

TERMS OF REFERENCES

Project Name	SUPPLY & DELIVERY OF CORPORATE AND DELIVERY STAFF UNIFORMS, RAINCOATS, SAFETY SHOES AND HELMET	
Reference	MGPL-I/PD/2022/19	Date: 16 th August 2022
Bid Information Session	21 st August 2022	Time: 10:00hrs
Bid Submission Date	31 st August 2022	Time: 10:00hrs

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 mandatory to be submitted along with the proposal;
 - Company/Agent profile with full contact details (address, phone, fax, email, website)
 - Copy of company registration.
 - Positive Referral letters from clients
 - Proposed price for all the tables
 - 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/Helmet/Raincoat/ Safety Shoes & T-shirt 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	75%
- Rate per piece	
Experience	10%
- Experience in providing similar service	
- Referral letters	
- The party with most positive reference letters will achieve highest marks and marks shall be given on pro-rata basis	
- Reference letter/Completion Certificates received ONLY in the name of the companies/Government Entities/Institutions/Commissions etc. will be considered as experience of the bidder	
Quality of the Material	10%
- Material Quality	
Delivery	5%
- Delivery Period	
TOTAL	100%

6 – QUANTITY & SIZE – CORPORATE T-SHIRT (Total: 742 nos)

Short Sleeve		Long Sleeve	
XS	-	XS	2
Small	16	Small	6
Medium	170	Medium	100
Large	150	Large	80
X Large	74	X Large	76
2 XL	12	2 XL	12
3 XL	30	3 XL	08
4 XL	04	4 XL	02
Total	456	Total	286

7 – QUANTITY & SIZE – SECURITY OFFICER T-SHIRT (Total: 72 nos)

Short Sleeve		Long Sleeve	
XS	-	XS	-
Small	08	Small	-
Medium	08	Medium	12
Large	16	Large	08
X Large	08	X Large	04
2 XL	08	2 XL	-
3 XL	-	3 XL	-
4 XL	-	4 XL	-
Total	48	Total	24

8 - QUANTITY & SIZE - DELIVERY STAFF (Trousers: 588 nos)

Tracksuit	
X Small	20
Small	36
Medium	184
Large	216
X Large	92
2 XL	20
3 XL	16
4 XL	04
Total	588

9 - QUANTITY & SIZE - RAIN COAT (Raincoat: 42 nos)

Rain Coat	
X Small	-
Small	04
Medium	46
Large	46
X Large	29
2 XL	08
3 XL	07
4 XL	-
Total	140

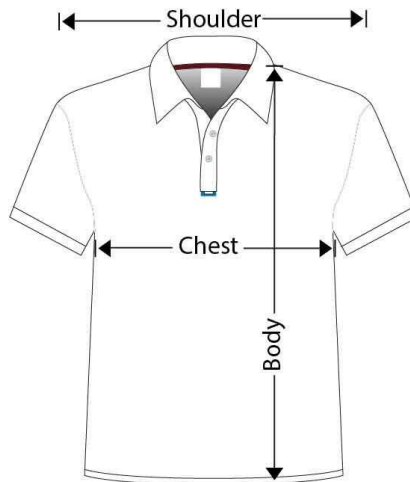
10 - QUANTITY & SIZE - SAFETY SHOES (Safety shoes: 91 nos)

Safety Shoes	
29	1
38	3
39	5
40	14
41	07
42	42
43	7
44	06
45	03
46	02
47	01
Total	91

11 - SAFETY HELMET (Safety helmet: 42 nos)

Safety Helmet	
Free Size	42
Total	42

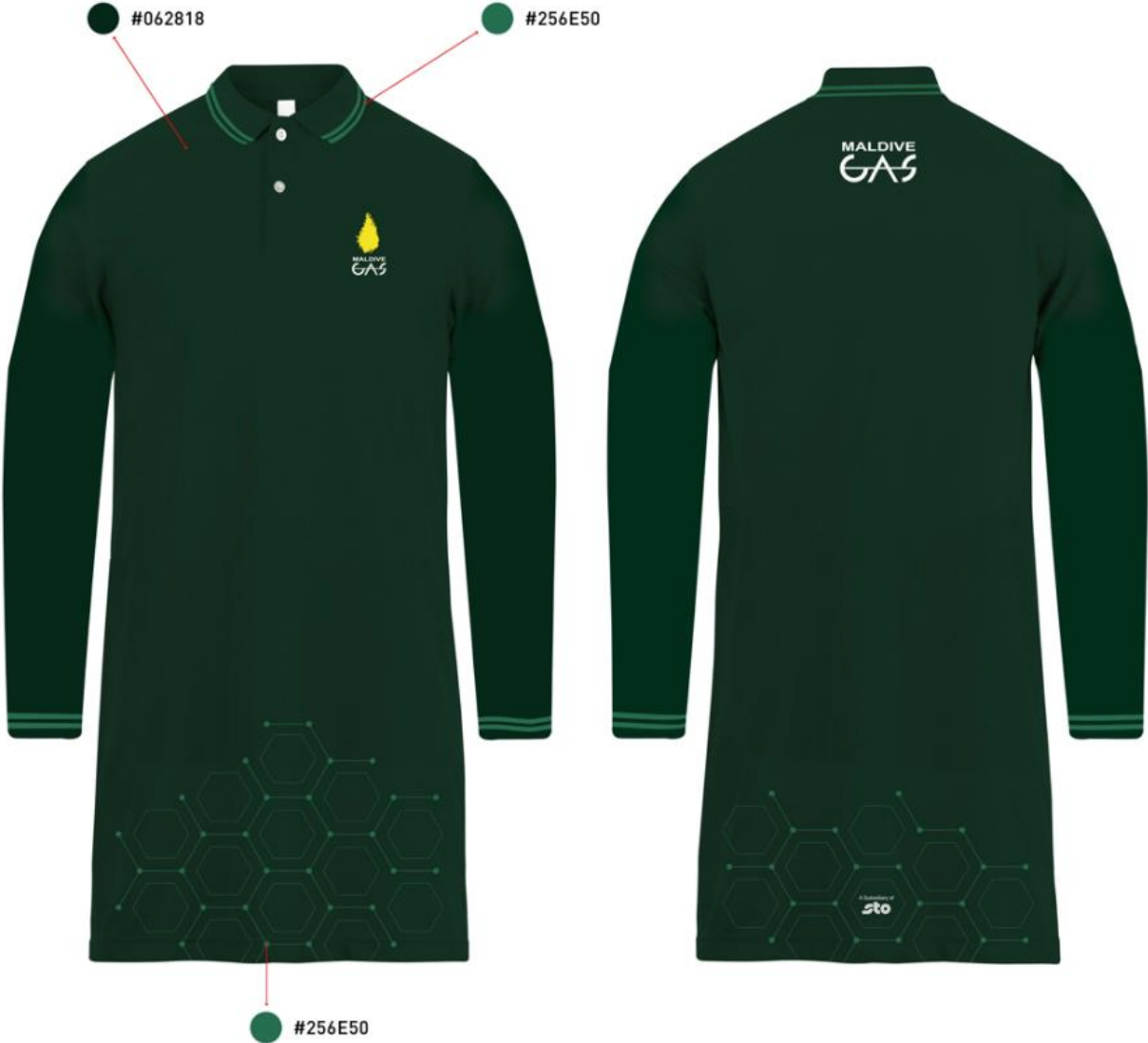
8 - SIZE CHART



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 - T-SHIRT





10 – SECURITY STAFF UNIFORM

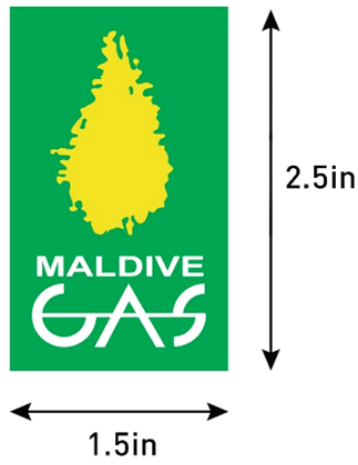


NOTE:

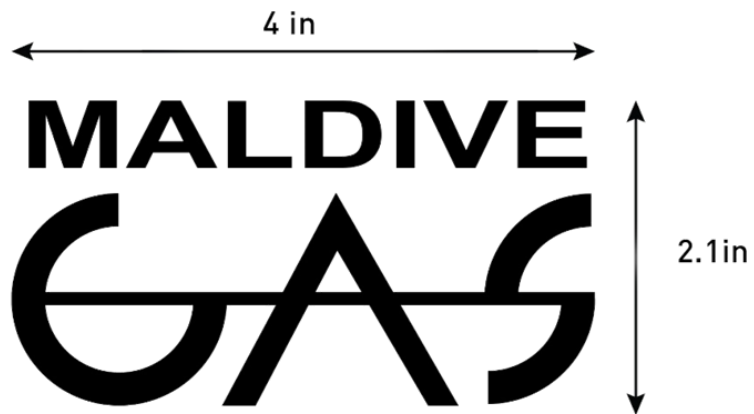
T-shirts should have logo printed on the front. The back of the T-shirt should have Maldive Gas logo on top and STO logo at the bottom of the T-shirt. Tracksuit should have Side pockets & back pockets.

11 - LOGO SIZE

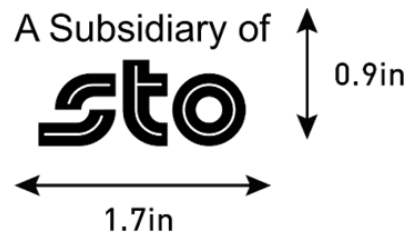
1 - LOGO



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 **Wednesday, 31st August 2022, 10:00** 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