

# REQUEST FOR PROPOSAL

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**Production & Supply of Promotional & Marketing  
Items for Maldivian Gas Pvt Ltd**

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## TENDER DOCUMENT

**Maldivian Gas Private Limited**

Male', Republic of Maldives

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## **1. Overview of RFP Process**

Maldivian Gas Private Limited (MGPL), a subsidiary company of State Trading Organization Plc, seeks an experienced Contractor, trader or manufacturer for the production and supply of Maldivian Gas Pvt Ltd.'s marketing and promotional materials as per designs and specifications provided by it. This RFP is part of a competitive procurement process which helps to serve MGPL's best interests. It also provides contractors with a fair opportunity for their services to be considered. With competitive negotiation, MGPL has the flexibility it needs to negotiate with contractors to arrive at a mutually agreeable relationship.

## **2. Definition**

2.1 In interpreting or construing this Request for Proposal the following expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

- i) "Client" means Maldivian Gas Private Limited of the Republic of Maldives and shall include any person or persons authorized by Maldivian Gas Private Limited.
- ii) "Contractor" means bidders and shall include any person or persons authorized by the bidders.
- iii) "RFP" means this Request for Proposal, annexes and all forms submitted by the contractor which shall constitute an integral part of this Request for Proposal.

Words importing the singular only also include the plural and vice versa where the context requires. Words indicating one gender include both genders.

## **3. Eligible Contractors**

3.1 This Request for Proposal is open to all registered companies in the Maldives and overseas parties with related experience.

## **4. One Proposal per Contractor**

4.1 Each bidder must submit only one proposal by itself. A bidder who submits or participates in more than one proposal will be disqualified. If Client discovers or has a reason to believe that collusion exists among any/all Contractor, any/all such proposals will be rejected, and all participants in such collusion will be excluded from consideration for future proposals for similar works.

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## 5. Objective

It is MGPL's intent to enter into an Agreement with the selected service provider for the production and delivery of its marketing and promotional materials as per the specifications mentioned at annex B of this proposal.

### Scope of work:

- Production/manufacture and delivery of MGPL's marketing and promotional materials as per the given customized specifications and drawings.
- The Successful bidder should be able to undertake the task and proceed immediately upon its selection.

The scope of work excludes all taxes and duties including the customs duty at the delivery port.

## 6. Clarifications & Replies of the proposal Documents

- 6.1 Information session and clarifications will be part of RFP.
- 6.2 Questions shall be type-written in English and shall be submitted to the address specified in Sub-Clause 6.3. Communications made pursuant to this clause shall not be communicated later than **18:00hrs (Maldives Time) on 24<sup>th</sup> March 2018** by facsimile or e-mail.
- 6.3 The communication concerning the tender shall be addressed to:
- |                        |  |
|------------------------|--|
| <b>Contact Person:</b> | Mr. Ahmed Munaz – Procurement Manager  |
| <b>Address:</b>        | <b>PROCUREMENT DEPARTMENT</b><br><b>Maldiv Gas Pvt Ltd</b><br>#02-21 STO Trade Center, Orchid Magu |
| <b>Telephone:</b>      | +960 3005443   |
| <b>Facsimile:</b>      | +960 333 5615  |
| <b>E-mail:</b>         | <a href="mailto:munaz@maldivegas.com">munaz@maldivegas.com</a>                                     |

Replies will be given to all the contractors not later than **1000hrs (Maldives Time) on 26th March 2018** through facsimile or e-mail.

## 7. Amendment of proposal Documents

- Before the deadline for submission of proposals, the Client may modify the proposal by issuing addenda.

- Any addendum thus issued shall be part of the proposal and shall be communicated by facsimile, or e-mail to all the registered Contractors. Prospective contractors shall acknowledge receipt of each addendum to the Client.

## 8. Language of Proposal

The required documents must be type-written in English.

## 9. Currency of Proposal

The unit rates and prices shall be quoted either in United States Dollars or Maldivian Rufiyaa.

## 10. Advance Payment

Contractors may be entitled for advance payment, pursuant to successfully signing the contract.

## 11. Period of Validity

Proposals shall remain valid for a period of 60 (Sixty) days after the specified deadline for proposal submission, or any other date that is the subject of a Proposal amendment.

### 11.1 Bid Evaluation Criteria

The proposals will be evaluated based on the following points.

CRITERIA	WEIGHT
Company Profile	05
Past Experience with MGPL	05
Price	80
Delivery Schedule	10
<b>TOTAL</b>	<b>100</b>

## 12. Award Criteria

- All the proposals determined to be responsive will be evaluated by the Tender Evaluation Committee of Client.

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### **13. Notification of Award and Signing of Agreement**

- 13.1 The contractor whose proposal has been accepted will be notified of the award by the client prior to expiration of the proposal validity period by email, or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Client will pay the Contractor in consideration of the execution, completion of the Works by the contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").
- 13.2 The Agreement will incorporate all agreements between the Client and the successful contractor. It will be signed by the Successful contractor and sent to the Client, **within 7 days** following the Letter of Acceptance date.

### **14. Late Proposals**

Any Proposal received by the Client after the deadline prescribed in Clause 6 will be returned unopened to the Contractor.

### **15. Clarification of Proposals**

- 15.1 To assist in the examination, evaluation, and comparison of proposals, the Client may, at the Client's discretion, ask any contractor for clarification of the contractor's proposal, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by email, or facsimile, but no change in the price or substance of the proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the proposals.

### **16. Bid Opening**

The Client will open the bids, in the presence of the contractor representatives who choose to attend at the time and in the place specified.

The contractor names, the proposal prices, the total amount of each proposal and the presence or absence of, and such other details as the Client may consider appropriate, will be announced by the Client at the opening. No Proposal shall be rejected at the proposal opening except for the late proposals pursuant to clause 20.

The client will prepare minutes of the Information sessions and Proposal opening, and shall form part of the clarifications and requirement of this Proposal.

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## **17. Other Information**

### **A. KEY DATES**

**Tender notice date:** 21<sup>st</sup> March 2018

**Tender notice reference number:** MGPL-I/PD/04/18

**Issue Date of RFP:** 21<sup>st</sup> March 2018 to 25<sup>th</sup> March 2018

**Last date for Queries:** 24<sup>th</sup> March 2018 1800 hrs.

**Deadline for Receipt of Proposals:** At or by 1200hrs on 25<sup>th</sup> March 2018

**Contract Awarding:** Within 30 days of bid submission

## ANNEX A – Company Details Format

### ▪ Details of the Contractor/Company

Name of Company	
Company Registration No.	
Year of formation	
Address	
Telephone and Fax No.	
Email Address	
Website	
Contact Person(s) & Title	
Subsidiary/Partner firms	

### Please attach:

1. Corporate profile
2. Company registration copy.

### ▪ Past Experience

Please submit details of the projects undertaken and Reference letters or any documents that proves that the contractor's experience.

Client Name	
Address of Client	
Contact Person (Representative of the Client Organization)	Name: Designation: Contact Number: Email: Address:
Project Title	
Project Location	
Type of Project	<input type="checkbox"/> Government <input type="checkbox"/> Public Sector <input type="checkbox"/> Corporate <input type="checkbox"/> International <input type="checkbox"/> Other (specify)
Description of Project (in brief)	

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## Annex B

### Material Items Details

ITEM #	DESCRIPTION	QTY
1	Corporate Tent	20
2	Corporate Cap	1999
3	Smart Phone- Arm Band	1500
5	Diary / Planner	2500
6	Bluetooth Headset	1800
7	Thermal Mug	3000
8	Rain Coat	2000
9	Corporate Folder	1500
10	Balloons with Logo - Helium Quality - White	3000
11	Balloons with Logo - Helium Quality - Green	3000
12	Marketing Event T-Shirts with Logo - Black	500
13	Marketing Event T-Shirts with Logo -Red	500
14	Marketing Event T-Shirts with Logo - Green	500
15	Corporate Jersey Set	480