

**TERMS OF REFERENCES**

<b>Project Name</b>	<b>SUPPLY &amp; DELIVERY OF CORPORATE AND DELIVERY STAFF UNIFORMS</b>	
<b>Reference</b>	MGPL-I/PD/2020/12	Date: 15 <sup>th</sup> September 2020
<b>Bid Information Session</b>	23 September 2020	Time: 1200hrs
<b>Bid Submission Date</b>	28 September 2020	Time: 1200hrs

**1 - BACKGROUND**

Maldive Gas Private Limited (MGPL), a subsidiary of State Trading Organization (STO), is in 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 – SCOPE OF WORK**

Proposals are sought for the supply and delivery of staff Uniforms per design and material approved by MGPL, on a contract basis.

Details of the requirement and design sample are attached to this document.

**3 – THE PROPOSAL**

- a) The interested parties should make a detailed submission responding to the present Expression of Interest. The following documents, information, and sample are required to be submitted along with the proposal;
  - Company/Agent profile with full contact details (address, phone, fax, email, website)
  - Copy of company registration.
  - GST Registration Certificate
  - The past and current experience profile of the company.
  - Any existing project details and referrals letters from clients
  - Contact details of the primary contact
  - Proposed fees
  - Material Sample
  - Tax Clearance Slip from Mira
  - Company profile information sheet from the Ministry of Economic Development.
  
- b) Proposals shall remain valid for 30 (thirty) days after the specified deadline for proposal submission, or any other date that is the subject of a Proposal amendment.
  
- c) With the proposal, a sample T-Shirt/Tracksuit/Material should be submitted. ( Packet and labeled)

#### 4 – DELIVERY PERIOD

The delivery period of the goods should not exceed 30 (thirty) days.

#### 5 – EVALUATION CRITERIA

The selection of contractor or Company will be based on the following criteria:

- Quality of the proposal and how it meets the requested scope of work;
- Capacity and experience of the team proposed to undertake the work.
- The proposed service Price.
- Delivery Period

<b>Price</b>	<b>75%</b>
- Rate per piece	
- Price Variations (if any) throughout the contract period	
<b>Profile &amp; Experience</b>	<b>10%</b>
- Experience in providing similar service	
- Completeness of requested documents and information	
- Existing project details and referrals letters from clients	
<b>Quality of the Material</b>	<b>10%</b>
- Material Quality	
<b>Delivery</b>	<b>5%</b>
- Delivery Period	
<b>TOTAL</b>	<b>100%</b>

#### 6 – QUANTITY & SIZE – CORPORATE T-SHIRT (Total: 89 nos ) Asian Size

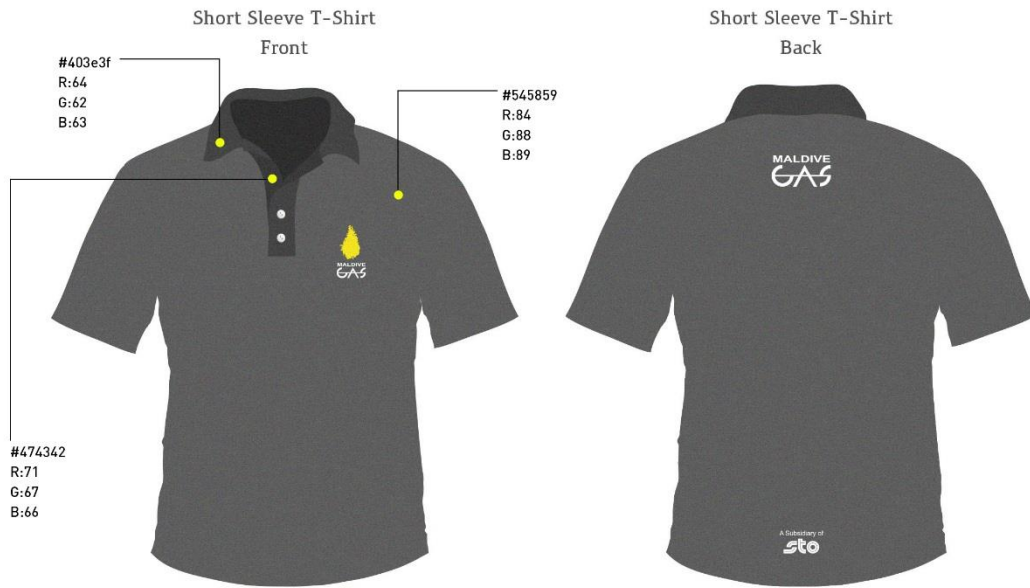
Short Sleeve		Long Sleeve	
XS	1	XS	0
Small	4	Small	3
Medium	7	Medium	9
Large	22	Large	13
X Large	8	X Large	14
2 XL	4	2 XL	0
3 XL	1	3 XL	2
4 XL	0	4 XL	1
<b>Total</b>	<b>47</b>	<b>Total</b>	<b>42</b>

#### 7 - QUANTITY & SIZE – DELIVERY STAFF UNIFORM (T-shirt: 396 nos – Trouser: 132 nos)

Staff T-Shirt		Trouser	
Small	15	Small	9
Medium	150	Medium	28
Large	105	Large	47
X Large	87	X Large	38
2 XL	27	2 XL	7
3 XL	12	3 XL	3
<b>Total</b>	<b>396</b>	<b>Total</b>	<b>132</b>

8 – CORPORATE T-SHIRT

Corporate T-SHIRT



## 9 – DELIVERY STAFF UNIFORM

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■ Delivery Team T-SHIRT & TROUSERS ■

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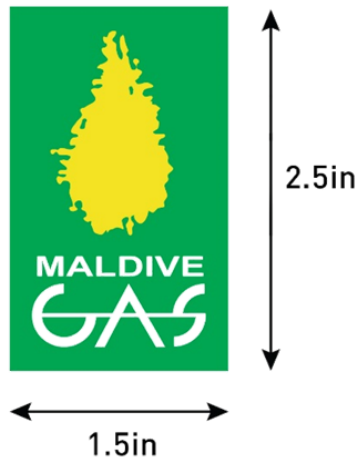


**NOTE:**

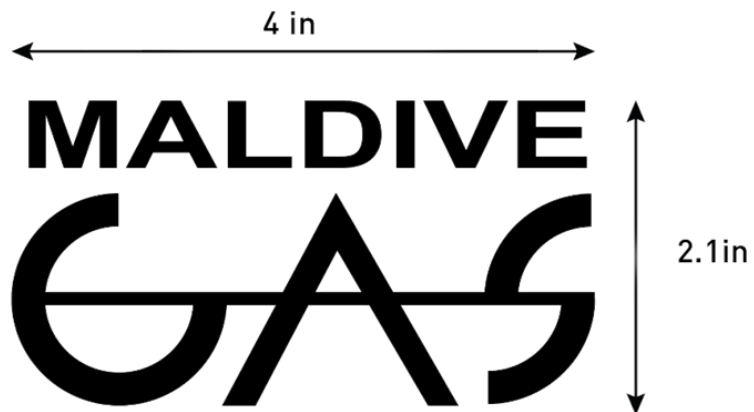
Green T-shirts should have a front pocket and logo should be printed on the pocket. The back of the T-shirt should have Maldive Gas logo on top and STO logo at the bottom of the T-shirt. Tracksuit should have Side pockets & back pockets.

**9 – LOGO SIZE**

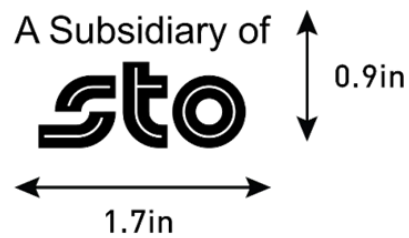
1 - LOGO



2 – LOGO 2 / Color White



3 – LOGO 3 / Color White



## 10 – OTHER INFORMATION

- a) The Bidder shall enclose the original copies of the bid in a sealed envelope.
- b) The outer envelopes shall write the name and address of the Bidder.
- c) Proposals should be submitted to MGPL head office [ STO trade center 2<sup>nd</sup> floor] on **Monday, 28 September 2020, 12:00** to the address below:

**Maldive Gas Private Limited  
#2-21 S.T.O Trade Center, Orchid Magu  
Male', Republic of Maldives**

- d) Proposal sent via emails and Fax will not be accepted
- e) Bids must be submitted no later than the date and time specified in the TOR
- f) Bid opening will be in the presence of all bidders
- g) For further inquiries please contact:

Ms. Aishath Aroosha  
Senior Officer GR-03  
Human Resource Department  
Maldive Gas Private Limited  
Tel: 333 5614 Fax: 333 5615  
Email: [aroosha@maldivegas.com](mailto:aroosha@maldivegas.com)