



Ministry of Economic Development
Republic of Maldives

Terms of Reference / Information sheet
Introducing Motorcycle Taxi Services in the Maldives

1. Introduction

Currently there are more than 60,000 vehicles registered in the Maldives of which approximately 85% are 2 wheelers. Hence two-wheeled private transport is the dominant mode of land transport in the country especially in the densely populated urban centres such as Male'. The objective for the introduction of the motorcycle taxi services is to address the supply gap due to the shortfalls of the current taxi services which have been further exacerbated by unavailability of public transport in the country. In addition, the government seeks to introduce this service in a regulated environment which will ensure a high quality of service, with the assurance of the safety and security of passengers and drivers alike.

To achieve the above objective, the Ministry of Economic Development is seeking parties with demonstrated technical capacity to provide "Motorcycle Taxi" services in the Maldives.

2. Scope of the project

- a) The Motorcycle Taxi services shall be developed, realized and operated to standards in accordance with Maldivian laws and regulations
- b) The Motorcycle Taxi services must have the characteristics mentioned in Annex A.
- c) The Motorcycle Taxi services can be provided in all service areas which will be approved for Motorcycle Taxi services in the Maldives.
- d) The Maldives Transport Authority will provide temporary licenses valid for a period of 12 months, to qualified parties to operate a Motorcycle Taxi Center with a fleet of minimum 20 motorcycles
- e) The Motorcycle Taxi services shall only be provided after obtaining the operating license from the Maldives Transport Authority

3. Objective of this document

The objective of this document is to provide information for interested parties to prepare and submit proposals to provide the "Motorcycle Taxi" services in the Maldives

4. Eligibility and Qualification criteria

Proponents which meet the eligibility and qualification criteria set out below will be qualified and granted temporary licenses to operate the motorcycle taxi services.

- a) Any legal entity registered under the Business Registration Act 18/2014 (sole proprietors, partnerships, companies, cooperatives) may submit a proposal for the provision of the services.
- b) Proponents whose proposals are given more than 70% marks or more will be considered as qualified and granted temporary licenses to operate the Motorcycle Taxi services.
- c) The Ministry of Economic Development reserves the absolute discretion to select qualified parties from among those who submit proposals in response to this call for proposals.

5. Proposal Requirements

- a) This section sets out the information that proponents will be required to submit as part of their proposal and explains the format that should be followed when doing so. Proponents will be required to explain their understanding of each of the requirements and elements detailed below and provide supporting information or documentation as part of their proposal.
- b) Formats have been prescribed for submission of information to ensure that information and data collected from each proponent would be interpreted in a consistent manner. Hence it is required that all proponents should submit information as per the formats, where indicated
- c) Proponents shall be forthright and open in proposal submission. Proposals will only be evaluated on their contents
- d) A proponent shall not assume that information in the public domain is available to be evaluated
- e) All pages of the proposals must be initialled by the authorized signatory

5.1 Composition of Proposals

Proposals shall be submitted with the following documents. The proposal submitted by each proponent shall comprise of information and documents specified from section 5.2 - 5.6. The proposal shall be evaluated using the criteria described in sections 5.3 – 5.6

5.2 Qualification Documents

Minimum Qualification Documents of the Proposal shall comprise of the following. Proposals submitted without the qualification documents will be automatically disqualified:

- i. The cover letter – the cover letter must be signed by an authorized signatory.
Proponents must indicate the desired service areas for the provision of the motorcycle taxi services.
- ii. Proposal Application form – complete and attach the application form, FORM 1 is in Annex B

5.3 Organizational Strength and Team strength (Total 25%)

- a) The proponent must provide company profile including mission statement, business objectives and core business, with details of projects of similar nature carried out by the Proponent while clearly stating current projects and commitments **(10%)**
- b) Proponent must provide information about the proponent's technical team and technical capacity in detail with human resource capacity including Curriculum Vitae and copies of qualification certificates of key staff and the project team. Proponents must demonstrate the strength of the team by meeting either of the below criteria.
 1. **Educational Qualification of the team (15%)** – At least one member of the team must have a minimum qualification of diploma level in the field of administration, management, IT or any other field, relevant to the provision of the motorcycle taxi services. Each individual team member should submit their CVs along with attested copies of the relevant qualification certificates. Educational qualification criteria will be checked based on the submitted documents.
or
 2. **Experience of the team (15%)** - At least one member of the team should have a minimum experience of 2 years or more in the field of administration, management, IT or any other field, relevant to the provision of the motorcycle taxi services. Hence, teams must submit a portfolio of work done by the team members accompanied by references about satisfactory delivery of finished projects and relevant works. The team should give contact numbers and names of references as well for each project completed. Points will be given using benchmark marking criteria where maximum references submitted will be considered as the benchmark.

5.4 Technical Proposal (Total 50%)

- a) The proponent must provide an executive summary of the proposed project including service model including how the proponent plans to provide the services and also implement the services as per the characteristics stipulated in **Annex A (10%)**
- b) Proponents must indicate how they would ensure safety and security in the service; The plan for maintaining the quality of service, and special advantages that the organization brings to the project **(10%)**
- c) Proponents must indicate
 - i. Strategies to mitigate the impact on environment **(10%)**
 - ii. Use of technology and creative ideas **(20%)**

5.5 Rollout Plan (Total 10%)

Proponents must include the service rollout plan which details out timelines for service rollout and levels of service (i.e. no. of motorcycles) in selected service areas including key milestones in the project.

5.6 Financial Plan (Total 15%)

Proponents must include the following in their Financial Plan

- iii. Financing Model (5%)
- iv. Payment mechanisms (5%)

- v. Proposed fare structure; (5%)

6. Clarifications

All queries in relation to this TOR shall be communicated via a written request in the form of email or letter, 7 days before the deadline for submission. Clarifications must be directed to:

Ahmed Aiman Shareef
Director
Ministry of Economic Development
Boduthakurufaanu Magu, Male' 20125
Phone: +960 3306696
Fax: +960 3323840
Email: tn@trade.gov.mv

7. Deadline for submission of proposals

- a) Proposals for the provision of Motorcycle Taxi services shall be submitted to the address below by **1400hrs, Wednesday, 22nd June 2016**.
- b) Proposals received after the above mentioned deadline will not be accepted by the Ministry. The Ministry may extend the deadline for submission of proposals at its discretion.

8. Format and submission of proposals

Proposals shall be well bound and shall contain a table of contents for easy reference. Proposals must be submitted in sealed envelopes and must be clearly labelled, **PROVISION OF MOTORCYCLE TAXI SERVICES** and delivered to the address mentioned below.

Address:
Ministry of Economic Development
Boduthakurufaanu Magu, Male' 20125
Republic of Maldives
Phone: +960 3306696
Fax: +960 3323840
Email: tn@trade.gov.mv

ANNEXE A

Characteristics of the Motorcycle Taxi Services

The motorcycles used in the provision of Motorcycle Taxi Services

- The motorcycles must comply with the standards specified by the Maldives Transport Authority

Drivers

- Drivers must be Maldivians who have valid driving licenses and also have the permit to operate motorcycle taxis.
- Drivers must comply with requirements set out in the regulations

Fares

- The base rate for fares is set at MVR 10 per trip. However, proponents may submit a fare structure for the case where trips are made from island to island
- The proposed fare structure for the service must be approved in writing by the Maldives Transport Authority.
- The Maldives Transport Authority reserves the right to review and revise the fares.

Service Provider

- Monitoring and managing records of the taxi service is a responsibility of the service provider and the service provider must furnish Government authorities with updated records upon request.
- Ensuring that services are provided in adherence to the rules and regulation as well as the standards set by the regulator is a responsibility of the service provider

Rules and Regulations

- The service should be provided in accordance with all laws and regulations relevant to the provision of the services

ANNEXE B

FORM 1 - APPLICATION FOR PROPOSAL

| | |
|------------------|---------------------------------------|
| Project | PROVISION OF MOTORCYCLE TAXI SERVICES |
| Announcement No. | (IUL)101-AF/1/2016/77 |

- This form should be submitted with the proposals
- The Ministry will not accept any proposals if this form is missing
- All fields are mandatory
- Provide Building / house names, floor, apartment no., road, atoll and island for address fields.

| PROPONENT INFORMATION FORM | | | |
|--|--------------------------|--|---|
| 1. ENTITY TYPE Choose one | <input type="checkbox"/> | Sole Proprietorship | <i>Only the types specified here are considered as business legal entities.</i> |
| | <input type="checkbox"/> | Company | |
| | <input type="checkbox"/> | Partnership | |
| | <input type="checkbox"/> | Cooperative | |
| 2. NAME OF PROPONENT | | | |
| 3. CONTACT NO. | FIXED | | FAX |
| 4. EMAIL ADDRESS | | | |
| 5. FULL REGISTERED ADDRESS | | | |
| BUSINESS DETAILS | | | |
| 6. REGISTRATION NO. (attach copy of registration certificate) | | | |
| 7. REGISTERED NAME | | | |
| 8. TAX REGISTRATION DETAILS (GST/BPT) | | (attach copies of tax registration certificates) | |
| DETAILS OF REPRESENTATIVE | | | |
| 9. FULL NAME | | | |
| 10. DESIGNATION / RELATIONSHIP WITH PROPONENT | | | |
| 11. PERMANENT ADDRESS | | | |
| 12. MOBILE NUMBER | | | |
| 13. EMAIL ADDRESS | | | |
| 14. SIGNATURE | | STAMP | |