

## TERMS OF REFERENCE

<b>Project Name</b>	<b>Tender for Customs Clearance of Import / Export and Warehouse delivery</b>	
<b>Reference</b>	MGPL-I/PD/2021/28	Date: 22 November 2021
<b>Bid Information Session</b>	29 <sup>th</sup> November 2021	Time: 10:00
<b>Bid Submission Date</b>	05 <sup>th</sup> December 2021	Time: 10:00

### 1. BACKGROUND

Maldive Gas Private Limited (MGPL), a subsidiary of State Trading Organization (STO), has been 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 offer a wide range of related appliances and industrial gases such as Acetylene, Argon, Nitrogen, and Helium. Furthermore, 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

Maldive Gas Private Limited seeks sealed proposals from a registered customs clearance agents to handle and carry out all customs clearance for MGPL Imports and Exports as the preferred supplier for a period of two years.

### 3. SCOPE OF WORK

- Carry out all import & export of clearance documents for MGPL.
- 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 the 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

At its own discretion, the bidder 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
- Currency Adjustment Factor (CAF) should not exceed 10%.
- The party cannot claim fine for payment delay at MGPL
- The bidder must clearly indicate any other charges that could incur during the process of customs clearance.
- The bidder must provide prices for all the categories as in Annex: one
- 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 the suppliers' warehouse until its delivery to MGPL dedicated warehouse.
- For safety, Cylinders must be secured using securing straps or belts when loading to the export containers.

## 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
  - Reference letters (work completion/award letters) related cargo clearance field,
- 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 favorable 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	Marks
	Customs clearance, documentation, and delivery for import shipments of;	<b>50</b>
	1. 20' FCL port to Hulhumale	6
	2. 20' FCL port to Thilafushi	20
	3. 40' FCL port to Thilafushi	6
	4. 40' FCL port to Hulhumale	6
	5. 20' LCL port to Hulhumale	6
	6. 20' LCL port to Thilafushi	6
	Customs clearance, documentation, and transport for export shipments of;	<b>30</b>
	1. 20' FCL Male'-Colombo	10
	2. 20' FCL Male'-Singapore	4
	3. 20' FCL Male'-Dubai Jebel Ali port	4
	4. 20' LCL Male'- Colombo	4
	5. 20' LCL Male'-Singapore	4
	6. 20' LCL Male'- Dubai Jebel Ali port	4
	Handling, clearance, and transport of air-cargo shipments	<b>15</b>
	1. 1-300 kg	9
	2. 301-500 kg	5
	3. 501-1000 kg	1
<b>2</b>	Past experience related to cargo clearance	<b>5</b>
	<ul style="list-style-type: none"> <li>5 reference letters related to customs clearance (between 2021-2018)</li> </ul>	5
	<b>Total</b>	<b>100</b>

## 8. PRICE

For Sea Freight Import clearance, Sea Freight Export, and Airfreight import clearance, please fill-up the price list in Annex 1. The 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 2 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 **05<sup>th</sup> December 2021 Time: 10:00 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;

Mohamed Fauzee  
Manager  
Procurement  
Maldive Gas  
Private Limited  
Tel: 3005443  
Email: [procurement@maldivegas.com](mailto:procurement@maldivegas.com)

## Annex: 1

	Description	Price
<b>1</b>	<b>Customs clearance, documentation, and delivery for import shipments of;</b>	
	1. 20' FCL port to Hulhumale	
	2. 20' FCL port to Thilafushi	
	3. 40' FCL port to Thilafushi	
	4. 40' FCL port to Hulhumale	
	5. 20' LCL port to Hulhumale	
	6. 20' LCL port to Thilafushi	
	<b>Customs clearance, documentation, and transport for export shipments of;</b>	
	1. 20' FCL Male'-Colombo	
	2. 20' FCL Male'-Singapore	
	3. 20' FCL Male'-Dubai Jebel Ali port	
	4. 20' LCL Male'- Colombo	
	5. 20' LCL Male'-Singapore	
	6. 20' LCL Male'- Dubai Jebel Ali port	
<b>2</b>	<b>Handling, clearance and transport of air-cargo shipments</b>	
	1. 1-300 kg	
	2. 301-500 kg	
	3. 501-1000 kg	