the parts/equipment of the vessel, at the expense of the service provider, as follows:

#	Activity	Frequency
1	Outside of the hull and engines should be cleaned to get rid of biological fouling	After each trip and in every two weeks.
2	Cleaning of seats and interior of the boat	Once a week and also before and after each trip
3	Cleaning of internal and front, topside (using water) and wiping (interior) of all the fiberglass surfaces.	Daily

5	Deep cleaning of the vessel including the hull and all parts with polishing and compounding.	Once every month
6	Both engine covers washed with clean water	Once a week and after every trip

- The condition of the vessel, machinery and its parts/equipment should be well maintained by the Service Provider (should be maintained in the same condition when the vessel was handed over by the PMU)

4. ELIGIBILITY CRITERIA

Captain:

- Should have sea vessel operating license (Captain license) of category A and B in par with the Maldives Transport Authority (MTA) regulations (2015/R-229) with minimum of 2 years’ experience as a boat captain.
- Should be experienced and familiar with the travel routes within the Maldives, specially the 5 atolls of Zone IV and V (Meemu, Faafu, Dhaalu, Thaa and Laamu Atolls)
- Must submit most updated Police reports (not more than 15 days old from the date of bid submission) and the proposed Captain shall have a clear record or history.
- Should be able to communicate in English and Dhivehi.

Crew:

- Minimum one-year work experience as a crew in a vessel/speedboat or in the relevant field.
- Must submit most updated Police records (not more than 15 days old from the date of bid submission) and the crew profile shall have a clear record or history.

Note: Bidder shall furnish all the documents mentioned in the section 4. If the bidders do not fulfil the minimum criteria, ME has the authority to disqualify the bid.

5. EVALUATION CRITERIA

The EOI’s submitted will be evaluated based on the criteria below.

<u>Specific Experience</u>	
Specific experience of minimum two years on vessel/speedboat operations and maintenance (Marks will be not awarded if the bidder does not meet the minimum	[40]
<u>Price</u>	
Total price for the Maintenance and Operation of the speedboat for 06 months as per the price schedule of section 3.2	[60]

If the bidders do not fulfil the minimum criteria, ME has the authority to disqualify the bid.

6. REPORTING

The successful Service Provider will report to Project Manager or an alternate nominated by the Project Manager.

7. CONTRACT DURATION

The duration of the contract is 12 calendar months.

8. PROPOSAL

Proposal submission should consist of the above requirements and the following documents:

- Documents of specific experience on vessel operations and maintenance etc. The level of familiarity of the project target zones or if there are any operations ongoing in the area should be mentioned.
- Copy of the business registration and company profile
- Documents related to experience in travel industry
- Experience in maintenance of vessels carried out
- A copy of captain's license
- Police reports of Captain and crew
- Tax clearance report of the business (by MIRA) for the past three months.
- Financial report for the past one year

Following cost breakdown should be provided by the Bidder:

Details	Monthly rate	Total for 1 year
Staff		
Salary of licensed Captain (1)		
Salary 2 Crew Members		
Service allowance for crew and captain (to cover food and incidental expenses during travel)		
Services		
Cleaning (detail of the total cost should be given)		
Security		
Routine maintenance (details of the cost should be given)		
Administrative costs (details of the cost should be given)		
Water for trips (plastic bottles not allowed onboard)		
Any other costs (details of the cost should be given)		
Total price		