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# REQUEST FOR PROPOSAL

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**PROJECT NAME: MAIN HANGAR ROOF REPAIR WORKS**

<b>Project Number</b>	P-78-2022	<b>Proposal Submission Date</b>	27 <sup>th</sup> November 2022 14:00 hrs
<b>Proposal Submission Address</b>	Island Aviation Services Ltd, Procurement Office, H.Silver Sand, Kalaafaanu hingun, Male'		

Island Aviation Services Ltd. is seeking proposals for Installation of Main hangar roof repair works as specified in this document. Interested parties are invited to submit their proposals for the supply of the goods and services 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 proposals.

**NOVEMBER 10, 2022**

ISLAND AVIATION SERVICES LIMITED

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

# 1. Invitation to Proposals

## SUMMARY

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 looking for a suitable party for the Installation of end cap & Sidewall repair at Seaplane Hangar. Works must be carried out as per the instructions stated in the Scope of Work.

Island Aviation Services invites sealed proposals valid for 90 days from the date of opening the proposals from Maldivian / International companies, for procuring requirement as per attachment. All parties are advised to study the Proposals Document carefully.

# 2. Information for Participants

## 2.1. Goods / Services Required

Island aviation services ltd has a requirement for Main hangar roof repair works.

## 2.2. Eligible Participants

**The Parties must submit relevant documents as per below details.**

- a) Party must be a Business Entity providing such goods and services as attachment.
- b) The party must be a Maldivian Firm, with its own operational office at Maldives and registered with Maldives Inland Revenue Authority (MIRA) and submit below documents:
  - a. Company Registration Certificate
  - b. GST Registration Certificate

The Application must be submitted in English language. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Proposal may be rejected.

## 2.3. Guideline for PROPOSAL Submission:

Parties are required to attend an information session combined with a site visit as per below details.

### 2.3.1. INFORMATION SESSION AND SITE VISIT

<b>Date of Information Session &amp; Site Visit</b>	<b>23<sup>rd</sup> November 2022, at 10:00 HRS.</b>
<b>Venue For Information Session &amp; Site Visit</b>	Maldivian Seaplane Counter at Velana International Airport

## 2.4. Proposal Submission

<b>Venue for Proposal Submission</b>	Procurement Office, H.Silver Sand, Kalaafaanu Hingun, Male'
<b>Date and Time</b>	<b>27<sup>th</sup> November 2022 14:00 hrs</b> <b>Note: No party will be allowed after the mentioned time.</b>

## 2.5. Documents Required with Proposal

The Proposal Document **must** comprise of the following:

<b>Cover Letter</b>	The cover letter for the proposal must be signed by an authorized person who has the authority to bind the Proposal to a Contract;
<b>Company Profile</b>	Profile of the Firm including the firm's shareholding structure and details;
<b>Project Cost and Payment Terms</b>	<ul style="list-style-type: none"> <li>The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes along with the Bill of Quantities.</li> <li>Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>List of experience in similar projects with letters of completion. If experiences are not accompanied with an official letter of completion by the client, marks will not be awarded to that section.</li> </ul>
<b>Related Party Disclosure (Form A)</b>	The form serves to justify that the party 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).

- a) Island Aviation Services Ltd reserves the right to reject a Proposal in the following circumstances:
- i. If less than two total proposals 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 **2.5**. Is not submitted by a party, IASL has the right to reject the PROPOSALS or request for a resubmission.
- b) Proposals shall be evaluated in accordance with the Party's demonstrated capacity and experience and expertise.
- 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.
- 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 proposals as non-responsive.
- g)** IASL will only accept one proposals document from every party.
- h)** To assist in the evaluation and comparison of proposals, IASL may, at its discretion, request any party for clarification of its proposals. This will be clarified in writing, but no change in substance or price of the proposals will be sought.
- i)** IASL will evaluate and compare only those proposals determined to be responsive in accordance with requirements specified in the proposal.
- j)** IASL will award the contract in writing to the party who scores the highest marks in compliance with the criteria decided by the Proposals Evaluation Committee.
- k)** Upon furnishing by the successful party, IASL will promptly notify the other parties through telephone or email that their proposals have been unsuccessful.

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	Proposal	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
5	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
6	Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
7	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>

## RELATED PARTY DISCLOSURE (FORM A)

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

[Date]

Dear Sir/ Madam,

**Project: Main Hangar Roof Repair Works**

**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).