



REQUEST FOR PROPOSAL

(SUPPLY OF JUICE FOR IN-FLIGHT SERVICES)

Bid Number	08/2023		
Information Session Date and Place	<ul style="list-style-type: none">• Date and time of the session will be communicated to all parties that submit EOI within the deadline• 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 the session will be communicated to all parties that submit EOI within the deadline• 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.

February 15, 2023

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 Supply Juice for In-flight Services Department 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 Supply Juice for In-flight Services Department, 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 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: 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 the session will be communicated to all parties that submit EOI within the deadline</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 the session will be communicated to all parties that submit EOI within the deadline</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. 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	Related Party Disclosure (Form A)	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).
6	Documentation of Delivery Vehicle	<ul style="list-style-type: none"> Provide registration documents of the proposed delivery vehicle (minimum 1.5 ton) Vehicle should be registered under the name of the company submitting Bid

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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.
 - iii. Bid proposal will not be accepted of any Bidder that does not submit the sample packet.
- 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.
- l) Any change to the contents of RFB will be clearly briefed during the information session.

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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			30%
Quality	Taste	Packing	
	30%	20%	50%
Financial Strength/Reliability			10%
Relevant Past Experience			10%

Note:

- ❖ Letters from clients stating the successful execution of similar tasks or evidence of similar tasks is required to attain marks for the “Past Experience” category.
- ❖ Marks will be awarded under criteria for Strength/Reliability considering the submitted Audited financials for the latest three years (2019, 2020, 2021).

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APPENDIX A – (Order Quantity and Specific Requirement)

Requirement for 1ltr packets

- 4 Flavors (Apple/Mango/Orange/Mixed)
- The quantity of juice order per month by flavor – Total minimum requirement: 1250 cases/month (Delivery twice a month)
 - Apple juice – 4800 packets (400 cases)
 - Orange juice – 4800 packets (400 cases)
 - Mango juice – 3000 packets (250 cases)
 - Mixed juice - 2400 packets (200 cases)
- Threaded cap
- Tetra packs
- Size: total size of the packet shall not be more than 5.7 x 9.5 x 21.5 cm.

The provided order quantity figures are merely an estimate, and is subject to change depending on the amount of flights operated during the month.

Number of cases are provided assuming that it is 12 packets per case.

Requirement for 185ml packets

- 185ml packets (Apple Flavor)
- The quantity of juice order per month – 4800 packets (150 cases)

The provided order quantity figures are merely an estimate, and is subject to change depending on the amount of flights operated during the month.

Number of cases are provided assuming that it is 32 packets per case.

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APPENDIX B – (General Terms and Conditions of the Requirement)

- Agreement will be made for a duration of 3 years.
- Minimum 3 months duration for expiry from date of delivery to IASL
- Supplier must ensure the quality of packet and packing
- All bidders should submit 2 sample packets from each flavor for inspection. Sample submission should be made along with the Bid submission, on the same date and time.
- Supplier shall be able to do door side delivery on their own cost. Transportation arrangements shall be arranged by the supplier.
- Stacking of cases in the In-flight warehouse service shall be provided by the Supplier.

NOTE:

- Bid proposal will not be accepted of any Bidder that does not submit the sample packet.
- 2 sample packets from each flavor should be submitted
- All deliveries must be made to Velana International Airport, In-flight warehouse
- Door side delivery and stacking service is a mandatory requirement.
- In the case of stock unavailability at the time of any order, the successful Bidder is obligated to provide IAS with an alternative, accepted and agreed brand of juice by our company, for the same quantity and flavor ordered.
- The alternative brand shall be quoted and invoiced for the same amount as the Bid winning price. This clause shall be added to the contract, and the Bidder shall be liable to follow the same.
- As the delivery has to be done at the Airport, the party must own a minimum 1.5 ton delivery pickup that must have license and other relevant documents needed for Airport accessibility. This is a mandatory requirement. The documentation of delivery vehicle should be provided along with the Bid.
- Bid awarded party shall be liable to replace faulty or damaged juice packets within a week of being notified by Island Aviation

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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	Registration document of delivery vehicle	<input type="checkbox"/>	<input type="checkbox"/>
9	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>

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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: Supply of Juice for In-flight Services

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).



COMPANY INFORMATION FORM

Business Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	