

## Terms of Reference

### Fabrication & Installation of Canopy & Repair for MRC HQ

#### Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

#### Objective

1. Fabrication & Installation of door canopy (Door Shade), as per drawings. (refer drawing on page 3)
  - a) Shop area (10 ft)
  - b) Panel room and entrance (27 ft)
2. Repair of wall cabinet

#### Duration

10 days from date of signing the contract.

#### Reporting line

The awarded party will report to the Admin & Logistics Officer.

#### Evaluation of quotations

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

#### Application

- Application must include a CV (if an individual)/ profile (if a company), timeline, and financial quotation. Financial quotation must take be inclusive of all taxes,
- Samples of past work and recommendation letters are required (electronic/print acceptable).

**Fees and payments**

Prices quoted for the work will be a lump sum to be paid upon completion of deliverables.

**Code of Conduct**

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

Application submission, with all required documents, to be made by 20 October 2019, Thursday, to [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

For all those interested, an information session will be held at MRC HQ on the 17 October 2019 at 15:00.

# Drawing Sample

