



MALDIVES INDUSTRIAL FISHERIES COMPANY LTD (MIFCO)

**Request For Proposal (RFP) For
Customs Clearance, De-Stuffing,
Loading, And Related Logistics Services**

BID REFERENCE NO: 134-PRO/I/2026/75

Date: 23rd May 2026



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BID REFERENCE	134-PRO/1/2026/75
REQUEST FOR QUOTATION (RFP)	23 rd May 2026
CLARIFICATION DEADLINE	4 th June 2026 before 13:00
LAST DATE AND TIME FOR RECEIPT OF BID SUBMISSION	Bids should be submitted physically to MIFCO Head Office in sealed envelopes on 8th June 2026 at 13:00 hours
ADDRESS OF COMMUNICATION	Procurement Department, Maldives Industrial Fisheries Company, Hilaalee Magu, Maafannu, Male, Maldives





1. INTRODUCTION

Maldives Industrial Fisheries Company Ltd. (MIFCO) invites proposals from qualified, licensed, and experienced logistics service providers to provide customs clearance, de-stuffing, loading, unloading, transportation coordination, documentation handling, and related logistics services for sea cargo, air cargo, and domestic cargo requirements.

MIFCO intends to appoint a competent service provider capable of delivering timely, efficient, compliant, and cost-effective customs clearance and logistics services in line with MIFCO's operational requirements. The selected service provider shall be required to carry out all services in accordance with applicable laws, regulations, procedures, and instructions issued by Maldives Customs Service, Maldives Ports Limited, airport cargo authorities, and any other relevant regulatory or operational authority.

As MIFCO is a Government State-Owned Enterprise, this procurement shall be conducted in a transparent, competitive, and accountable manner in line with MIFCO's internal procurement procedures and applicable PCB/SOE procurement requirements. The selected service provider shall maintain proper documentation, provide timely updates, submit official supporting documents for all reimbursable charges, and ensure that all services are performed with due care, diligence, regulatory compliance, and audit traceability.

MIFCO reserves the right to accept or reject any proposal in accordance with the terms of this RFP and applicable procurement procedures, and is not bound to accept the lowest-priced proposal.

2. SCOPE OF WORK

The selected Service Provider shall be responsible for providing comprehensive customs clearance, de-stuffing, loading, unloading, transportation coordination, documentation handling, and related logistics services for MIFCO's sea cargo, air cargo, and domestic cargo requirements.

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2.1 Customs Clearance of Imported Goods:

The Service Provider shall carry out customs clearance of imported goods in accordance with the requirements of Maldives Customs Service and all applicable laws, regulations, procedures, and instructions.

This shall include:

- a) Preparing, submitting, and following up customs declarations based on documents and instructions provided by MIFCO.
- b) Coordinating with Maldives Customs Service for inspection, verification, clearance, release, and any clarification required.
- c) Ensuring that declarations are prepared accurately based on the invoice, packing list, Bill of Lading, Air Waybill, Delivery Order, HS code, item description, quantity, value, country of origin, permits, exemptions, and other relevant documents.
- d) Informing MIFCO immediately of any missing document, permit requirement, customs query, inspection requirement, valuation issue, HS code concern, or regulatory hold.
- e) Ensuring that only licensed and authorized personnel handle customs declarations and related communication on behalf of MIFCO.

2.2 Collection and Handling of Import Documents:

The Service Provider shall manage and coordinate import documentation required for customs clearance and cargo release.

This shall include:

- a) Collection and processing of Delivery Orders, shipping documents, Air Waybills, Bills of Lading, invoices, packing lists, and related documents.
- b) Coordination with shipping agents, airlines, freight forwarders, Customs, MPL, airport cargo authorities, and other relevant parties.
- c) Verification of shipment documents before clearance and immediate reporting of discrepancies to MIFCO.
- d) Maintaining proper records of all documents handled for each shipment.

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2.3 Sea Cargo Clearance and Port-Related Services

The Service Provider shall handle sea cargo clearance and related port services through Maldives Ports Limited or any other relevant port facility.

This shall include:

- a) Coordination with MPL for cargo release, de-stuffing, unloading, loading, shifting, sorting, measuring, stripping, stuffing, lashing, unlashng, storage, and other port-related services where applicable.
- b) Arrangement and coordination of FCL and LCL cargo de-stuffing.
- c) Coordination of container opening, cargo identification, tallying, inspection support, and safe handling of cargo.
- d) Arrangement of loading from MPL port to vehicles, MIFCO vessels, third-party vessels, or delivery locations as instructed by MIFCO.
- e) Monitoring of free-time, storage, demurrage, and port-related deadlines, and immediate notification to MIFCO of any risk of additional charges.
- f) Submission of official MPL receipts, invoices, and supporting documents for all port-related reimbursable charges.

2.4 De-Stuffing, Loading, Unloading and Cargo Handling

The Service Provider shall arrange safe and efficient de-stuffing, loading, unloading, and handling of cargo.

This shall include:

- a) General cargo unloading and loading for 20GP and 40GP containers.
- b) De-stuffing and handling of LCL cargo based on CBM, MT, or other applicable measurement.
- c) Arrangement of labour, equipment, transport, lifting support, and other resources required for cargo handling.
- d) Ensuring cargo is handled carefully to avoid damage, loss, contamination, misplacement, or delay.
- e) Immediate reporting of damaged, short-landed, wet, broken, leaking, or suspicious cargo to MIFCO with photographic evidence.

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- f) Ensuring that cargo is not released, shifted, loaded, or delivered without proper instruction or confirmation from MIFCO.

2.5 Loading Arrangements to MIFCO Vessels and Third-Party Vessels

The Service Provider shall coordinate loading of cargo onto MIFCO vessels and approved third-party vessels from MPL, airport cargo area, MIFCO godown, or other approved locations.

This shall include:

- a) Coordination with MIFCO, vessel representatives, MPL, shipping agents, transporters, and other relevant parties.
- b) Arrangement of cargo movement from port or airport to the assigned vessel.
- c) Ensuring cargo is loaded safely and in accordance with MIFCO's instructions.
- d) Obtaining delivery confirmation, loading confirmation, or acknowledgement from the receiving party where applicable.
- e) Reporting any loading delay, access restriction, vessel schedule change, or operational issue to MIFCO immediately.

2.6 Air Cargo Clearance and Airport Delivery

The Service Provider shall handle customs clearance and delivery of air cargo imported through the airport.

This shall include:

- a) Coordination with Maldives Customs Service, airport cargo terminal, airline, freight forwarder, and relevant authorities.
- b) Clearance and release of airfreight consignments.
- c) Arrangement of pickup, cargo van, lorry, or other suitable transport for delivery to MIFCO godown or any other location instructed by MIFCO.
- d) Monitoring of airport storage charges and immediate notification to MIFCO of any risk of additional charges.
- e) Submission of official receipts and supporting documents for all airport, Customs, handling, storage, or third-party charges.

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2.7 Domestic Cargo Clearance and Export Arrangements

The Service Provider shall support domestic cargo clearance and export-related arrangements where required by MIFCO.

This shall include:

- a) Clearance and coordination of domestic import or export cargo as instructed by MIFCO.
- b) Preparation and submission of required documents for domestic cargo movement, where applicable.
- c) Coordination with relevant authorities, agents, transporters, vessel operators, and MIFCO representatives.
- d) Providing shipment updates and final confirmation once cargo movement is completed.

2.8 Dangerous Goods, Heavy Cargo and Special Cargo Handling

The Service Provider shall arrange proper handling of dangerous goods, chemicals, heavy cargo, machinery, oversized cargo, fragile cargo, food-grade materials, and other special cargo.

This shall includes:

- a) Confirming the nature of cargo before handling and identifying any special permit, safety, or handling requirement.
- b) Ensuring that dangerous goods and chemicals are handled only by competent personnel using suitable equipment and safety precautions.
- c) Coordinating with Customs, MPL, airport cargo authorities, shipping agents, and MIFCO for inspection, movement, de-stuffing, loading, and delivery of special cargo.
- d) Ensuring that food-grade, food-contact, packaging, and production-related cargo are handled in a clean and contamination-free manner.
- e) Ensuring that food-grade or hygiene-sensitive cargo is not mixed or transported with chemicals, fuel, waste, hazardous substances, or any material that may contaminate the cargo.

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2.9 Transportation and Delivery

The Service Provider shall arrange transportation and delivery of cargo as instructed by MIFCO.

This shall include:

- a) Delivery of cleared cargo to MIFCO godown in Malé or any other location instructed by MIFCO.
- b) Arrangement of pickup, lorry, cargo van, or other suitable transport depending on cargo size, weight, and handling requirements.
- c) Ensuring that vehicles used for transportation are suitable, safe, and appropriate for the nature of the cargo.
- d) Obtaining proof of delivery, delivery note, cargo handover confirmation, or acknowledgement from the receiving party.
- e) Immediate reporting of delivery delays, vehicle issues, access restrictions, cargo damage, or other operational difficulties.

2.10 Urgent and Express Clearance Services

The Service Provider shall provide urgent and express clearance support when required by MIFCO.

This shall include:

- a) Immediate response to urgent clearance requests.
- b) Express shifting and urgent cargo movement for FCL, LCL, air cargo, vessel loading, and other operationally critical shipments.
- c) After-hours, weekend, or holiday coordination where required and where permitted by relevant authorities.
- d) Prior confirmation of any additional urgent, express, overtime, after-hours, or third-party charges before such costs are incurred, except where immediate action is required to avoid greater operational loss or demurrage.

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2.11 Reporting and Shipment Updates

The Service Provider shall provide timely and accurate shipment updates to MIFCO.

This shall include:

- a) Status updates from document receipt until final clearance and delivery.
- b) Immediate notification of delays, missing documents, Customs queries, MPL issues, airport cargo issues, inspection requirements, demurrage risk, storage risk, or third-party delays.
- c) Daily updates for active shipments where clearance or delivery is pending.
- d) Monthly summary reports showing shipment-wise clearance details, charges, delays, issues, and delivery status.
- e) Any other report reasonably required by MIFCO for operational, financial, procurement, or audit purposes.

2.12 Documentation, Invoicing and Audit Trail

The Service Provider shall maintain a complete job file for each shipment and submit all relevant supporting documents together with the invoice.

The job file shall include, where applicable:

- a) Customs declaration copy.
- b) Duty/payment receipt.
- c) Delivery Order copy.
- d) Bill of Lading or Air Waybill.
- e) Airport cargo receipts or invoices.
- f) Photographic evidence for damaged, DG, heavy, special, or disputed cargo where applicable.
- g) Any other document required by MIFCO, Customs, MPL, airport cargo authorities, internal audit, external audit, or regulatory authorities.

MIFCO reserves the right to reject or withhold payment for invoices that are not supported by proper documentation.

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2.13 Responsibility for Delays, Demurrage and Additional Charges

The Service Provider shall actively monitor clearance deadlines, free-time, storage, demurrage, port deadlines, airport deadlines, and any other time-sensitive requirement.

The Service Provider shall not be held responsible for delays caused by incomplete documents from MIFCO or supplier, Customs inspection, port congestion, shared container access restrictions, third-party consignee delays, shipping line delays, system downtime, regulatory holds, force majeure, or other matters beyond the Service Provider's reasonable control, provided that such delays are reported to MIFCO immediately with supporting evidence.

However, any demurrage, storage, penalty, fine, additional charge, cargo delay, or loss caused by the Service Provider's negligence, late action, incorrect declaration, unauthorized action, failure to follow MIFCO's written instructions, or failure to notify MIFCO on time shall be borne by the Service Provider.

2.14 Non-Exclusivity of Scope

The above scope is not exhaustive. The Service Provider shall perform any related customs clearance, de-stuffing, loading, unloading, delivery, documentation, reporting, or logistics support service reasonably required by MIFCO during the contract period, provided such service falls within the nature of this RFP and is agreed in accordance with the contract terms.

3. INSTRUCTIONS TO BIDDERS / GENERAL CONDITIONS TO BIDDERS

3.1 Examination of RFP Documents

Bidders shall be responsible for carefully examining all provisions of this Request for Proposals (RFP), including the scope of work, service requirements, evaluation criteria, submission requirements, forms, schedules, conditions, and supporting documents.



It shall be the responsibility of the Bidder to obtain and clarify all necessary information prior to submission of the proposal. No modification, correction, alteration, or additional information to the submitted proposal shall be accepted after the submission deadline, unless specifically requested by MIFCO for clarification purposes.

3.2 Language of Proposal

All documents submitted as part of the proposal shall be in the English language. Where supporting documents are submitted in another language, an English translation may be required by MIFCO.

3.3 Understanding of Scope

Bidders shall ensure that they fully understand the nature of the services required under this RFP, including customs clearance, de-stuffing, loading, unloading, cargo handling, airport clearance, MPL-related coordination, delivery, documentation, reporting, and related logistics support.

The Bidder shall be deemed to have satisfied itself regarding the scope of services, operational requirements, applicable regulations, cargo handling requirements, port and airport procedures, and any other matter that may affect the performance and pricing of the services.

3.4 Completeness of Proposal

All information required under this RFP shall be provided clearly and in the same structure and order as presented in the RFP. Additional supporting information may be submitted where relevant.

Incomplete, unclear, conditional, or substantially non-responsive proposals may be rejected by MIFCO.

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3.5 Eligibility and Licensing

Bidders must be legally registered and authorized to provide customs clearance and related logistics services in the Maldives.

The Bidder must hold a valid Customs Broker Certificate or valid registration with Maldives Customs Service. Proposals that do not include evidence of valid Customs Broker registration/certification shall be considered non-responsive and shall not be evaluated further.

3.6 Compliance with Laws and Regulations

The selected Service Provider shall comply with all applicable laws, regulations, procedures, instructions, and requirements issued by relevant authorities, including but not limited to Maldives Customs Service, Maldives Ports Limited, airport cargo authorities, Maldives Inland Revenue Authority, and any other relevant government or regulatory authority.

Bidders shall ensure that their proposal and service methodology are consistent with applicable regulatory and operational requirements.

3.7 Quotation Currency

The quotation currency shall be Maldivian Rufiyaa (MVR), unless otherwise specified in this RFP.

3.8 Proposal Validity

Proposals shall remain valid for a minimum period of ninety (90) days from the date of submission, unless otherwise stated in this RFP.

During the validity period, the Bidder shall not withdraw or revise its proposal, quoted rates, payment terms, or conditions without the written consent of MIFCO.



3.9 One Proposal per Bidder

Each Bidder shall submit only one proposal. A Bidder who submits or participates in more than one proposal, whether directly or indirectly, may be disqualified.

Where MIFCO determines or has reasonable grounds to believe that collusion, price fixing, bid manipulation, or anti-competitive conduct exists among bidders, such proposals may be rejected, and the parties involved may be excluded from future procurements.

3.10 Quotation and Pricing

The quotation price shall be stated clearly in both figures and words. In the event of any discrepancy between figures and words, the amount stated in words shall prevail.

Bidders shall clearly indicate all service charges, rates, fees, and applicable units of measurement in the quotation format provided in this RFP. Any additional fee must be clearly described and quoted separately. Unquoted, unsupported, or unclear charges may not be accepted by MIFCO.

Statutory charges, Customs duties, MPL charges, airport charges, shipping line charges, and other third-party official charges shall be reimbursed only at actual cost against official receipts, unless otherwise agreed in writing.

3.11 Signing of Proposal

Proposals shall be typed or written in indelible ink and shall be signed by an authorized signatory of the Bidder. Any corrections, amendments, or overwriting shall be initialed by the authorized signatory.

MIFCO may request evidence confirming the authority of the signatory.

3.12 Conflict of Interest and Ethical Conduct

Bidders shall disclose any actual, potential, or perceived conflict of interest relating to this RFP.

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Bidders shall not offer, give, request, or accept any gift, commission, inducement, facilitation payment, or benefit in relation to this procurement. Any breach of this requirement may result in rejection of the proposal, termination of contract, and/or exclusion from future procurements.

3.13 Confidentiality

Bidders shall treat all information received from MIFCO in connection with this RFP as confidential and shall not disclose such information to any third party except where required for the preparation of the proposal or as required by law.

The selected Service Provider shall maintain confidentiality of all shipment details, supplier information, invoices, commercial documents, prices, contracts, and operational information obtained during performance of the services.

3.14 Right to Reject

MIFCO reserves the right to reject any proposal that is incomplete, non-responsive, conditional, misleading, not supported by required documents, or not in compliance with this RFP.

MIFCO also reserves the right to cancel, re-announce, or modify the procurement process in accordance with applicable procurement procedures, where it is in the best interest of the company.

EVALUATION CRITERIA ARE AS FOLLOWS:

The evaluation criteria and scoring method are outlined below:

SERVICE DESCRIPTION	UOM	Evaluation marks	
SEA CARGO CLEARANCE			41%
SERVICES		3.0%	
Customs Declaration and Related documentation	PER SHIPMENT	1.0%	

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Service Charge / Shipment	PER SHIPMENT	1.0%	
Handling and other Fees (if any)	PER SHIPMENT	1.0%	
FCL DE-STUFFING & LOADING		20%	
Cargo Unloading & Loading (General) 20GP	PER CONTAINER	4.0%	
Cargo Unloading & Loading (General) 40GP	PER CONTAINER	4.0%	
Cargo Unloading & Loading (DG & Heavy Cargo) 20GP	PER CONTAINER	4.0%	
Cargo Unloading & Loading (DG & Heavy Cargo) 40GP	PER CONTAINER	4.0%	
Express Shifting (FCL SHIPMENTS) / 20GP	PER CONTAINER	2.0%	
Express Shifting (FCL SHIPMENTS) / 40GP	PER CONTAINER	2.0%	
LCL DE-STUFFING & LOADING		18%	
1 to 5 CBM	PER CBM	2.0%	
6 to 10 CBM	PER CBM	2.0%	
11 to 20 CBM	PER CBM	2.0%	
1 to 5MT	PER MT	2.0%	
Above 5 MT	PER MT	2.0%	
Lorry Rates - (Before 12am)	PER HOUR	2.0%	
Pickup Rates - (Before 12am)	PER HOUR	2.0%	
Lorry Rates - (After 12am)	PER HOUR	2.0%	
Pickup Rates - (After 12am)	PER HOUR	1.0%	
Express Shifting (LCL Shipments with Seal)	PER TUE's	1.0%	
AIR CARGO CLEARANCE			26%
SERVICES		3.0%	
Customs Declaration and Related documentation	PER SHIPMENT	1.0%	
Service Charge / Shipment	PER SHIPMENT	1.0%	
Handling and other Fees (if any)	PER SHIPMENT	1.0%	
AIRPORT CLEARANCE & LOADING		23.0%	
1 to 200 KG	PER KG	2.0%	

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201 to 500 KG	PER KG	3.0%	
501 to 999 KG	PER KG	3.0%	
1 to 5 MT	PER MT	3.0%	
Above 5 MT	PER MT	3.0%	
Cargo Van/Pickup - Airport to MIFCO Godown < 100KG	PER SHIPMENT	3.0%	
Cargo Van/Pickup - Airport to MIFCO Godown -100 to 500 KG	PER KG	3.0%	
Cargo Van/Pickup - Airport to MIFCO Godown > 500 KG	PER KG	3.0%	
DOMESTIC CARGO CLEARANCE			3%
Imports		1.5%	
Exports		1.5%	
EXPERIENCE			15%
PAYMENT TERMS			15%
TOTAL			100%

4. EVALUATION GUIDELINES

4.1. Evaluation Based on Service Rates

Proposals will be evaluated based on the service rates quoted for the scope of services required under this RFP, including customs clearance, de-stuffing, loading, unloading, cargo handling, airport clearance, domestic cargo clearance, transportation support, and related logistics services.

The quoted rates shall be evaluated in accordance with the evaluation criteria stated in this RFP. Bidders shall ensure that all applicable service charges, handling charges, transport charges, and related fees are clearly stated in the quotation format.



4.2. Experience and References — 15%

Proposals will be evaluated based on the Bidder's relevant experience and references in providing customs clearance, de-stuffing, loading, cargo handling, and related logistics services. This criterion shall account for 15% of the overall evaluation score.

To be considered under this criterion, Bidders shall submit evidence of relevant experience, including but not limited to:

- a) Experience in providing customs clearance, de-stuffing, loading, unloading, cargo handling, air cargo clearance, sea cargo clearance, domestic cargo clearance, and related logistics services.
- b) Experience in handling large-scale, time-sensitive, heavy cargo, DG cargo, food-grade cargo, machinery, production materials, or similar operational cargo.
- c) Experience in providing services to government offices, State-Owned Enterprises, public sector institutions, or large corporate clients.
- d) References, completion letters, service letters, purchase orders, contracts, or other documentary evidence from previous or current clients.
- e) Evidence of satisfactory performance in similar services, especially where the Bidder has managed Customs clearance, MPL coordination, airport cargo clearance, de-stuffing, vessel loading, or delivery coordination.

Preference may be given to Bidders who have successfully completed or are currently providing similar services within the past two years, particularly for government institutions, SOEs, or organizations with comparable operational requirements.

4.3. Mandatory Customs Broker Requirement

The Bidder must be a registered Customs Broker with Maldives Customs Service and must submit a valid Customs Broker Certificate or valid registration evidence with the proposal.

Proposals that do not include evidence of valid Customs Broker registration shall be treated as non-responsive and shall not be considered for further evaluation.



4.4. Payment Term Criteria — 15%

Proposals will be evaluated based on the payment terms offered by the Bidder. This criterion shall account for 15% of the overall evaluation score.

The following will be considered when evaluating payment terms:.

- a) Flexibility of the payment schedule and alignment with MIFCO's internal payment process.
- b) Credit period offered to MIFCO.
- c) Whether the Bidder requires advance payment.
- d) Preference will be given to proposals offering no advance payment requirement, reasonable credit terms, and payment after completion of service against proper invoice and supporting documents.
- e) Proposals offering extended credit periods without interest or additional charges may receive higher marks.

4.5. Clarification During Evaluation

MIFCO may request clarifications from Bidders during the evaluation process. Such clarifications shall not materially alter the substance of the proposal, quoted rates, or payment terms, and shall not provide an unfair advantage to any Bidder.

4.6. Award Basis

The contract shall be awarded to the substantially responsive Bidder achieving the highest evaluated score, subject to fulfilment of mandatory requirements, due diligence, approval by the relevant authority, and compliance with MIFCO's procurement procedures and applicable PCB/SOE procurement requirements.

MIFCO is not bound to accept the lowest-priced proposal or any proposal received.

4.7. Period of Service

The initial period of service shall be one year from the date of signing of the contract.

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Subject to satisfactory performance, business requirements, availability of budget, continued reasonableness of rates, and approval in accordance with MIFCO's internal procedures and applicable PCB/SOE procurement requirements, the contract may be extended for an additional period of one year.

Any extension shall not be automatic and shall be supported by a documented vendor performance evaluation.

If the Service Provider's performance is found to be unsatisfactory, MIFCO may issue a written notice requiring improvement within thirty (30) days. Failure to improve performance within the notice period may result in suspension of work allocation, termination of contract, or other action as permitted under the contract.

5. DELIVERABLES / DOCUMENTS TO BE SUBMITTED WITH PROPOSAL

Bidders shall submit the following documents as part of the proposal:

- Completed Bidding Forms, duly filled and signed by an authorized signatory
- (Refer: Appendix I, Appendix II, Appendix III)
- Company Registration Copy.
- Company Profile Sheet issued by the Ministry of Economic Development and Trade.
- Valid Customs Broker Certificate / valid registration evidence from Maldives Customs Service.
- MIRA Registration Certificate Copy.
- Tax Clearance Report for the past three months or latest valid Tax Clearance Report.
- Company Profile.
- Experience references, completion certificates, service letters, contracts, purchase orders, or other evidence of similar services.
- Details of current or previous clients for similar customs clearance, de-stuffing, loading, cargo handling, sea cargo, air cargo, or logistics services.
- Quotation completed as per the Annex / Quotation Format provided in this RFP.

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Addu Fisheries Complex
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- Proposed payment terms, including credit period and any applicable payment conditions.
- Declaration that the Bidder is not blacklisted, suspended, or prohibited from participating in government or SOE procurements.
- Conflict of Interest Declaration.

Failure to submit mandatory documents may result in the proposal being declared non-responsive.

6. CONDITIONS OF CONTRACT

6.1. Contract Agreement

The successful Bidder shall enter into a formal written contract with MIFCO before commencement of services. The contract shall include the approved scope of work, agreed rates, payment terms, service requirements, documentation requirements, and other conditions agreed between the parties.

No service shall commence unless the contract has been signed by both parties, except where otherwise approved by MIFCO due to urgent operational requirements and in accordance with applicable procurement procedures.

6.2. Contract Period and Extension

The initial contract period shall be one year from the date of signing of the contract.

Subject to satisfactory performance, business requirements, availability of budget, continued reasonableness of rates, and approval in accordance with MIFCO's internal procedures and applicable PCB/SOE procurement requirements, the contract may be extended for an additional period of one year.

Any extension shall not be automatic and shall be supported by a documented vendor performance evaluation.

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6.3. Subcontracting

The Service Provider shall not fully subcontract the awarded services under any circumstances.

The core customs clearance function shall not be subcontracted. Any use of third-party transport, labour, handling equipment, lifting support, or other logistics support shall require prior approval from MIFCO, where applicable.

The Service Provider shall remain fully responsible for the performance, safety, conduct, compliance, delays, damage, or negligence of any approved third-party support used in carrying out the services.

6.4. Rates, Invoicing and Payment

The agreed rates shall remain fixed during the contract period unless otherwise approved in writing by MIFCO.

Invoices shall be submitted in accordance with the agreed payment terms and shall be supported by proper documentation. MIFCO may withhold or reject payment for invoices that are incomplete, unsupported, unclear, disputed, or not in line with the agreed rates.

Statutory charges, Customs duties, MPL charges, airport charges, shipping line charges, and other third-party official charges shall be reimbursed only at actual cost against official receipts, unless otherwise agreed in writing.

6.5. Performance Monitoring

MIFCO may monitor the performance of the Service Provider throughout the contract period.

Performance may be assessed based on timeliness, responsiveness, accuracy of documentation, quality of communication, proper invoice support, avoidance of unnecessary delays or charges, and compliance with the scope of work and applicable regulatory requirements.

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6.6. Unsatisfactory Performance

If the Service Provider's performance is unsatisfactory, MIFCO may issue a written notice requiring improvement within thirty (30) days.

If the Service Provider fails to improve within the notice period, MIFCO may suspend work allocation, terminate the contract, or take any other action permitted under the contract and applicable procedures.

6.7. Termination of Contract

MIFCO may terminate the contract by giving written notice to the Service Provider if:

- a) The Service Provider fails to perform the services in accordance with the contract.
- b) The Service Provider repeatedly fails to meet service requirements or timelines.
- c) The Service Provider submits false, misleading, or unsupported claims.
- d) The Service Provider causes avoidable demurrage, penalties, cargo damage, or operational disruption due to negligence.
- e) The Service Provider's Customs Broker certificate or required license becomes invalid.
- f) The Service Provider breaches confidentiality, ethical conduct, or conflict of interest requirements.
- g) The Service Provider becomes insolvent, suspended, blacklisted, or legally restricted from performing the services.
- h) Continued engagement is no longer in the best interest of MIFCO.

MIFCO may also terminate the contract for convenience by providing prior written notice,

6.8. Force Majeure

Neither party shall be held liable for failure or delay in performing its obligations where such failure or delay is caused by events beyond reasonable control, including natural disasters, war, civil unrest, port closure, customs system failure, government restrictions, strikes, epidemics, or other force majeure events.

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The affected party shall notify the other party as soon as reasonably possible and shall take reasonable steps to minimize the impact of the event.

6.9. Amendments to Contract

Any change to the agreed scope of work, rates, payment terms, or contract conditions shall be made only through written approval by MIFCO and formal amendment to the contract.

The Service Provider shall not claim any revised rate, additional charge, or new service fee unless it has been agreed in writing by MIFCO.

7. DATE OF SUBMISSION OF BIDS

The deadline for submission of bids is 8th June 2026, 13:00. Bids submitted after the deadline and incomplete bids will not be accepted. Bids should be submitted physically to MIFCO Head Office.

All proposals should be submitted in sealed envelopes and should be valid for 90 days from the date of submission.

8. RIGHTS AND DISCLAIMERS

MIFCO reserves the right to:

- Accept or reject any or all proposals.
- Cancel or amend this RFP without assigning any reason.
- Enter into direct negotiations with shortlisted bidders.
- Award the contract to one or more suppliers as deemed fit.

9. QUERIES

Any query regarding this RFP should be sent by e-mail to bid@mifco.mv at least 2 days before the date of submission of the bid.

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10. ANNEX I- Quotation Format

SERVICE DESCRIPTION	UOM	RATES
11. SEA CARGO CLEARANCE		
SERVICES		
Customs Declaration and Related documentation	PER SHIPMENT	
Service Charge / Shipment	PER SHIPMENT	
Handling and other Fees (if any)	PER SHIPMENT	
FCL DE-STUFFING & LOADING		
Cargo Unloading & Loading (General) 20GP	PER CONTAINER	
Cargo Unloading & Loading (General) 40GP	PER CONTAINER	
Cargo Unloading & Loading (DG & Heavy Cargo) 20GP	PER CONTAINER	
Cargo Unloading & Loading (DG & Heavy Cargo) 40GP	PER CONTAINER	
Express Shifting (FCL SHIPMENTS) / 20GP	PER CONTAINER	
Express Shifting (FCL SHIPMENTS) / 40GP	PER CONTAINER	
LCL DE-STUFFING & LOADING		
1 to 5 CBM	PER CBM	
6 to 10 CBM	PER CBM	
11 to 20 CBM	PER CBM	
1 to 5MT	PER MT	
Above 5 MT	PER MT	
Lorry Rates - (Before 12am)	PER HOUR	
Pickup Rates - (Before 12am)	PER HOUR	
Lorry Rates - (After 12am)	PER HOUR	
Pickup Rates - (After 12am)	PER HOUR	
Express Shifting (LCL Shipments with Seal)	PER TUE's	
AIR CARGO CLEARANCE		
SERVICES		
Customs Declaration and Related documentation	PER SHIPMENT	

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Service Charge / Shipment	PER SHIPMENT	
Handling and other Fees (if any)	PER SHIPMENT	
AIRPORT CLEARANCE & LOADING		
1 to 200 KG	PER KG	
201 to 500 KG	PER KG	
501 to 999 KG	PER KG	
1 to 5 MT	PER MT	
Above 5 MT	PER MT	
Cargo Van/Pickup - Airport to MIFCO Godown < 100KG	PER SHIPMENT	
Cargo Van/Pickup - Airport to MIFCO Godown -100 to 500 KG	PER KG	
Cargo Van/Pickup - Airport to MIFCO Godown > 500 KG	PER KG	
DOMESTIC CARGO CLEARANCE		
Imports		
Exports		

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12. APPENDIX II

BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and submit it along with their proposal.

#	Document / Requirement	Submitted / Not Submitted
1	Completed Bidding Forms, duly filled and signed by an authorized signatory (Refer: Appendix II, Appendix III)	
2	Quotation completed as per the Annex I	
3	Company Registration Copy.	
4	Company Profile Sheet issued by the Ministry of Economic Development and Trade.	
5	Valid Customs Broker Certificate / valid registration evidence from Maldives Customs Service.	
6	MIRA Registration Certificate Copy.	
7	Tax Clearance Report for the past three months or latest valid Tax Clearance Report.	
8	Company Profile.	
9	Experience references, completion certificates, service letters, contracts, purchase orders, or other evidence of similar services.	
10	Details of current or previous clients for similar customs clearance, de-stuffing, loading, cargo handling, sea cargo, air cargo, or logistics services.	
11	Proposed payment terms, including credit period and any applicable payment conditions.	
12	Declaration that the Bidder is not blacklisted, suspended, or prohibited from participating in government or SOE procurements.	
13	Conflict of Interest Declaration	



13. APPENDIX III

BIDDING FORM

Project Title:	
Bid Reference No:	

Bidder Information:	
Company Name	
Contact Person	
Email Address	
Phone Number	
Bid Submission Date	

Bid Details:	
Validity of Proposal	<input type="checkbox"/> 90 days (required)
Number of Experience documents submitted (Signed & Stamped by client)	

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Bidder Declaration & Disclaimer

I/We hereby declare the following in relation to this bid submission:

1. The information provided in this Bid Form and all supporting documents is accurate, complete, and truthful.
2. I/We have thoroughly reviewed the terms of the Bid Document and agree to provide the services at the stated price and within the specified duration.
3. I/We confirm that we are not employees of MIFCO, nor are we related to any MIFCO employee by family ties.
4. If the bid is successful, I/We agree to comply fully with all instructions, conditions, and contractual obligations related to this bid.
5. I/We declare that there are no actual or perceived conflicts of interest in participating in this bidding process, and we agree to disclose immediately should any arise.

MIFCO reserves the right to:

1. Accept or reject any bid, in whole or in part, without assigning any reason;
2. Cancel or withdraw the bidding process at any stage;
3. Request clarification or additional information from any bidder;
4. Disqualify any bidder found to have submitted false or misleading information;
5. Evaluate bids based on internal procurement policies and other relevant factors beyond price.

Submission of a bid does not constitute a binding contract or obligation on MIFCO to award the project.

Authorized Signature

Authorized Signatory:

Company Stamp

Name & Designation:

Date:

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