

## TERMS OF REFERENCE MALDIVIAN RED CRESCENT VEHICLE FLEET

### Objective

1. Provide maintenance service for 3 vehicles of Maldivian Red Crescent (MRC).
2. Tinkering and painting service for 3 vehicles of MRC.

### Deliverables

The following deliverables must be met by the party awarded during the duration of the agreement.

- a) In consultation with MRC, carry out a full diagnosis of the MRC Vehicles and provide a full report of the following: -
  - a. Identify the repair services needed for each vehicle to be in good running condition.
  - b. Identify and provide a list of spare parts with their part numbers needed for all the vehicles in the fleet for carrying out the works as per diagnosis.
- b) Carry out the following service
  - a. Tinkering and painting of MRC vehicles as per MRC requirement
  - b. Placement of required stickers as per MRC requirement
- c) Carryout maintenance of all vehicles with reference to the diagnosis report. All maintenance work highlighted on **Annex 2** of this document must be carried out as part of the maintenance work.
- d) A service completion report must be provided for each vehicle.

### Minimum Requirement

- a) The bidder must have been in the business of vehicle repairs for a minimum of 2 years.
- b) The bidder must possess a valid business license as a vehicle repair shop.
- c) The bidder(s) is required to have the capabilities to perform routine, scheduled, unscheduled, and any major component overhaul, rebuilding, repairing and replacement capabilities.

### Duration

- Total of 70 Days will be given to selected party as following from contract date.
- 10 Days for a full diagnosis report for all 3 vehicles to be submitted
- 60 Days for maintenance and paint job for all 3 vehicles.

### Fees and payments

- For each service, a quotation must be produced with a price breakdown of the service need for the repair.
- Service must only be carried out after approval received from Maldivian Red Crescent.
- Payment for each service in reference to the quotation will be paid in lump sum after the completion of service and after the provision of the service completion report.

### Reporting line

The awarded party will report to the Manager - Finance, Admin & Resource Mobilization

### Evaluation of quotations

- Bidders will be evaluated based on value for money and most technically compliant offer.

### Application

All applications must include;

- CV (if an individual) or profile (if a company).
- Timeline of maintenance, repair, and painting.
- Financial quotation (Financial quotation must be inclusive of expected costs and taxes).
- Samples of past work and at least 3 recommendation letters are required (electronic/print acceptable).

### Code of Conduct

During the term of consultancy, MRC Code of Conduct has to be signed and thoroughly followed by the vendor.

Application submission, with all required documents, in sealed envelopes to be made by 22 October 2020, Wednesday by 1400hrs (application after the deadline will not be considered), to MRC Male' branch, 2<sup>nd</sup> Floor, Maafannu Luxlodge, Orchid Magu, Male' Republic of Maldives.

An information session will be held via zoom on 20<sup>th</sup> October 2020 at 14:00 hrs for all those interested. All interested parties to email to [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv) for registration before 19<sup>th</sup> October 2020 at 21:00 hrs.

**Only those who attend the information session will be eligible to submit the applications.**

## Annex 1 – MRC Vehicle Fleet Details (Vehicle Type, etc)

**Brand:** Toyota  
**Model No.:** KDH201R-RBMDYT  
**Type:** Van  
**Year:** 2017

**Brand:** Toyota  
**Model No.:** KDH222R-LEMDY  
**Type:** Ambulance  
**Year:** 2013

**Brand:** Toyota  
**Model No.:** KDH222R-LEMDY  
**Type:** Ambulance  
**Year:** 2013

## Annex 2 – Maintenance Service to be provided to all Vehicles.

- a. Check on oil and oil filter. As required, mechanic to diagnose, determine and provide required service for functionality.
- b. Check on air filter. As required, mechanic to diagnose, determine and provide required service for functionality.
- c. Check on fuel filter. As required, mechanic to diagnose, determine and provide required service for functionality.
- d. Check on vehicle battery. As required, mechanic to diagnose, determine and provide required service for functionality.
- e. Check on brake fluid. As required, mechanic to diagnose, determine and provide required service for functionality.
- f. Check on brake pads/shoes. As required, mechanic to diagnose, determine and provide required service for functionality.
- g. Check on brake rotors. As required, mechanic to diagnose, determine and provide required service for functionality.
- h. Check on coolant. As required, mechanic to diagnose, determine and provide required service for functionality.
- i. Check on transmission fluid. As required, mechanic to diagnose, determine and provide required service for functionality.
- j. Check on timing belt. As required, mechanic to diagnose, determine and provide required service for functionality.
- k. Check on Power Steering fluid. As required, mechanic to diagnose, determine and provide required service for functionality.
- l. Check spark plug/ignition systems. As required, mechanic to diagnose, determine and provide required service for functionality.
- m. Identify any other faults mechanical or electrical. Mechanic to diagnose, determine and provide required service for functionality.
- n. Identify any damage to any exterior part/body of the vehicle. Mechanic to diagnose, determine and provide required service for functionality.