

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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ފޯން ސަލާމް، ދަލަފަތް 791-3535 (960)

23 November 2020

**CONSULTANT TO PROVIDE TECHNICAL ASSISTANCE FOR THE  
ESTABLISHMENT OF A PACKAGING FACILITY IN THE MALDIVES – TERMS  
OF REFERENCE (TOR)**

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## F. DELIVERABLES

<p><b>1. Inception Report and timeline</b></p> <p>This should be delivered within 7 days from the beginning of the assignment including the consultant’s preliminary assessment, plan outline and initial findings. The report must highlight the approach to the assignment as well as assignment’s time-bound action plan. This should be agreed upon and accepted by BCC.</p>
<p><b>2. Primary research and desk review</b></p> <p>This should include focus group discussions and review of the existing data and research conducted by BCC.</p>
<p><b>3. Operational framework</b></p> <p>This should include the implementation structure, best practices, and standards for the operations of packaging facility and enhancement of product quality, storage, handling, and distribution efficiency for manufacturers. The operational framework should consist of the following:</p> <ul style="list-style-type: none"> <li>- List of proposed products (processed food) that could be marketed through the facility including appropriate packaging solutions, and those suitable for perishables and machinery required.</li> <li>- Propose cost-effective and environment friendly packaging standards such as the use of recycled packaging materials and their applicability and appropriateness in food packaging, as well as temperature controls to avoid spoilage of perishables.</li> <li>- Guidelines and procedure to be followed in using packaging machinery and carrying out the packaging process.</li> <li>- Feasibility, financial plan and revenue model.</li> </ul> <p>The operational framework should be agreed upon and accepted by BCC.</p>
<p><b>4. Specifications for the procurement of required packaging machinery as per the operational framework.</b></p>
<p><b>5. Guide the interior design development, refurbishment and assist in developing the ICT infrastructure.</b></p>
<p><b>6. Conduct capacity building and training program to BCC staff on the provision of packaging services and machine operations.</b></p>



## G. EXPLORATORY VISIT TO ADDU CITY

Arrangements will be made for the consultant to travel from Male' City to Addu City at a mutually agreed time for a period of three days. **The cost of the trip should be stated in the price quoted indicating the breakdown for the scope of work and travel.**

## H. CONTRACT DURATION

The duration of the assignment is 90 calendar days. This **does not** include the buffer period(s) for discussions held with BCC. The consultant is expected to produce a detailed timeline for the feasibility report within 5 days of signing the agreement.

## I. SELECTION CRITERIA

Price	60%
Experience	40%

**Price:** The lowest price will be set as the benchmark against which the remaining bid applications will be scored.

**Experience:** Marks will be awarded if the applicant can prove the successful completion of similar projects and/or has necessary experience to undertake the consultancy through reference letters and/or work portfolio. If the applicant has not had undertaken a contract work in the past, then their job experience will also be considered. However, the job must involve undertaking similar work. The corporation may request additional documentation should it become necessary as part of evaluation.

Each reference letter with relevant experience submitted will receive a maximum of five points. A reference letter may receive 2 or less than 2 points each for scope of work and scale of work. The following matrix will be used in awarding points to reference letters.

Scope of work	2.5 (max)
Scale of work	2.5 (max)
Referee contact details provided	must provide

Reference letters that do not provide referee contact details will **not** be accepted.

The maximum score for experience is 40 points.



**J. DOCUMENTS REQUIRED**

- Bid Submission Form in *Appendix 1*
- Evidence of previous work
- Reference letter(s)
- Employment letter(s)
- Curriculum Vitae and copy of ID card

**K. DISQUALIFICATION**

A bid submission is deemed disqualified or invalid if **any** of the following occurs.

- Bid Submission Form is not submitted.
- Document(s) to support the educational qualification are not submitted.
- CV and ID card are not submitted

**L. APPLICATION SUBMISSION AND SELECTION**

#	Activity	Time / Deadline	Details
1	Bid Submission and opening	01 <sup>st</sup> December 2020 1400 hrs – 1415 hrs	BCC office, 6 <sup>th</sup> Floor, Ma Maadheli, Majeedhee Magu
2	Notification	01 <sup>st</sup> December 2020 1400 hrs – 1415 hrs	Score sheet will be sent to all applicants notifying the party selected.  Appeals and/or complaints shall be sent to <a href="mailto:procurement@bcn.mv">procurement@bcn.mv</a>
3	Appeal	02 <sup>nd</sup> December 2020 1430 hrs	Deadline for appeals and/or complaints.

