



Maldives Transport and Contracting Company Plc,  
7th Floor, MTCC Tower, Boduthakurufaanu Magu,  
Male' 20057, Maldives.

## **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**ENGAGING A CONSULTANT TO UNDERTAKE THE  
ESTABLISHMENT OF A WELDING WORKSHOP AND  
DEVELOPMENT OF STANDARD OPERATING PROCEDURES  
(SOP) FOR THE WELDING WORKSHOP**

### **Information Sheet**

**Ref: MTCC-PD/IU/2021/0285**

**Issue: 02**

**Date: 26<sup>th</sup> April 2021**

# Maldives Transport and Contracting Company Plc

## Disclaimer

The information contained in this Request for Proposal ("RFP") or any information subsequently provided to Consultant, whether verbally or in documentary form by or on behalf of the Maldives Transport and Contracting Company Plc ("MTCC") or any of their employees and advisors ("MTCC Representatives"), is provided to the Consultant on the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is not an offer or invitation by MTCC Representatives to any party other than the Consultants who are qualified to submit the Proposal. The purpose of this RFP is to provide the Consultants with information to assist the formulation of their. This RFP does not purport to contain all the information each Consultant may require. This RFP may not be appropriate for all persons, and it is not possible for MTCC Representatives, to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

Each Consultant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice from appropriate sources. MTCC Representatives, make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP.

MTCC Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

<b>Post Title:</b>	Class Consultant
<b>Project:</b>	Engaging a consultant to undertake the establishment of a welding workshop and development of standard operating procedures (sop) for the welding workshop
<b>Duty Station:</b>	Scheduled site visits and presentations
<b>Reports to:</b>	General Manager, Engineering and Docking Division
<b>Duration of Contract:</b>	Two working months between June 2021 – August 2021

## 1. The Project

Maldives Transport and Contracting Company Plc (MTCC) is the oldest public company in existence in the Maldives. MTCC has fleet of seagoing local and international vessels. MTCC vessels are repaired at its Thilafushi repair facility. Thilafushi is located almost in the middle of the Maldives archipelago around 7km away from the capital Male'.

MTCC intends to enhance the facility's welding workshop to cater to the international fleet of vessels owned by MTCC.

To this end, MTCC wishes to engage a Consultant to undertake the establishment of a welding workshop and development of standard operating procedures (SOPs in English) for the welding workshop in line with relevant class specification.

MTCC is inviting interest parties to submit Proposals for the establishment of a welding workshop and development of standard operating procedures (sop) for the welding workshop (the "Project").

Information about MTCC and its services may be obtained from <http://www.mtcc.mv>

### 1.1. Objective

The objective is to establish a welding workshop and develop standard operating procedures (sop) for the welding workshop to repair and build class certified vessels.

## 2. Scope of Work and Consultant's Responsibility

### 2.1. Consultant's Responsibility

The Consultant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of this RFP will be at the Consultant's own risk.

It would be deemed that prior to the submission of the Proposal, the Bidder has:

- a) made a complete and careful examination of requirements, and other information set forth in this RFP document;
- b) made a complete and careful examination of the various aspects of the Project including but not limited to:
  - i. existing facilities and structures at such site
  - ii. space availability at the site
  - iii. conditions affecting transportation, access, disposal, handling and storage of the materials at such sites

- iv. all other matters that might affect the Consultant's performance under the terms of this RFP Document.

MTCC shall not be liable for any mistake or error or neglect by the Consultant in respect of the above.

## 2.2. Scope of Work and Deliverables

The scope of work and the deliverables of the consultancy are:

#	Deliverable	Due Date
1	<b>Deliverable 1 - Project Schedule/Plan</b> Consultant shall provide a detailed project plan with key dates.	
2	<b>Deliverable 2 - Facility Assessment Report</b> Consultant shall assess the current site and welding workshop, to check the suitability of the facility to repair and/or build class certified ships.	
3	<b>Deliverable 3 - Workshop Plans/Layouts</b> Consultant shall provide plans/layouts for the welding workshop.	
4	<b>Deliverable 4 - Equipment and Machinery Assessment Report</b> Consultant shall assess the current welding equipment and machinery, to check the suitability of the equipment and machinery to repair and/or build class certified ships.	
5	<b>Deliverable 5 – Welding Procedures</b> Produce well written and comprehensive welding procedures (based on ISO 4063 in English) required for the welding workshop to facilitate the repair and/or building of class certified ships.	
6	<b>Deliverable 6 – Standard Operating Procedures</b> Produce well written and comprehensive SOPs (in English) for the welding workshop in line with relevant class specification	
7	<b>Deliverable 7 – Familiarisation Training</b> Conduct a familiarisation training (workshop plan/SOPs/Welding procedures) for EDD team.	

The reports shall include the recommendations of the Consultant in order to address the issues identified and towards the achievement of the objectives of this assignment.

## 3. Duration of Work

Two working months between June 2021 – August 2021.

### 3.1. Duty Station

- (a) The consultant will undertake a mix of in-house and distance mode of working based on the agreed work-plan.
- (b) The consultant is expected to use his/her own equipment (including computers/laptops) required for the assignment.

## 4. Expertise and Qualifications

- (a) Has worked as a Certified Class Surveyor for 5 year or more.
- (b) Demonstrated knowledge and experience:
- i. in developing SOPs especially in the area of ship building, ship repair and welding procedures (based on ISO 4063) with regard to class certification

- ii. in undertaking consultancy projects.
- (a) Relevant regional and international experience will be an added advantage.

## 5. Scope of Financial Proposal and Schedule of Payments

- (a) The consultant will be offered a lump sum fee.
- (b) The payments will be made in instalments based upon deliverables specified in section 5.1 Payment Schedule and upon certification of satisfactory work as per work plan and endorsed by a designated MTCC official.

### 5.1. Payment Schedule

#	Deliverable	Payment Percentage
1	Deliverable 1 – Submission of Project Schedule/Plan	-
2	Deliverable 2 – Facility Assessment Report	10%
3	Deliverable 3 – Workshop Plans/Layouts	20%
4	Deliverable 4 – Equipment and Machinery Assessment Report	10%
5	Deliverable 5 – Welding Procedures	25%
6	Deliverable 6 – Standard Operating Procedures	25%
7	Deliverable 7 – Familiarisation Training	10%
		100%

## 6. Selection Criteria

Proposals will be evaluated using Combined Scoring Method, using the 70% - 30% distribution for Technical and Financial proposals respectively. Only Proposals meeting a minimum of 75% (out of a 100%) under Technical evaluation would be considered for the Financial evaluation.

Following specific criteria would be used to assess the Proposals:

#	Criteria	Threshold	Score
	<b>Technical (70%)</b>		
	<b>Education</b> [based on section 4 (a)]		15%
	<b>Experience</b> [based on section 4 (b)]	Min. 5 years	15%
	<b>Number of similar projects delivered</b> [Project information to be furnished]	Min. 2 projects	25%
	<b>Work Plan</b> [based on Deliverable 1]		15%
	<b>Financial (30%)</b>		
	Consultancy Fee		30%
		<b>Total</b>	<b>100%</b>

Minimum is the qualifying threshold.

## 7. Documents and Submittals

Bidder shall furnish the following submittals as part of the Proposal, failing which the Proposal will be deemed non-responsive.

### Technical Proposal

#### 1. Educational Qualifications

- Certified copies of all academic/educational qualifications shall be provided.

#### 2. CV and Consultant's Profile

- Updated CV
- Profile of the consultant (max 2 pages) explaining why he/she is the most suitable candidate for this assignment.

#### 3. Work Experience and Projects involved

- Proof of employment [based on section 4 (a)]
- Project completion certificate/letter [Project information to be furnished]

### Financial Proposal

The financial proposal shall specify a total lump sum amount. Payments will be made in instalments as per the Payment schedule section 5.1.

## Annex A – Additional Information for Consultants

### 1. Proposal Submission Process

Interested and eligible Bidders may submit their Proposal (Technical and Financial proposal) in the manner described in section 6 (Sealing and Marking of Proposals) of this Annex A, detailing the cost for carrying out the assignment along with documents to support qualification and experience as per the RFP.

### 2. Currency of Proposal

All amounts quoted shall be in United States Dollars (USD) only.

### 3. Period of Validity of the Proposal

Proposals shall remain valid for the period of 90 days after the date of Bid submission. A Proposal valid for a shorter period shall be deemed non-responsive and rejected.

### 4. Clarifications

Bidders requiring any clarification on the RFP may notify MTCC in writing by email on or before 3<sup>rd</sup> June 2021 1400hrs. MTCC will forward to all Bidders, written copies of MTCC response, including a description of the enquiry but without identifying its source. Bidders shall refer all inquiries, via email, to:

ATTN. OF: General Manager, Procurement Division  
ADDRESS: Maldives Transport and Contracting Company Plc  
3<sup>rd</sup> Floor, H. Zoneria,  
Boduthakurufaanu Magu,  
Male' 20057,  
Maldives  
Email: tenders@mtcc.com.mv;

### 5. Format and Signing of the Proposal

The Proposal shall be typed or written in indelible ink and shall be signed by the Consultant or a person or persons duly authorized to bind the Consultant to the Contract. Any interlineations, erasures, or overwriting to correct errors made by the Consultant should be initialled by the person or persons signing the Proposal.

### 6. Sealing and Marking of Proposals

The Bidder is expected to submit the proposal electronically in a ZIP file.

All documents within the zip file shall be in PDF format.

Both Technical and Financial Proposal shall use the cover page format provided (under Cover Page Format and Addressing) and shall clearly bear the identification described therein.

The subject of the emails shall be:

MTCC-PD/IU/2021/0285 - engaging a consultant to undertake the establishment of a welding workshop and development of standard operating procedures (sop) for the welding workshop

Proposals and their passwords shall be separately emailed to [tenders@mtcc.com.mv](mailto:tenders@mtcc.com.mv)

**7. Deadline for Submission of Proposal**

Proposals must be received by MTCC to the email address specified above no later than 10<sup>th</sup> June 2021 1400hrs.

Late Proposals will be rejected.

**8. Cover Page Format and Addressing (on full standard A4 page)**

"ENGAGING A CONSULTANT TO UNDERTAKE THE ESTABLISHMENT OF A WELDING  
WORKSHOP AND DEVELOPMENT OF STANDARD OPERATING PROCEDURES (SOP) FOR THE  
WELDING WORKSHOP"

"To be opened by Proposal Evaluation Committee only"

and

"Submitted by

Name, Address and Contact Phone No. of the Proponent"

ATTN. OF: General Manager, Procurement Division  
ADDRESS: Maldives Transport and Contracting Company Plc  
3<sup>rd</sup> Floor, H. Zoneria,  
Boduthakurufaanu Magu,  
Male' 20057,  
Maldives