

INVITATION TO BID

“Drug and Alcohol test for RACL staffs”

ITB no: RACL/IUL(PROC)/2023/05

Issued on: February 2nd, 2023.



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Section 1. Letter of Invitation

Regional Airports Company Limited (RACL) is soliciting invitations to Bids from qualified and eligible Bidders for the service: "Testing of Alcohol & Drugs for RACL staffs" as described in this Invitation to Bids (ITB). As a company operating in the Aviation industry, RACL employs a significant number of staff performing sensitive aviation functions. We recognize the importance of testing for drugs and alcohol of our employees. It helps RACL to safeguard the well-being of our employees and ensures that employees performing sensitive aviation functions are not under the influence of any substances that might prevent them from being able to safely perform their duties.

In compliance with the Air safety circular ASC Gen 05 of the Civil Aviation Authority, RACL has developed a Drug and Alcohol Management Policy. The objective of this policy is to ensure that all employees performing safety-sensitive aviation functions are tested for Drug and Alcohol.

Hence, RACL requires all potential Bidders to provide Drug and Alcohol tests for our staff, as per the requirements specified in Section 5: Schedule of Requirements of this ITB. This ITB includes the following documents,

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

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure set out in this ITB and submit it by the Deadline for Submission of Bids set out in the 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: February 2nd, 2023

Section 2: Instructions to Bidders

A. GENERAL PROVISIONS			
1.	Objectives	1.1	The main objective of this program is to ensure that Drug and Alcohol tests are undertaken for all the employees of RACL as specified in clause 2 of this ITB, ensuring that the company complies with the requirements specified under Air safety circular ASC Gen 05 of the Civil Aviation Authority.
2.	Scope of Bid	2.1	RACL requires prospective Bidders to provide Drug and Alcohol testing on 'as needed/request' basis.
		2.2	<p>For this purpose, we categorized our employees as,</p> <p>Safety sensitive employees</p> <p>RACL employs a number of employees who perform sensitive aviation functions. Such employees include,</p> <ul style="list-style-type: none"> - Firefighters - Security and Safety staff - Ground handling staff (Duty Managers, Supervisors, Ramp Loading & Unloading staff, Cabin Cleaners and Fueling staff) - Vehicles drivers - Quality auditors <p>Non- Safety sensitive employees</p> <p>Non-safety sensitive employees of RACL are all the general staff employed in the organization who perform duties and responsibilities other than those categorized as safety sensitive employees.</p>
		2.3	<p>The scope of the project shall cover all the domestic airports operated by RACL and details are provided below,</p> <p>LOT 1: Gv. Fuvahmulah</p> <p>LOT 2: Sh. Funadhoo</p> <p>LOT 3: Ha. Hoarafushi</p> <p>LOT 4: HDh. Hanimaadhoo</p> <p>LOT 5: HDh. Kulhudufushi</p> <p>LOT 6: GDh. Maavarulu</p>

			LOT 7: Head Office Male'
		2.4	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.
3.	Fraud and Corruption	3.1	<p>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,</p> <ul style="list-style-type: none"> • "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 • "Fraudulent practice" as misrepresentation of facts 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.
		3.2	In pursuance of this policy, RACL:
		a)	Will reject a bid if it determines that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
		b)	Will declare a bidder ineligible , either indefinitely or for a stated period of time, 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.
4.	Eligibility	4.1	This invitation is open to Clinics/Laboratories/Hospitals and any other relevant institution or companies representing such

			institutions having respective approvals/licenses to provide such services.
		4.2	To be eligible to submit the Bids, the Bidder shall not be suspended, debarred, or otherwise identified as ineligible by a state institution. Bidders are required to disclose to RACL whether they are subject to any sanction or suspension imposed by a state institution.
5	Conflict of Interest	5.1	A Bidder shall not have a conflict of interest . 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) (ii) would be involved in the implementation or supervision of such Contract.

				(iii) Is a senior management staff of Regional Airports Company (RACL)
		5.2		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 disqualification of the Bid.
B. PREPARATION OF BIDS				
6.	Cost of Preparation of Bids	6.1		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.
7.	Language	7.1		The Bid, as well as any and all related correspondence exchanged by the Bidder and RACL, shall be written in the language(s) specified in the BDS.
8.	Documents Comprising the Bid	8.1		The Bid shall comprise of the following documents and related forms.
			a)	Standard Documents
			1.	Company background/profile
			2.	Certificate of Business registration
			3.	GST registration certificate
			4.	Tax clearance report (past 3 months)
			5.	Bidder must submit evidence of having successfully completed similar projects (minimum 1). This should be in the form of a work completion certificate or a reference letter.
b)	Business proposal (Refer clause 9 of this ITB for details)			
c)	Bid Submission Form (Form A)			
d)	Price Schedule Form (Form B)			
e)	Bid Securing Declaration Form (Form C)			
9.	The Business Proposal	9.1		All potential proponents are required to submit a Business Proposal by referring to the information provided in Section 5: Schedule of Requirement of this ITB. At minimum , the Business Proposal shall, <ul style="list-style-type: none"> - address the scope and objective of this ITB

			<ul style="list-style-type: none"> - provide description of the methodology to be used in providing the service (sample collection method, servicing time, reporting mechanism) - Team composition of the service provider
10.	Bid Security	10.1	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.
		10.2	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 rejected .
		10.3	If the Bid Security amount or its validity period is found to be less than what is required by RACL, RACL shall reject the Bid.
		10.4	The Bid Security may be forfeited by RACL, and the Bid rejected , 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.
11.	Currency	11.1	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 rejected .
12.	Documents establishing the eligibility of the Bidder	12.1	To establish the eligibility of the Bidder in accordance with the ITB 4, Bidders shall complete the Bid submission form.
13.	Only one Bid	13.1	The Bidder shall submit only one Bid.

		13.2	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;
14.	Bid Validity Period	14.1	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 rejected by RACL and rendered non-responsive.
15.	Extension of Bid Validity Period	15.1	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.
		15.2	If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.
		15.3	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
16.	Clarification of Bid (from the Bidders)	16.1	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.
		16.2	RACL will provide the responses to clarifications through the method specified in the BDS.

		16.3	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.
17.	Amendment of tendering document	17.1	At any time prior to the deadline of Bid submission, RACL may for any reason modify the tendering document. This will be made available to all registered Bidders.
		17.2	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.
18.	Pre-Bid meeting	18.1	Where appropriate, a pre-bid meeting 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 meeting shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's meeting or issued/posted as an amendment to ITB.
C. SUBMISSION AND OPENING OF BIDS			
19.	Sealing and Marking of the Bids	19.1	The Proponent 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.	Hard Copy	20.1	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 must be bound together and all pages must contain the page number and the stamp of the bidder.
			c)	Bids shall be sealed in an envelope, which shall:
			i.	Bear the name of the Bidder;
			ii.	Bear the name of the bid.
				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.
21.	Deadline for Submission of Bids and Late Bids	21.1		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 by RACL.
		21.2		RACL shall reject any Bid that is received after the deadline for the submission of Bids.
22.	Bid opening	22.1		RACL will open the Bid in the presence of an ad-hoc committee formed by RACL of at least two (2) members.
		22.2		The Bidders' names, prices and any other information that RACL deems relevant will be announced at the bid opening.
		22.3		No Bid shall be rejected at the bid opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.
D. EVALUATION AND COMPARISON OF BIDS				
23.	Confidentiality	23.1		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.
		23.2		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.
24.	Evaluation of Bids	24.1	RACL will conduct the evaluation solely on the basis of the Bids received.
		24.2	Evaluation of Bids shall be carried out according to the criteria provided in Section 4. (Evaluation Criteria).
25.	Due Diligence	25.1	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.
26.	Clarification of Bids	26.1	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.
		26.2	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.
		26.3	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.
27.	Responsiveness of Bids	27.1	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.
		27.2	If a Bid is not substantially responsive, it shall be rejected by RACL and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
28.	Nonconformities, Reparable Errors and Omissions	28.1	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.
		28.2	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.
		28.3	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.
		28.4	If the Bidder does not accept the correction of errors made by RACL, its Bid shall be rejected.
E. AWARD OF CONTRACT			
29.	Right to Accept, Reject, Any or All Bids	29.1	RACL reserves the right to accept or reject any bid, to render any or all of 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.
30.	Award Criteria	30.1	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.
31.	Right to Vary Requirements at the Time of Award	31.1	At the time of award of Contract, RACL reserves the right to vary the requirement, 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.
		31.2	At the time of award of Contract, RACL reserves the right to vary the requirement without any change to the unit price or total price proposed by the Bidder.
32.	Contract Signature	32.1	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.
33.	Performance Security	33.1	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.
		33.2	Failure of the successful Bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient ground 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.
34.	Advance Payment	34.1	An advance payment, if required in the BDS, shall be provided in the amount specified in BDS.
35.	Liquidated Damages	35.1	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.
36.	Payment Provisions	36.1	Payment will be made only upon RACL's acceptance of its requirement. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of the service.
		36.2	RACL shall not be obliged to accept any payment terms proposed by a bidder in their bid, which are different from the payment provisions of RACL.

Section 3. Bid Data Sheet

BDS No.	Reference to Section 2.	Data	Specific Instructions/Requirements
1	7	Language of the Bid	English
4	18	Pre-bid meeting	If required will be conducted
5	14	Bid Validity Period	90 days
6	10	Bid Security	Not required
7	34	Advance Payment upon signing of contract	Not required
8	35	Liquidated Damages	Will be finalized at the contract stage
9	33	Performance Security	Not Required
10	11	Currency of Bid	Maldivian Rufiyaa
11	16	Deadline for submitting requests for clarifications/questions	Date: 9th February 2023 Time: 14:00hrs
12	16	Contact Details for submitting clarifications/questions	Abdulla Mizan General Manager, Procurement tender@airports.mv
13	16,17	Manner of disseminating supplemental information to the ITB and response/clarifications to queries	Will be emailed to the registered Bidders
14	21	Submission date/time	Date: 15th February 2023 Time: 14:00 hrs
15	19,20	Manner of Submitting Bids	2 Hard copies (1 original and 1 copy)
16	19	Bid Submission Address	Regional Airports Company Limited 6 th Floor, H. Suez Ameer Ahmed Magu, 20095 Male, Maldives
17	22	Date, time and venue for the opening of bid	Date: 15th February 2023 Time: 14:00 hrs Venue: Regional Airports Company Limited 6 th Floor, H. Suez Ameer Ahmed Magu, 20095 Male, Maldives
18	24	Evaluation Method for the Award of Contract	According to the criteria mentioned in Section 4. Evaluation Criteria

Section 4. Evaluation Criteria

All the Bids that are received to RACL, shall go through the evaluation process. This process shall be conducted according to the criteria provided in Section 4 of this ITB. Provided below are the details.

1. Preliminary Examination Criteria

Subject	Criteria	Required Documents/Forms
Preliminary Examination	Bids received from the proponents will be examined to determine whether the documents mentioned in ITB Section 2, clause 8 – Documents comprising the Bid have been fully completed and submitted. Failure to fully complete and submit any of the documents comprising the Bid will make the bid unresponsive and the bid will be rejected.	ITB Section 2, Clause 8: Documents comprising the Bid

2. Eligibility Criteria

Eligibility will be evaluated on a Pass/Fail basis. **Failure to pass any of the below criterion will make the bidder ineligible and the bid will be rejected.**

Subject	Criteria	Required Documents/Forms
Eligibility	The eligibility of the Bidder will be evaluated on Pass/Fail basis. Documents comprising the Bids will be reviewed to check whether, the 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
Conflict of interest	No conflict of interest in accordance with ITB 4.	Form A: Bid Submission Form

3. Technical Evaluation

Subject	Criteria	Required Documents/Forms
Technical Evaluation	<ul style="list-style-type: none"> - Technical evaluation will be done based on the Business Proposals Submitted by the proponents. - 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. - The technical evaluation shall be carried out on a pass/fail basis. 	Business Proposal

4. Final Evaluation

Subject	Criteria	Required Documents/Forms
Financial Evaluation	Rates proposed by the proponents in their Bids shall then be evaluated based on the requirement specified under Schedule of Requirement: Section 5 of this ITB. The lowest offered shall receive the highest marks. Remaining technically competent bids shall receive marks on a pro-rata basis.	Form B: Price Schedule Form



Section 5. Schedule of Requirements

Schedule of Requirements provides proponents with necessary information about the requirement of RACL in relation to the service requested. Bidders are advised to carefully read and understand the requirements specified here while preparing the Bids.

Schedule of Requirement	
1. Alcohol/Drug parameters	
As per ASC Gen 05, drug shall be defined as any intoxicant apart from alcohol, and the prescribed blood alcohol concentration (BAC) limit shall be:	
(a)	In case of breath; 0.035%
(b)	In case of blood; 0.02%
(c)	In case of urine; 0.107%
<ul style="list-style-type: none"> • D-Lysergic acid diethylamide (LSD) • Methylenedioxypyrovalerone (MDPV) • Cannabinoids (THC) • 6-Monoacetylmorphine (6-MAM) • Ketamine (KET) • Benzodiazepines (BENZ) • Amphetamine (AMP) • Methadone (MTD) • Morphine (MOP) • Opiates (OPI) • Cocaine (COC) • Alcohol (ALC) 	
Note: For the Drug/Alcohol tests conducted by the proponents, we require a “Qualitative result” .	
Testing Matrices: The preferred method of sample collection for Drug & Alcohol testing is urine . However, in certain circumstances RACL may require operators to use other methods (blood/oral fluid). Hence, the business proposal/price schedule form, submitted by the proponents shall reflect this requirement.	
2. Testing circumstances	
Drug and Alcohol tests can be performed by operator arranged Clinic/Hospital or other institution or companies representing such institutions and these tests are considered as In-house testing for regulatory purposes. The scope of RACL's drug and Alcohol testing program covers the following types of tests.	
(a)	Pre-employment testing:
	In the case of employees performing safety sensitive aviation functions, before the employee is hired, the Human Resource Department (HRD) shall inform that the employee will be required to undergo drug testing in accordance with RACL guideline and ASC Gen 05.
	The individual shall only be employed if only a verified negative drug test result is confirmed. Where an employee is to be hired or transferred to a safety sensitive function, an additional drug test is required, and a negative test result shall be confirmed if more than 180 days has been elapsed between conducting pre-employment drug test and hiring or transferring the individual to safety sensitive function.

(b)	Random testing: Drug and Alcohol tests undertaken randomly throughout the year
	In the case employees performing safety sensitive aviation functions: Minimum 30% of safety sensitive employees are required to perform drug and Alcohol testing. Selection of staff will be made randomly, so that each staff has equal chance of being selected.
	In the case employees performing non-safety sensitive aviation functions: Minimum 10% of non-safety sensitive employees are required to perform drug and Alcohol testing. Selection of staff will be made randomly, so that each staff has equal chance of being selected.
(c)	Testing based on reasonable cause:
	These tests are done when employee is suspected to have used a prohibited drug or Alcohol or due to a reasonable cause.
(d)	Post-accident testing:
	It is crucial that the operator to ensure that each employee who is categorized as a safety sensitive employee, is tested for the presence of prohibited drugs if the employee had an accident. This is to ensure that the prohibited drug is a contributing factor for the accident. This test shall be undertaken not later than 32 hours after the accident drug
(e)	Return to duty testing:
	Where an employee returns to duty after refusing to undergo a drug and alcohol test or receive a verified positive result, the employee is subject to unannounced testing,
	<ul style="list-style-type: none"> - At least 6 tests in the first 12 months following return to duty - Follow up testing shall not exceed 60 months after employee returns to duty
(f)	Follow up testing:
	If an employee returns to duty after refusing to submit a drug and alcohol test required as per this RAL guideline and consistent with ASC Gen 05, the employee is required to undergo drug and alcohol test and receive a verified negative result. Unless otherwise, the employee shall not be allowed to resume the duty.
3. Employee category	
The following types of types of job classifications are currently used to describe safety and non-safety sensitive employees. Note that at present RACL employs approximately 350 employees performing safety sensitive aviation functions and 150 employees performing non safety sensitive aviation functions.	
a)	Safety -Sensitive Employees of RACL are:
	1. Fire Fighters
	2. Security/Safety staffs
	3. Ground handling staffs
	4. Vehicle drivers
b)	5. Quality drivers
	Non- Sensitive Employees of RACL
b)	1. All general staffs of the company performing non-safety related functions at workplace
4. Other requirements- Service related	
a)	RACL expects the service provider to arrange the provision of the service on as needed/on request basis. The request may be raised in any form agreed and accepted by the service provider and RACL and the service shall be provided as per the agreed conditions/rates in the proponent's Bids. Note that the testing must be carried out on a periodic basis in response to requests from RACL.

b)	Testing shall be provided in different locations where the staff are based. The employee list for the tests and details of the test shall be informed to the service provider. RACL shall ensure that the service provider will be informed of testing requirements within an acceptable timeframe that would be convenient to the service provider to provide the service. RACL shall communicate with the selected party on continuous basis throughout the contract period to ensure the process goes smoothly and effectively		
5. Term of the contract			
a)	RACL shall enter into a contract with the service provider. The term of the contract shall be one (1) year subject to the possibility of extension for a further year by mutual agreement from both parties. Note: RACL requires all the Bidders to strictly follow all the relevant law and regulations, in particular the Air Safety Circular GEN 05 of Maldivian Civil Aviation, in carrying out the tests and in maintaining the integrity of the testing program. All tests carried out shall be conducted within the timeframes set forth on a quality, professional basis consistent with applicable industry standards.		
6. Communication and confidentiality			
RACL requires the service provider to maintain the confidentiality of the testing records and results. Any information regarding an employee's drug and alcohol testing results, evaluation, or rehabilitation shall not be released to a third party, except as required by Law and Air Safety Circular Gen 05. The access to records shall only be limited to,			
a)	Managing Director (MD)		
b)	Chief Operating Officer (COO)		
c)	Director, Human Resources		
d)	Director/Manager- Safety		
e)	Authorized personal from Civil Aviation Authority		
7. Food, Travel and Accommodation of the service provider			
a)	RACL shall bear the expenses such as food, accommodation, and travel for the staff of the service provider travelling to the different locations specified below, for testing purposes.		
	Travelling: For traveling purpose, the destination of origin would be considered Male'. RACL will bear all relevant transportation costs for staff travelling from Male' to any of our service locations (Airports).		
	Accommodation: A flat rate of accommodation of MVR 500.00 per night will be arranged for the staff of the service provider travelling FND, FVM, HRF and HDK. Accommodation for staff travelling to RUL and HAQ will be arranged at the airport premises.		
	Food expenses: For food, the following rates will be paid based on the travel timing as per the tickets.		
	Meal	Rate (MVR)	Time Frame
	Breakfast	85.00	7:00 – 10:00 hours
	Lunch	100.00	12:00 – 14:00 hours
	Evening Tea	50.00	16:00 – 18:00 hours
	Dinner	100.00	20:00 – 22:00 hours
	Travel: Tickets will be arranged once travel dates and details of staffs travelling are confirmed by the service provider		
RACL's regional sites are Gv. Fuvah Mulah, Sh. Funadhoo, Ha. Hoarafushi, HDh. Hanimaadhoo, HDh. Kulhudufushi and GDh. Maavarulu			
Note: The service providers are not required to be based at the Airports. The service provider is required to travel upon request to provide the service for the respective location.			

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.

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: Price Schedule Form		
Form C: Bid Securing Declaration		





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:	
Please attach the following documents <ol style="list-style-type: none"> 1. Company background/profile 2. Certificate of Business registration 3. GST registration certificate 4. Tax clearance report (3 months valid) 5. Bidder must submit evidence of having successfully completed a similar project (minimum 1). This should be in the form of a work completion certificate or a letter from the customer. 			

We, the undersigned, offer to supply and deliver the service in accordance with your Invitation to Bid No. **[Insert ITB Reference Number]** and our Bid. 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 the ITB

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 offer to provide the service in conformity with the Bidding documents, and in accordance with the Schedule of Requirements of 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
Date
Signature
Corporate Seal

FORM B: PRICE SCHEDULE FORM

Reference made to Schedule of Requirements, under Section 5 of this bid document, the Bidder shall submit a completed Price Schedule form.

- Proposed rates for the requested services shall be provided in Lot basis.
- The proponents are required to provide a rate only (per test basis), for the respective test for each location.
- Proposals for a single location will not be accepted and hence this ITB is open for proponents who wish to cater to the requirement specified for all locations.
- RACL requires potential proponents to provide rates chargeable to each pax on per test basis for each of the three-sample collection matrices (urine, blood, oral fluid). Kindly refer to the parameters/tests provided in section 5.1 in providing the rates.

LOT 1: Gv. Fuvahmulah		
Description of the Service	Matrices of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 2: Sh. Funadhoo		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 3: Ha. Hoarafushi		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 4: HDh. Hanimaadhoo		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 5: HDh. Kulhudufushi		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 6: GDh. Maavarulu		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

LOT 7: Head Office Male'		
Description of the Service	Method of sample collection	Rate/pax (MVR)
Drug & Alcohol testing	Urine	
	Blood	
	Oral fluid	

Note: Provided above is a sample format of a Price schedule form. Proponents may bring necessary changes to the form, if so required.





FORM C: BID SECURING DECLARATION FORM

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 time 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:		