

REQUEST FOR PROPOSAL

JET A-1 STORAGE, PIPELINE AND SETUP AT MADIFUSHI PRIVATE ISLAND, MEEMU ATOLL

Bid Number	27/2022		
Information Session Date and Place	<ul style="list-style-type: none">• Date and time of session will be communicated to all parties that submit the EOI on time• Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.	Bid Submission Session Date and Place	<ul style="list-style-type: none">• Date and time of session will be communicated to all parties that submit the EOI on time• Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Island Aviation Services Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

NOVEMBER 2, 2022

ISLAND AVIATION SERVICES LIMITED

M.Dar-Al-Eiman Building | Majeedhee Magu | K.Male' | Maldives

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1. Invitation to Bid

SUMMARY

Island Aviation Services Limited (IASL) is an incorporated limited liability company operating under the registration number **C-0830/2007** and having its registered office in **M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives**. IASL is the National Airline of the Republic of Maldives and is wholly owned by the Government of Maldives. In addition to Air Transport Services, IASL offers various other aviation related services such as Air Cargo, Airport Management, Aircraft Engineering, and Ground Handling Services.

IASL is seeking eligible bidders to establish JET A-1 Storage, Pipeline and Setup at Madifushi Private Island, Meemu Atoll as outlined in the RFB document.

Island Aviation Services invites sealed bids valid for **90** days from the date of opening the bids from Maldivian companies, for procuring requirement as detailed in this document. All bidders are advised to study the Bid Document carefully.

2. Information for Bidders

2.1. Goods / Services Required

Island Aviation Service Ltd. is seeking interested parties to submit their Bid to establish JET-A1 storage at Madifushi Private Island / Meemu Atoll, as per the requirement stated in this document.

2.2. Eligible Bidders

2.2.1. Eligibility

- a) The bidder should be a Business Entity registered under the Business Registration Act of the Maldives for the last 3 years from the date of this RFP. The bidder must have its own operational office in Maldives and registered with Maldives Inland Revenue Authority (MIRA) and submit below documents:
 - i. Company Registration Certificate
 - ii. GST Registration Certificate
 - iii. Audited Financials of the last 3 years (2019, 2020 and 2021)

2.3. Guideline for Bid Submission

2.3.1. Compliance Statement

Proponents shall state that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.

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2.3.2. Evaluation of proposals

The Proposal will be evaluated by Bid Evaluation Committee. Points will be given to proposals according to the evaluation criteria in Section 3.3. All the proposals will be ranked in descending order based upon total score and the party who score highest points will be awarded the contract.

2.3.3. Language of Proposal

The proposal documents must be in written in English.

2.3.4. Clarifications about RFP

Prospective Bidder requiring any clarification on the Bidding documents may notify Island Aviation Services Ltd (IASL) in writing to the mentioned below addresses.

Email: mohamed.shae@iasl.aero and moohath.mohamed@iasl.aero

Copied to: mohamed.ziyau@iasl.aero and procurement.admin@iasl.aero

All questions and responses will be copied to all parties. (Bidder will not be identified).

2.3.5. Appeals and Complaints

a) Regarding conduct of an application

- a. Applicants are to file appeals and complaints regarding conduct of an application, in writing, within 5 (Five) days of opening of an Application.

b) Regarding outcome of an application (an award or decision to award)

- a. Applicants are allowed to file appeals and complaints regarding outcome of an application (an award or decision to award), in writing within 5 (Five) days of receiving the award or rejection letter from IASL.

2.3.6. Communications

Except as provided in the preceding section relating to questions about this RFP, Proponents shall not contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents.

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2.4. Information Session:

Bidders are required to attend the information session as per below details.

Date of Information Session	<u>Date and time of session will be communicated to all parties that submit EOI on time</u>
Venue For Information Session	Procurement Office at H.Silversand 1 st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Kindly note that attendance for the information session is **mandatory** and Bids will not be accepted of any party that does not attend the mentioned session on time.

2.5. Bid Submission

Venue for Bid Submission	Procurement Office at H.Silversand 1 st Floor, Kalaafaanu Hingun, K.Male', Maldives.
Date and Time	<u>Date and time of session will be communicated to all parties that submit EOI on time</u> No party will be allowed after the mentioned time.

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3. BID PROPOSAL

3.1. The Proposal Document must comprise of the following:

No.		
1	Cover Letter	The cover letter for the proposal must be signed by an authorized person who has the authority to bind the Proposal to a Contract;
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;
3	Project Cost and Payment Terms	<ul style="list-style-type: none"> The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. Cost breakdown (BOQ) Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
4	Financial Capacity and Relevant Experience	<ul style="list-style-type: none"> Provide audited financial statements of 2019, 2020 and 2021 to indicate financial strength of the company to execute a project of this nature. List of experience in similar projects with letters of completion. If past experiences are not accompanied with an official letter of completion by the client, marks will not be awarded to that section.
5	Implementation Plan	<ul style="list-style-type: none"> Implementation Plan/Work Schedule
6	Bid Form (Form A)	Bid Application Form, signed by with duly authorized personnel
7	Related Party Disclosure (Form B)	The form serves to justify that the bidder has or does not have any relationship in terms of employment or close family relationship. Close family relationship here refers to spouse, including former spouse relatives, which comprise siblings; cousins; uncles and aunts; nephews and nieces; lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage) lineal descendants (children, grandchildren and other direct descendants).

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3.2. General Terms and Conditions

- a) Island Aviation Services Ltd reserves the right to reject a Proposal in the following circumstances:
 - i. If less than two total bids have been received, the IASL reserves the right to continue or reject the evaluation or request for a resubmission.
 - ii. If any of the required documents mentioned in section 3.1 is not submitted by a party, IASL has the right to reject the BID or request for a resubmission.
- b) Proposals shall be evaluated in accordance with the Party's demonstrated capacity and experience and expertise. The awarding criteria and weightage will be mentioned in section 3.3.
- c) Parties shall bear all costs associated with the preparation and submission of the Application and Island Aviation will not in any case be responsible and liable for the costs incurred.
- d) All information given in writing to or verbally shared with the Party's in connection with this Request for Proposal is to be treated as strictly confidential. The Party's shall not share or invoke such information to any third party without the prior written approval of IASL. This obligation shall continue after the procurement process has been completed whether the Party is successful or not.
- e) All materials submitted in Response to the Request for Proposal shall become the property of IASL. Proposals and supporting materials will not be returned to the Party.
- f) All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms may result in rejection of the bid as non-responsive.
- g) IASL will only accept one bid document from every bidder.
- h) To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of its bid. This will be clarified in writing, but no change in substance or price of the bid will be sought.
- i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bidding document.
- j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the criteria decided by the Bid Evaluation Committee.
- k) Upon furnishing by the successful bidder, IASL will promptly notify the other bidders through email that their bids have been unsuccessful.

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3.3. Evaluation Criteria

IASL intends to apply the following criteria for the selection of bids. The Bid will be evaluated by the Bid Evaluation Committee of IASL. Points will be given to proposals according to the evaluation criteria below.

Price Offered	35%
Relevant Past Experience	30%
Delivery Timeline	20%
Financial Strength/Reliability	15%

Note:

1. Letters from clients stating the successful execution of similar projects or evidence of similar projects is required to attain marks for the “Past Experience” category. If the documents submitted are not accompanied with an official letter of completion by the client, marks will not be awarded under this category.
2. Marks will be awarded under criteria for Financial Strength/Reliability considering the submitted Audited financials for the latest three years (2019, 2020, 2021).
3. The Contractor must provide a one-year warranty for the project.
4. Retention Amount: An amount equivalent to 5% of the Total price shall be retained by the Company as a Performance Guarantee for a period of 150 days from the date of completion and handover.
5. Performance Guarantee: An amount equivalent to 10% of the Total price shall be withhold by the Company as a Performance Guarantee for a period of 30 days from the date of completion and handover of Works.

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4. SCOPE OF WORK

Following documents annexed along with the RFB,

1. Scope of Work
2. Drawings
3. BOQ

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Submission Check List

REQUIRED DOCUMENTS		TICK IF SUBMITTED	
1	Company Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	GST Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
3	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
4	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Cost and Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
6	Audited Financial Statements (2019, 2020, 2021)	<input type="checkbox"/>	<input type="checkbox"/>
7	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
8	Cost Break Down (BOQ)	<input type="checkbox"/>	<input type="checkbox"/>
9	Bid Form (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
10	Related Party Disclosure (Form B)	<input type="checkbox"/>	<input type="checkbox"/>
11	Implementation Plan / Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>

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BID FORM (FORM A)

Description of Work:	Jet A-1 Storage, Pipeline and Setup at Madifushi Private Island, Meemu Atoll
Bid to:	Island Aviation Services Ltd
Address	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having examined the conditions of Contract, technical specifications, drawings and bill of quantities for the execution of above named works, I/we the undersigned, offer to construct and maintain the whole said work in conformity with the said conditions of contract, technical specifications, drawings and bill of quantities for the sum of MVR: _____

(_____).

We undertake, if our Bid is accepted, to commence the works as per the confirmed Implementation Plan and to complete whole of the works in the Contract.

We agree to abide by this bid for a period of 90 days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this bid, together with our written acceptance thereof, shall constitute a binding contract between us.

Yours sincerely,

Signed _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of _____

_____ (Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

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RELATED PARTY DISCLOSURE (FORM B)

Island Aviation Services Limited
M. Dar Al-Eiman Building,
Majeedhee Magu,
Male' 20345,
Republic of Maldives

[Date]

Dear Sir/ Madam,

Project: Jet A-1 Storage, Pipeline and Setup at Madifushi Private Island, Meemu Atoll

Subject: Related Party Disclosure

With the exception of the below specified, I hereby declare that, we, the party is in no way, shape or form related to Island Aviation; created either through an employer-employee agency relationship between employees or directors of Island Aviation or by way of ownership of Island Aviation.

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]

[Title]

Note:

1. Related parties for this purpose include:
 - 1.1. Employees or directors of the Company
 - 1.2. Close family members of any employee/ director of the Company. Close family members here refer to spouse, including former spouse relatives, which comprise: siblings, cousins, uncles and aunts, nephews and nieces, lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage), lineal descendants (children, grandchildren and other direct descendants).

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COMPANY INFORMATION FORM (EOI)	
Business Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	