

# INVITATION TO BID

“Supply & Delivery of Fuel to Maavaluru Airport”

ITB no: RACL/IUL(PROC)/2023/03

Issued on: January 29<sup>th</sup>, 2023.



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## Section 1. Letter of Invitation

Regional Airports Company Limited (RACL) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the **“Supply & Delivery of Fuel to Maavarulu Airport”**.

This ITB includes the following documents.

- Section 1: Letter of Invitation
- Section 2: Instructions to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bid Securing Declaration Form
  - Form C: Price/Delivery Schedule Form

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

RACL looks forward to receiving your Bid and thank you in advance for your interest in RACL procurement opportunities.

Issued by:

Name: Abdulla Mizan

Title: General Manager, Procurement

Date: January 29<sup>th</sup>, 2023



## Section 2: Instructions to Bidders

A. GENERAL PROVISIONS			
1.	Scope of Bid	1.1	Regional Airports Company Limited wishes to invite sealed bids from interested and eligible bidders for <b>Supply &amp; Delivery of Fuel to Maavarulu Airport</b> . The details are provided in the Schedule of Requirements, Section 5 of this ITB.
		1.2	Throughout this ITB:
		a)	the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax)
		b)	“Day” means calendar day.
2.	Fraud and Corruption	2.1	RACL requires that staff, as well as bidders/suppliers/contractors, observe the highest standard of ethics during this procurement. In pursuance of this policy, RACL defines <ul style="list-style-type: none"> <li>• “Corrupt practice” as the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and</li> <li>• “Fraudulent practice” as misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of RACL and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive RACL of the benefits of free and open competition.</li> </ul>
		2.2	In pursuance of this policy, RACL:
		a)	Will <b>reject a bid</b> if it determines that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
		b)	Will <b>declare a bidder ineligible</b> , either indefinitely or for a stated period, to be awarded a contract (from RACL) if it at any time determines that the bidder has engaged in corrupt or

				fraudulent practices in competing for, or in executing, a RACL contract.
3.	Eligibility	3.1		A Bidder <b>should not be suspended, debarred, or otherwise identified as ineligible by a state institution.</b> Bidders are required to disclose to RACL whether they are subject to any sanction or suspension imposed by a state institution.
4	Conflict of Interest	4.1		A Bidder <b>shall not have a conflict of interest.</b> Any Bidder found to have a conflict of interest shall be disqualified. A bidder is found to have a conflict of interest for the purpose of this Bidding Process if the Bidder;
			a)	Directly or indirectly controls another bidder, or is controlled by or is under common control with another Bidder; or
			b)	Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Purchaser regarding this Bidding process; or
			c)	Or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Bid; or
			d)	Or any of its affiliates has been hired (or is proposed to be hired) by RACL for the Contract implementation; or
			e)	Has a close business or family relationship with a staff of RACL who: (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract. (iii) Is a senior management staff of Regional Airports Company (RACL)

		4.2	A firm that is a Bidder shall not participate in more than one Bid. This includes participation as a subcontractor. Such participation shall result in the <b>disqualification</b> of the Bid.																		
<b>B. PREPARATION OF BIDS</b>																					
5.	Cost of Preparation of Bids	5.1	The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. RACL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.																		
6.	Language	6.1	The Bid, as well as all related correspondence exchanged by the Bidder and RACL, shall be written in the language(s) specified in the BDS.																		
7.	Documents Comprising the Bid	7.1	The Bid shall comprise of the following documents and related forms. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">a)</td> <td>Documents Establishing the Eligibility of the Bidder;</td> </tr> <tr> <td style="width: 20px;">1.</td> <td>Company Information/Profile</td> </tr> <tr> <td style="width: 20px;">2.</td> <td>Certificate of business registration</td> </tr> <tr> <td style="width: 20px;">3.</td> <td>GST registration certificate</td> </tr> <tr> <td style="width: 20px;">4.</td> <td>Tax clearance report (valid within the last 3 months)</td> </tr> <tr> <td>b)</td> <td>Bid submission form (Form A)</td> </tr> <tr> <td>c)</td> <td>Bid securing declaration (Form B)</td> </tr> <tr> <td>d)</td> <td>Price/ Delivery Schedule form (Form C)</td> </tr> <tr> <td>e)</td> <td>Business Proposal (Refer clause 11 for details)</td> </tr> </table>	a)	Documents Establishing the Eligibility of the Bidder;	1.	Company Information/Profile	2.	Certificate of business registration	3.	GST registration certificate	4.	Tax clearance report (valid within the last 3 months)	b)	Bid submission form (Form A)	c)	Bid securing declaration (Form B)	d)	Price/ Delivery Schedule form (Form C)	e)	Business Proposal (Refer clause 11 for details)
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d)	Price/ Delivery Schedule form (Form C)																				
e)	Business Proposal (Refer clause 11 for details)																				
8.	Establishing the Eligibility of the Bidder	8.1	The Bidder shall furnish documentary evidence of its status as an eligible Bidder, using the Forms provided under Section 7 and providing documents required in those forms. To award a contract to a Bidder, its eligibility must be documented to RACL's satisfaction.																		
9.	Bid Submission Form		The Bidder shall submit a completed Bid Submission Form. Failure to submit the Bid Submission Form and an incomplete submission of a Bid Submission Form shall lead to the rejection of the Bid.																		
10.	Price/Delivery Schedule Form		The Bidder shall submit a completed Price/Delivery Schedule Form. Failure to submit the Price/Delivery Schedule Form and an																		

			incomplete submission of Price/Delivery Schedule Form shall lead to the rejection of the Bid.
11.	The Business Proposal	11.1	Interested proponents are required to submit a Business Proposal by referring to the information provided in Section 5: Schedule of Requirements of this ITB. At minimum the Business Proposal shall include but not limited to, <ul style="list-style-type: none"> <li>• How the service provider intends to provide the service to Maavarulu Airport. This may include the vessels/equipment that would be used and involved in the process. Refer section 5, schedule of requirements of this ITB for more details of RACL's requirement.</li> <li>• Quotation</li> </ul>
12.	Bid Security	12.1	A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.
		12.2	The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the bid shall be <b>rejected</b> .
		12.3	If the Bid Security amount or its validity period is found to be less than what is required by RACL, RACL shall <b>reject</b> the Bid.
		12.4	The Bid Security may be forfeited by RACL, and the Bid <b>rejected</b> , in the event of any, or combination, of the following conditions:
		a)	If the Bidder withdraws its bid during the period of the Bid Validity specified in the BDS, or;
		b)	In the event the successful Bidder fails:
		i.	to sign the Contract after RACL has issued an award; or
		ii.	to furnish the Performance Security, insurances, or other documents that RACL may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13.	Currency	13.1	All prices shall be quoted in the currency or currencies indicated in the BDS. If prices are quoted in a currency not specified in the BDS, the Bid shall be <b>rejected</b> .
14.	Only One Bid	14.1	The Bidder shall submit only one Bid.
		14.2	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
		a)	they have at least one controlling partner, director or shareholder in common; or
		b)	they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;
		c)	they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder:
15.	Bid Validity Period	15.1	Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period shall be <b>rejected</b> by RACL and rendered non-responsive.
16.	Extension of Bid Validity Period	16.1	In exceptional circumstances, prior to the expiration of the Bid validity period, RACL may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the bid.
		16.2	If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.
		16.3	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
17.	Clarification of Bid (from the Bidders)	17.1	Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they



			are sent to a RACL staff member, RACL shall have no obligation to respond or confirm that the query was officially received.
		17.2	RACL will provide the responses to clarifications through the method specified in the BDS.
		17.3	RACL shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of RACL to extend the submission date of the Bids, unless RACL deems that such an extension is justified and necessary.
18.	Amendment of Bids	18.1	At any time prior to the deadline of Bid submission, RACL may for any reason, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.
		18.2	If the amendment is substantial, RACL may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
19.	Pre-Bid Conference	19.1	When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.
<b>C. SUBMISSION AND OPENING OF BIDS</b>			
20.	Submission	20.1	The Bidder shall submit a signed and complete Bid comprising the documents and forms in accordance with the requirements of the BDS. The Bid shall be delivered using the method specified in the BDS.
		20.2	The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.

21.	Hard Copy	21.1	Hard copy (manual) submission shall be governed as follows
			a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
			b) All the pages of the Original Bid and Copies of the bid <b>must be bound together, and all pages must contain the page number and the stamp of the bidder.</b>
			c) Bids shall be sealed in an envelope, which shall:
			i. Bear the name of the Bidder;
			ii. Bear the name of the bid.
		21.2	If the envelope with the Bid is not sealed and marked as required, RACL shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.
22.	Deadline for Submission of Bids and Late Bids	22.1	Complete Bids must be received by RACL in the manner, and no later than the date and time, specified in the BDS. RACL shall only recognize the actual date and time that the bid was received.
		22.2	RACL shall <b>reject</b> any Bid that is received after the deadline for the submission of Bids.
23.	Bid Opening	23.1	RACL will open the Bid in the presence of an ad-hoc committee formed by RACL of at least two (2) members.
		23.2	The Bidders' names, prices, and any other information that RACL deems relevant will be announced at the bid opening.
		23.3	No Bid shall be rejected at the bid opening stage, except for late submissions, where the Bid shall be returned unopened to the Bidders.
<b>D. EVALUATION AND COMPARISON OF BIDS</b>			
24.	Confidentiality	24.1	Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially

			concerned with the process, even after publication of the contract award.
		24.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence RACL in the examination, evaluation and comparison of the Bids or contract award decisions may, result in the rejection of its Bid and may subsequently be subject to the application of RACL's vendor sanctions procedures.
25.	Evaluation of Bids	25.1	RACL will conduct the evaluation solely based on the Bids received.
		25.2	Evaluation of Bids shall be carried out according to the criteria provided in Section 4. (Evaluation Criteria).
26.	Due Diligence	26.1	RACL reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
		a)	Verification of accuracy, correctness and authenticity of information provided by the Bidder;
		b)	Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
		c)	Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
		d)	Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;
		e)	Other means that RACL may deem appropriate, at any stage within the selection process, prior to awarding the contract.
27.	Clarification of Bids	27.1	To assist in the examination, evaluation, and comparison of Bids, RACL may, at its discretion, request any Bidder for a clarification of its Bid. This includes asking for a demonstration of the products/services proposed by the bidder.

		27.2	RACL's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by RACL in the evaluation of the Bids, in accordance with the ITB.
		27.3	Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by RACL, shall not be considered during the review and evaluation of the Bids.
28.	Responsiveness of Bids	28.1	RACL's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.
		28.2	If a bid is not substantially responsive, it shall be <b>rejected</b> by RACL and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission
29.	Nonconformities, Reparable Errors and Omissions	29.1	Provided that a Bid is substantially responsive, RACL may waive any non-conformities or omissions in the Bid that, in the opinion of RACL, do not constitute a material deviation.
		29.2	RACL may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such an omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
		29.3	For the bids that have passed the preliminary examination, RACL shall check and correct arithmetical errors as follows:
		a)	if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of RACL there is an obvious misplacement of the decimal point in the unit price; in which

			case, the line item total as quoted shall govern and the unit price shall be corrected;
			b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
			c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
		29.4	If the Bidder does not accept the correction of errors made by RACL, its Bid shall be rejected.
<b>E. AWARD OF CONTRACT</b>			
30.	Right to Accept, Reject, Any or All Bids	30.1	RACL reserves the right to accept or reject any bid, to render any or all the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for RACL's action. RACL shall not be obliged to award the contract to the lowest priced offer.
31.	Award Criteria	31.1	Prior to expiration of the period of Bid validity, RACL shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.
32.	Right to Vary Requirements at the Time of Award	32.1	At the time of award of Contract, RACL reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
		32.2	At the time of award of Contract, RACL reserves the right to vary the sizes of the goods without any change to the unit price or total price proposed by the bidder.
33.	Contract Signature	33.1	Within five (5) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to RACL. Failure to do so may constitute sufficient grounds for the

			annulment of the award, and forfeiture of the Bid Security, if any, and on which event, RACL may award the Contract to the Second highest rated or call for new Bids.
34.	Performance Security	34.1	Upon receipt of the notification of award from RACL, the successful bidder, if required in the BDS, shall furnish the Performance Security in a form and validity acceptable to RACL.
		34.2	Failure of the successful bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid Security. In that event RACL may award the Contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by RACL to be qualified to perform the Contract satisfactorily.
35.	Advance Payment	35.1	An advance payment, if required in the BDS, shall be provided in the amount specified in BDS.
36.	Liquidated Damages	36.1	If specified in the BDS, RACL shall apply Liquidated Damages for the damages and/or risks caused to RACL resulting from the Contractor's delays or breach of its obligations as per Contract.
37.	Payment	37.1	Payment will be made only upon receiving the services to RACL. The terms of payment shall be within thirty (30) days, after receipt of invoice.

## Section 3. Bid Data Sheet

BDS No.	Reference to Section 2.	Data	Specific Instructions/Requirements
1	6	Language of the Bid	English
4	19	Pre-bid conference	Will not be conducted
5	15	Bid Validity Period	90 calendar days of bid opening
6	12	Bid Security	Not required
7	35	Advance Payment	Not applicable
8	36	Liquidated Damages	Will be imposed as follows: Percentage of the purchase order value, per day of delay: 0.05% Maximum amount of delay shall be 10% of the value of contract, after which RACL may terminate the contract.
9	34	Performance Security	Not required
10	13	Currency of Bid	The bidder is required to quote entirely in Maldivian Rufiyaa. The award of contract shall be in Maldivian Rufiyaa for the bids quoted in other currencies.
11	17	Deadline for submitting requests for clarifications/questions	Date: February 02, 2023, Time: 09:00 hrs
12	17	Contact Details for submitting clarifications/questions	Abdulla Mizan General Manager, Procurement tender@airports.mv
13	17,18	Manner of disseminating supplemental information to the ITB and response/clarifications to queries	Will be emailed to the registered bidders
14	22	Deadline for Submission	Date: February 06, 2023 (14:00 hrs)
15	20,21	Manner of Submitting Bids	1 Hard copy
16	20	Bid Submission Address	Regional Airports Company Limited 6 <sup>th</sup> Floor, H. Suez Ameer Ahmed Magu, 20095 Male, Maldives
17	23	Date, time, and venue for the opening of bid	Date: February 06, 2023 (14:00 hrs) Venue: Regional Airports Company Limited, 6 <sup>th</sup> Floor, H. Suez Ameer Ahmed Magu, 20095, Male,
18	25	Evaluation Method for the Award of Contract	Refer to section 4: Evaluation criteria

## Section 4. Evaluation Criteria

### 1. Preliminary Evaluation

Subject	Criteria	Document Submission Requirement	Other details
Preliminary Examination	Bids received will be examined to determine whether the documents mentioned in section 2, clause 7 – Documents comprising the bid have been fully complete and submitted.	All documents specified under ITB Section 2, clause 7: Documents comprising the Bid	<b>Failure to fully complete and submit any of the documents in section 2, clause 7 of this ITB – (Documents comprising the Bid) will make the bid unresponsive and the bid will be rejected.</b>
Eligibility	Bidder is not suspended, debarred, or otherwise identified as non-eligible by the Government of Maldives or any other state institution.	Form A: Bid Submission Form	Will be evaluated on a Pass/Fail basis. <b>Failure to pass the mentioned criterion will make the bidder ineligible and the bid will be rejected.</b>
Conflict of Interest	No conflict of interest in accordance with ITB 4.	Form A: Bid Submission Form	Will be evaluated on a Pass/Fail basis. <b>Failure to pass the mentioned criterion will make the bidder ineligible and the bid will be rejected.</b>



## 2. Technical Evaluation

Subject	Criteria	Required Documents/Forms
Technical Evaluation	<ul style="list-style-type: none"> <li>- Technical evaluation will be done based on the <b>Business Proposals</b> Submitted by the proponents.</li> <li>- Business Proposals submitted by the proponents will be examined to determine whether the Proponent's Bids meet/address the requirement specified in Schedule of Requirement: Section 5 of this ITB.</li> <li>- At minimum, the Business Proposal shall include, the documents specified under section 2, clause 11 of this ITB</li> <li>- <b>The technical evaluation shall be carried out on a pass/fail basis. Bids that are deemed technically incompetent will not be financially evaluated.</b></li> </ul>	Business Proposal

## 3. Final Evaluation

Subject	Criteria	Document Requirement	Submission
Financial Evaluation (60%)	Lowest priced technically competent bid shall receive the highest marks. Remaining technically competent bids shall receive marks on a pro-rata basis.	Form C: Price Schedule Form	
Delivery duration (40%)	The bidder with the shortest delivery duration shall receive the highest mark. The remaining bidders shall receive marks on a pro-rata basis.	Form C: Price Schedule Form	

## Section 5. Schedule of Requirements

The Bidders must fully comply with the following requirements.

- Bidder shall arrange the supply and delivery of Fuel (Petrol, Diesel, and Castrol) to Maavarulu Airport as per RACL's requirement without any delay as any such delay may affect operation of the Airport.
- RACL is not responsible for arrangement of the vessel, equipment and any other tool that may be necessary in providing the services to Maavarulu Airport. Hence, Bidder shall take the full responsibility to ensure that the service is provided to the specified location.
- Vessel used to transport fuel shall have necessary licenses/permits issued from respective authorities.
- Take necessary precautionary measures to ensure no harm to environment from factors such as oil seep, is caused when transporting and handling of fuel during the supply and delivery process. The bidder shall ensure maximum security measures are in place and take full responsibility in such instances.

RACL requires potential Bidder to provide fuel categorized below, as per the requirement specified.

Item	Description	Unit	Estimated Consumption Required (Ltrs)	Requirement for one year (Ltrs)
1	Diesel	Liters	10000 Ltrs / month	120000 Ltrs
2	Petrol	Liters	400 Ltrs /month	4800 Ltrs
3	Castrol (15W40)	Liters	100 Ltrs /3months	400 Ltrs

**Important note:**

Delivery of Diesel: Ensure diesel is delivered to Maavarulu Airport Tank or use Bidder's own Barrels to deliver to Maavarulu Airport Powerhouse. (Note that currently there is no pipeline connecting from Jetty area to Maavarulu Airport Tank).

Delivery of Petrol: Delivering petrol using Bidder's own Barrels, to Maavarulu Airport Powerhouse.

Delivery of Castrol: Delivering Castrol Barrels, to Maavarulu Airport Powerhouse.

### Request for fuel

RACL will place orders based on the estimated consumption requirements specified above. An order for each month will be raised via a purchase order. RACL expects the supplier to provide the service (delivery of fuel to Maavarulu Airport) within a maximum of 3 days of placing the order.

As mentioned above, note that the consumption provided above are only estimates, which may be subject to change depending on our requirement for the month. Hence, all bidders are requested to take note of this.

## Pricing

RACL has provided the supplier with estimated monthly as well as the annual consumptions of each type of fuel. Suppliers are required to provide in their Bid a flat rate for each considering the requirements specified above. However, where there is a fluctuation in the price of fuel due to factors not under the control of the Supplier such as economical reason resulting a change in the price of fuel by State Trading Organization Plc (STO), any such change that may affect the agreed rates shall be communicated to RACL. Hence, any such change in the invoices raised shall reflect the correct rate change and the supplier shall forward necessary documentation proof of the rate changes. All the prices shall be quoted in Maldivian Rufiyaa (MVR).

The duration of the service is 12 months and shall be subject to renewal after the elapse of the defined duration.

## Delivery of fuel

Once the delivery is completed a delivery note(s) must be prepared by the supplier on the amount of Fuel delivered to the purchaser.

The delivery note(s) shall be handed over to the purchaser upon delivery of Fuel without any delay.

The purchaser shall sign the original and the copy(s) of the delivery note(s).

The Delivery Note(s) duly signed by the Purchaser, or its authorized representative is proof of fuel delivered to purchaser and the delivery note(s) itself is sufficient to prove the Fuel has been received by the purchaser.

Fuel shall be delivered to the following terminal / locations mentioned.

- Maavarulu Airport

## Payment terms

Upon completion of the delivery, the supplier is required to submit an invoice to RACL along with the signed delivery note. RACL shall make the payment for the invoices within a credit period of 30 days. As specified, where necessary the invoices shall be supported with documentary proof of any price/rate change of fuel.

## Section 6. Returnable Bidding Forms/Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. **No alteration to the format of forms shall be permitted and no substitution shall be accepted. Any alteration to these forms will lead to rejection of the bid.**

Have you duly completed all the Returnable Bidding Forms?	<i>Please tick (to be filled by the bidder)</i>	<i>Reference to page number in Bid (to be filled by the bidder)</i>
Form A: Bid Submission Form		
Form B: Bid Securing Declaration Form		
Form C: Price/Delivery Schedule Form		



## FORM A: BID SUBMISSION FORM

Name of Bidder			
Registration No		Registered Address	
Bidder's Authorized Representative Information		Contact Person that RACL may contact for requests for clarifications during Bid Evaluation	
Name:		Name:	
Title:		Title:	
Contact numbers:		Contact numbers:	
Email:		Email:	

We, the undersigned, hereby offer to supply the goods and related services in accordance with your requirements specified in this Invitation to Bid dated 29<sup>th</sup> January 2023. We hereby submit our Bid.

We hereby declare that our firm,

- a) has not been suspended, debarred, sanctioned, or otherwise identified as ineligible by any state institution in the Republic of Maldives.
- b) have no conflict of interest in accordance with ITB clause 4.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by RACL.

We confirm that we have read, understood, and hereby fully accept the Schedule of Requirements and other details describing the duties and responsibilities required of us in this ITB.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [*Insert Name of Bidder*] to sign this Bid and bind it should RACL accept this Bid.

Name		Title	
Signature		Corporate seal	
Date			

**FORM B: BID SECURING DECLARATION**

Date: <i>[insert as day/month/year]</i>		
Invitation to Bid Number: <i>[insert number]</i>		
To: Regional Airports Company Limited		
We, the undersigned, declare that:		
We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.		
We accept that we will automatically be suspended from being eligible for bidding in any contract with Regional Airports Company Limited for the period of 1 year starting on the date that we receive a notification from Regional Airports Company Limited, if we are in breach of our obligations under the bid conditions, because we		
(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or		
(b) having been notified of the acceptance of our Bid by Regional Airports Company Limited during the period of bid validity,		
(i) fail or refuse to execute the Contract, if required; or		
(ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.		
We understand that this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 28 days after the expiration of our Bid.		
Signed: <i>[insert signature of person whose name and capacity are shown]</i>		
In the Capacity of: <i>[insert legal capacity of person signing the Bid-Securing Declaration]</i>		
Name: <i>[insert name of person signing the Bid-Securing Declaration]</i>		
Duly authorized to sign the bid for and on behalf of: <i>[insert complete name of the Bidder]</i>		
Date: ..... day of ....., ..... <i>[insert date of signing]</i>		
Corporate Seal:		

## FORM C: PRICE/DELIVERY SCHEDULE FORM

Reference made to Schedule of Requirements, under Section 5 of this ITB, the bidder shall submit a completed Price/Delivery Schedule form.

- The Bidders are required to provide RACL with a flat rate chargeable for each type of fuel.
- Prices shall be inclusive of GST where appropriate.

#	Details	Unit	Rate/L (MVR)	Delivery Period (Days)
1	Diesel	Liter		
2	Petrol	Liter		
3	Castrol (15W40)	Liter		

