



CUSTOMS CLEARANCE AND TRANSFERS OF GOODS FROM MPL TO MWSC SITES AT MALE' HULHUMALE' VILLIMALE AND GULHIFALHUS

Qualification of Bidders:

The bid document shall comprise the following information in the given format and order, which MWSC shall use to determine whether the Bidder possesses relevant experience, technical capacity to undertake the project works and to complete successfully in accordance to the bid. Any bid did not accompanied by the following in the given **format and order** shall be rejected by the Employer as non-responsive.

- Bid form. Must be filled stamped and signed.
- MIRA tax clearance (within 06 months). Must be clear.
- Broker License (Customs)
- Company Business Information Sheet (Economic Ministry) - (Must be generated within one week of the Bid submission deadline)
- Bank Statements (Past six months) Hardcopy
- Business Registration Certificate at Economic Ministry
- GST Registration Certificate
- Rate Sheet (Annex II). Must be filled and complete. Bidder's rates should not be more than two decimals.
- Experience – Part 1 list of Similar Projects completed over last five years in the given format "Form of Experience" under Section-V Sample forms.
- Experience – Part 2 list of Ongoing MWSC Projects in the given format "Form of Experience" under Section-V Sample forms. (Applicable for bidders with ongoing contract commitments with MWSC)

Scope of Works

The Contractor shall provide the following services or works to MWSC:

1. Cargo clearance, handling and delivery of cargo consigned to MWSC by sea freight.
2. Upon receipt of shipping documents (Bill of Lading, Commercial invoice, Packing List, Insurance policy), it is a responsibility of the Contractor to identify the local handling agent & keep track of the arrival of shipment. The Contractor shall solely be liable for any delays due to lack of arrival information once all documents are handed over to the Contractor.
3. Contractor shall act on behalf of MWSC and carry out all works related to Cargo clearance, including Customs & MPL formalities. Contractor shall avoid unexceptional delays in customs documentation & maintain proper communication with customs and MPL to complete the documentation process as early as possible.
4. Labour works in Delivery of goods from Maldives Ports Limited to MWSC's respected stores/warehouses ("MWSC warehouses") specified below and in accordance with MWSC's instructions;
 - (a) Fen Building & New CS Building at Ameenee Magu, Male' & other stores at head office site
 - (b) MWSC Warehouse, Boduthakurufaanu Magu, Male'
 - (c) MWSC Services Unit, Boduthakurufaanu Magu, Male'
 - (d) MWSC Store, 1st floor, Production Building, Male'
 - (e) MWSC Stores, Hulhumale'
 - (f) MWSC Warehouse and Pipe Rack, Hulhumale',
 - (g) MWSC Pipe Storage area Hulhumale P2
 - (h) MWSC Site at Gulhifalhu' (including stores, warehouses & Pipe racks at Gulhifalhu site, etc.)
5. Arranging and stacking of goods in the respected stores/warehouse as per MWSC's instructions.
6. Contractor shall ensure that no loss or damage is caused to the goods during any stage of the process of providing services under this Contract. The Contractor shall be liable for damages incurred in the event of any loss or damage to the goods.
7. All the goods cleared from MPL shall be brought to the designated MWSC's warehouses before 05:00 pm and a minimum of 02 (Two) hour notice of delivery shall be given to MWSC personnel. However, in the case of emergency, Contractor shall clear & deliver the goods as per the instruction given by MWSC.
8. Before clearing any cargo consigned to MWSC from the ports of Male', the Contractor shall inspect the cargo on behalf of MWSC and in the case of loss/shortage or damage to goods is found, the Contractor shall inform in writing to all necessary parties and complete the necessary documentation.
9. The Contractor shall obtain signature from MWSC personnel upon inspection & acceptance of shipment.

10. Contractor shall provide weekly status or desired schedule for the upcoming deliveries of the shipments to MWSC, in order to organize & make necessary arrangements for the receipt of shipments. Contractor shall give minimum 02 hour notice to MWSC personnel regarding the identification & nature of shipment in order to verify location & space for the shipment.
11. Upon request from MWSC where special inspection & supervision is required, Contractor shall make necessary arrangements for the inspection & supervision of MWSC personnel before the shipments are un-stacked from the container. MWSC will instruct such shipment prior to clearance.
12. Contractor shall appoint an eligible local supervisor who can efficiently communicate & has the authority to make on spot decisions at the time of clearance & delivery of shipments to the instructed sites of MWSC.

Summary of evaluation criteria with weights

Criteria	Weighting %
Offer submitted for tender -Offer submitted will be calculated based upon total figure in Annex 1 “ YEARLY ESTIMATE OF CLEARANCE ”. The responsive bidder who submitted the lowest total in the year estimate will obtain the highest score and will be marked accordingly in this category.	60
Past experience in customs clearance	20
Financial Background	20
Weighted score	100