

TERMS OF REFERENCES

Project Name	SUPPLY & DELIVERY OF CORPORATE AND DELIVERY STAFF UNIFORMS	
Reference	MGPL-I/PD/2021/06	Date: 01 st April 2021
Bid Information Session	08 th April 2021	Time: 13:30hrs
Bid Submission Date	12 th April 2021	Time: 13:30hrs

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
 - Copy of company registration.
 - GST Registration Certificate
 - Referrals letters from clients (Minimum 3 letters)
 - Proposed fees
 - Material Sample

- 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:

Price	80%
- Rate per piece - Price Variations (if any) throughout the contract period	
Experience	10%
- Experience in providing similar service (2% PER REFFERAL LETTER)	
Quality of the Material	10%
- Material Quality	
TOTAL	100%

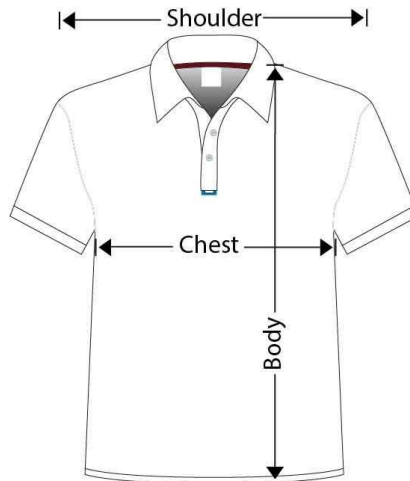
6 - QUANTITY & SIZE - CORPORATE T-SHIRT (Total: 218 nos)

Short Sleeve		Long Sleeve	
XS	2	XS	4
Small	4	Small	2
Medium	30	Medium	26
Large	62	Large	32
X Large	18	X Large	16
2 XL	4	2 XL	6
3 XL	4	3 XL	6
4 XL	0	4 XL	2
Total	124	Total	94

7 - QUANTITY & SIZE - DELIVERY STAFF UNIFORM (T-shirt: 544 nos - Tracksuit: 556 nos)

Staff T-Shirt		Tracksuit	
Small	16	Small	70
Medium	188	Medium	116
Large	192	Large	218
X Large	88	X Large	104
2 XL	36	2 XL	40
3 XL	24	3 XL	8
Total	544	Total	556

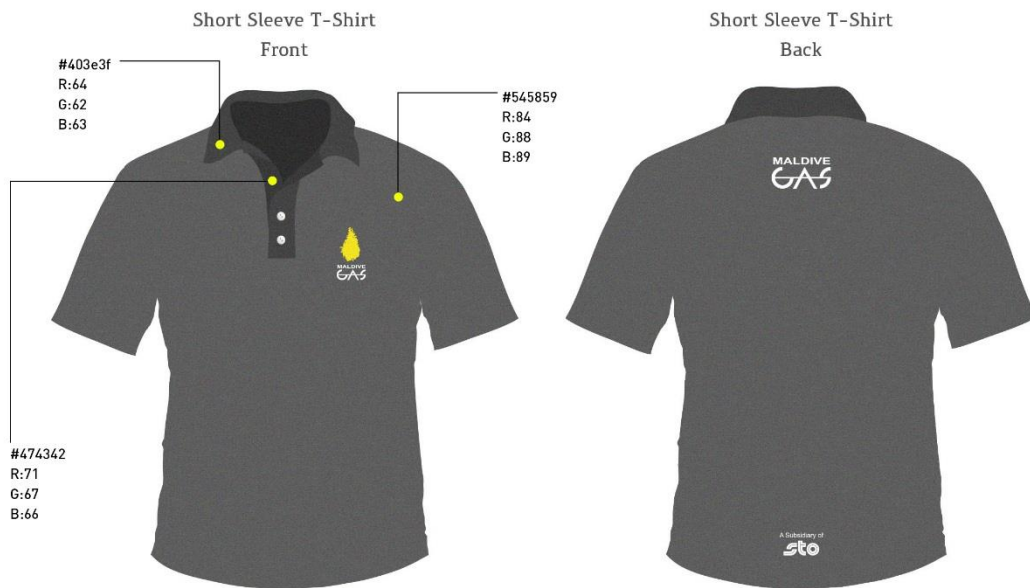
8 - SIZE CHART



COLLARED SHIRT (UNISEX)					
SIZE	SHOULDER	CHEST	BODY	SHORT SLEEVE LENGTH	LONG SLEEVE LENGTH
2XS	15"	34"	25"	7"	20"
XS	16"	36"	26"	7.5"	20"
S	17"	38"	27"	8"	21"
M	18"	40"	28"	8.5"	22"
L	19"	42"	29"	9"	23"
XL	20"	44"	30"	9.5"	23.5"
2XL	21"	46"	31"	10"	24"
3XL	22"	48"	32"	10.5"	24"
Tolerance	+/- 3/4"	+/- 3/4"	+/- 1"	+/- 3/4"	+/- 3/4"

9 - CORPORATE T-SHIRT

Corporate T-SHIRT



10 – DELIVERY STAFF UNIFORM

■ Delivery Team T-SHIRT & TROUSERS ■

Front



Back

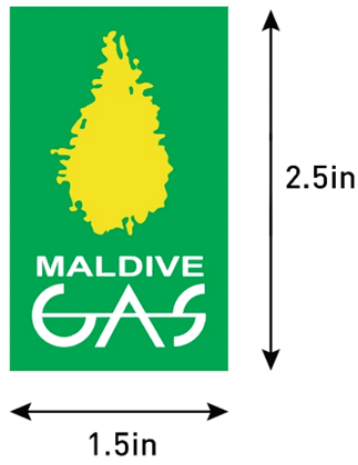


NOTE:

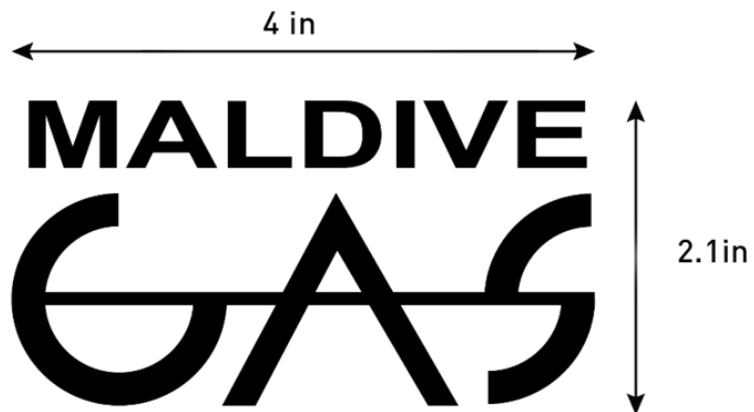
Green T-shirts should have a front pocket and logo should be printed on the pocket. The back of the T-shirt should have Maldive Gas logo on top and STO logo at the bottom of the T-shirt. Tracksuit should have Side pockets & back pockets.

11 - LOGO SIZE

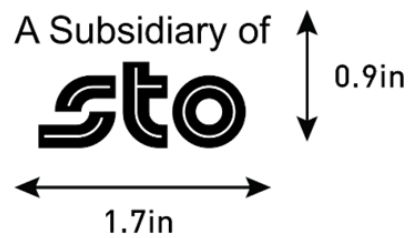
1 - LOGO



2 - LOGO 2 / Color White



3 - LOGO 3 / Color White



12 – 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 1st Floor] on **Sunday, 12th April 2021, 13:30** 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