



# REQUEST FOR PROPOSAL

## SEAPLANE TERMINAL ROOF REPLACEMENT, SEAPLANE HANGAR END CAP INSTALLATION AND REPAIR OF SIDEWALL AT VELANA INTERNATIONAL AIRPORT RE-BID

<b>Bid Number</b>	11/2023		
<b>Information Session Date and Place</b>	<ul style="list-style-type: none"><li><u>Date and time of session will be disclosed to all parties that submit EOI within the deadline</u></li><li>Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.</li></ul>	<b>Bid Submission Session Date and Place</b>	<ul style="list-style-type: none"><li><u>Date and time of session will be disclosed to all parties that submit EOI within the deadline</u></li><li>Procurement Office at H.Silversand 1<sup>st</sup> Floor, Kalaafaanu Hingun, K.Male', Maldives.</li></ul>

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.

April 10, 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 submit their bid to replace roofing sheets of Maldivian Seaplane Terminal, Fabricate & Install end cap and repair of sidewall panels of Seaplane Hangar at Velana International Airport Maldivian Seaplane Facilities 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

3. Island Aviation Service Ltd. is seeking interested parties to submit their Bid to replace roofing sheets of Maldivian Seaplane Terminal, Fabricate & Install end cap and repair of sidewall panels of Seaplane Hangar at Velana International Airport Maldivian Seaplane Facilities as per the requirement stated in this document.

### 3.1. Eligible Bidders

#### 3.1.1. 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)

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## 3.2. Guideline for Bid Submission

### 3.2.1. 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.

### 3.2.2. 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 4.3. 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.

### 3.2.3. Language of Proposal

The proposal documents must be in written in English.

### 3.2.4. 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: [mooath.mohamed@iasl.aero](mailto:mooath.mohamed@iasl.aero)

Copied to: [mohamed.ziyau@iasl.aero](mailto:mohamed.ziyau@iasl.aero) and [procurement.admin@iasl.aero](mailto:procurement.admin@iasl.aero)

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

### 3.2.5. 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.

### 3.2.6. 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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### 3.3. Information Session:

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

<b>Date of Information Session</b>	<u>Date and time of session will be disclosed to all parties that submit EOI within the deadline</u>
<b>Venue For Information Session</b>	Procurement Office at H.Silversand 1 <sup>st</sup> 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.

### 3.4. Site Visit:

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

<b>Date of Site Visit</b>	<u>Date and time of session will be disclosed to all parties that submit EOI within the deadline</u>
<b>Venue For Site Visit</b>	Island Aviation Seaplane Hangar

A site visit shall be conducted for all parties. Attendance for the site visit is **mandatory** and Bid will not be accepted of any party that does not participate in the mentioned session.

\*Attendance for site visit is not mandatory for parties that attended the site visit session for the initial Bid (Bid No:07/2023).

### 3.5. Bid Submission

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

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## 4. BID PROPOSAL

### 4.1. The Proposal Document must comprise of the following:

No.		
<b>1</b>	<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>2</b>	<b>Company Profile</b>	Profile of the Firm including the firm's shareholding structure and details;
<b>3</b>	<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.</li> <li>• Cost breakdown (BOQ)</li> <li>• Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.</li> </ul>
<b>4</b>	<b>Financial Capacity and Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Provide audited financial statements of 2019, 2020 and 2021 to indicate financial strength of the company to execute a project of this nature. <ul style="list-style-type: none"> <li>○ Summary of audited financial statements (Report of Independent Auditors Opinion)</li> <li>○ Audited Balance Sheets, Income Statements, Cash flow Statements.</li> </ul> </li> <li>• 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.</li> </ul>
<b>5</b>	<b>Implementation Plan</b>	Implementation Plan/Work Schedule
<b>6</b>	<b>Bid Form (Form A-F)</b>	Bid Forms signed by with duly authorized personnel
<b>7</b>	<b>Related Party Disclosure (Form B)</b>	The form serves to justify that the bidder has or does not have any relationship in terms of employment or close family relationship. Close family relationship here refers to spouse, including former spouse relatives, which comprise siblings; cousins; uncles and aunts; nephews and nieces; lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage) lineal descendants (children, grandchildren and other direct descendants).

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## 4.2. 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 4.1 is not submitted by a party, IASL has the right to reject the BID or request for a resubmission.
- b) Proposals shall be evaluated in accordance with the Party's demonstrated capacity and experience and expertise. The awarding criteria and weightage will be mentioned in section 4.3.
- 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.

### 4.3. 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	40%
Relevant Past Experience	25%
Delivery	25%
Financial Strength/Reliability	10%

Bids will be awarded based on the scores obtained for the following criteria at the percentages given, with the highest total scoring party being the winner.

#### 4.3.1. Price (40% of the Total Score)

- (a) If the proposed Bid price is 10% higher than the Employer’s estimated price, the Employer reserves the right not to consider those bids for further evaluation.
- (b) The highest score shall be awarded to the bid with the lowest bid price. For the remaining bids, points will be given using the formula below.

$$\text{Price Score} = \frac{\text{Lowest Proposed total price from among the Bids received}}{\text{Particular Bidder’s proposed total price}} \times 40 \%$$

#### 4.3.2. Experience (25% of the Total Score)

- (a) Experience will be counted as the total accumulated value of sales as awarding points. Such project shall be;
  - similar in nature to the purpose of this particular bid,
    - (ii) completed,
    - (iii) having a minimum project/ Contract value of MVR 100,000.00,
  - Projects successfully executed within last 10 Years.
  - Documents such as “Letters of Award” or “Agreement/Contract Copies” or “Notifications of Award”, etc. will only be used for clarification purposes and will not be considered for awarding any points.
  - Experience (projects) simply stated in tabular or other format (not backed by the client’s certification will not be considered in allocating marks.
  - It is up to the sole discretion of the Employer to determine similarity in nature of the bidder’s experience to the current scope of works and the score awarded by Employer will be final and shall not be contested.
  - The Employer reserves the right not to consider those bids that do not fulfil the requirements stated above in this clause for further evaluation.
  - All the bids that fulfil the requirement mentioned in sub clause 4.3.2 will be given points in the following manner;

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- (b) The bidder who has the highest total accumulate value of sales will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis.
- (c) The formula thus used for the computation of the score is as follows.

$$\text{Past Experience Score} = \frac{\text{Particular Bidder's total accumulated value of sales}}{\text{Highest total accumulated value of sales among the bids received}} \times 25 \%$$

#### 4.3.3. Delivery Period (25% of the Total Score)

- (a) Points for Delivery period will only be awarded to those bidders who propose a duration for "Time for Completion of the Works".
- (b) The Employer reserves the right not to consider those bids that are as follows for further evaluation.
  - Do not propose duration.
  - Propose duration which is unrealistically low or illogical when compared to Employer's Engineer's estimates and industry norms.
- (c) Having fulfilled the requirements mentioned above, the maximum points allocated under this criterion will be awarded to the bidder with the Lowest Proposed Delivery Period, and the remaining bidders will be awarded points on a pro rata basis in descending order.
- (d) The formula thus used for the computation of the score is as follows:

$$\text{Delivery Period Score} = \frac{\text{Lowest proposed delivery period from among the bids received}}{\text{Particular Bidder's proposed delivery period}} \times 25 \%$$



**4.3.4. Financial Capacity (10% of the Total Score)**

- (a) Points for Financial capacity will only be awarded to those bidders who had Submitted;
- Summary of audited financial statement for the last 3 (Three) years in the format mentioned.
  - (b) Supporting documents related to audited financial statements mentioned in sub- clause 4.1 (4) of the bidder for the last 3 years.
  - The value is calculated by deducting current Liabilities from Current Assets (Current Assets - Current Liabilities) will be taken as the “Working capital” and awarding points.
  - All the bids that fulfil the requirements will be given points by comparing the Working capital to the total Bid price. Points will be given in the following manner;

Working capital compared to percentage (%) of total Bid price	Points awarded
Working capital equivalent to 0% to 5% of the total Bid price	3 Points
Working capital equivalent to 5% to 10% of the total Bid price	5 Points
Working capital equivalent to 10% to 15 % of the total Bid price	10 Points
Working capital equivalent to 15% to 20% of the total Bid price	15 Points

**Note:**

1. **The Contractor must provide a one-year warranty for the project.**

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5. SCOPE OF WORK

## SCOPE OF WORK FOR

### SEAPLANE TERMINAL ROOF REPLACEMENT, SEAPLANE HANGAR END CAP INSTALLATION AND REPAIR OF SIDEWALL AT VELANA INTERNATIONAL AIRPORT

February 2023

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**a. BACKGROUND AND PURPOSE**

1.1 Island Aviation Service Ltd. has a requirement to replace roofing sheets of Maldivian Seaplane Terminal, Fabricate & Install end cap and repair of sidewall panels of Seaplane Hangar at Velana International Airport Maldivian Seaplane Facilities.

**b. GENERAL**

- 1.1 The Contractor shall provide personnel, material, equipment, and supervision to complete the technical requirements in this scope of work. The contractor shall be responsible for hiring labor, equipment vendors and shall follow safety and security directives.
- 1.2 The Contractor shall not to be admitted to areas of the property outside the areas designated for the project except with permission. The Contractor shall address the impact of the consequent disruption caused by the proposed work.
- 1.3 The Contractor shall always clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness.
- 1.4 Required measurements shall be taken during the Site visit.
- 1.5 All finishing materials shall be approved by employer prior installation.
- 1.6 Nor variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.



## c. SCOPE OF WORK

The contractor shall carry out the following works.

### 1. SEAPLANE TERMINAL ROOF REPLACEMENT

#### 1.1 Site Management

- a. Allow for all on and off site management costs including costs of foreman and assistants. Temporary services.
- b. Temporary scaffoldings, covers, frames, temporary covers.

#### 1.2 Roofing sheet replacement

- a. Removal of existing sheets including removal of part of damaged screws, clearing and cleaning joists from debris and sealing off with red-oxide.
- b. Replace with new lysaght color bond roofing sheet (any sheet that has been removed shall be replaced immediately to avoid exposure to weather conditions) Galvanized hex screw to be used for the new installation. No dents will be allowed on screwed point. Screws shall be tightened enough to seal the screw head but not denting the sheet.

#### 1.3 Gutter replacement

- a. Removal of existing gutters including brackets and supports.
- b. Standard Lysaght sheet gutter for terminal roof and brackets.
- c. Standard Lysaght sheet gutter for overhead canopy and brackets.

#### 1.4 Plumbing/ gutter connections

- a. Height of the terminal is 30 feet from the ground.
- b. Connection of new gutter and existing drain pipes.

#### 1.5 Flashing sheet replacement

- a. Removal of existing flashing with support and brackets.
- b. Standard Lysaght flashing shall be used for terminal roof and canopy.

#### 1.6 Clean-up

- a. All removed items shall be disposed and the work site shall be kept clean at all times.

### 2. INSTALLATION OF SEAPLANE HANGAR END CAP

#### 2.1 Site Management

- a. Allow for all on and off site management costs including costs of foreman and assistants. Temporary services.
- b. Temporary scaffoldings, covers, frames, temporary covers.

#### 2.2 Installation of End Cap

- a. Attaching 4" dia horizontal GI pipe between door columns. Approximately 2400mm. Refer to the attached diagram.
- b. Attaching 2"x4" hollow between door columns. Approximately 2400mm. Refer to the attached diagram.
- c. 1.5"x1.5" hollow for "V" bracing.
- d. Fixing of 1.5"x1.5"x2mm thickness GI hollow vertically to fix roofing sheets
- e. 4" dia GI high pressure pipe for lateral bracing connected by means of hinge/joint 12mm plate. Refer to the attached diagram.
- f. All welded areas shall be painted with Red oxide.
- g. All frames shall be painted with primer followed by marine grade paint.
- h. Installation of lysaght color bond roofing sheets. Galvanized hex screw to be used for the

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installation. No dents will be allowed on screwed point. Screws shall be tighten enough to seal the screw head but not denting the sheet. Refer to the attached diagram.

2.3 Clean-up

- a. All removed items shall be disposed and the work site shall be kept clean at all times.

**3. REPAIR OF SIDEWALL PANEL**

1.1 Site Management

- a. Allow for all on and off site management costs including costs of foreman and assistants. Temporary services.
- b. Temporary scaffoldings, covers, frames, temporary covers.

1.2 Sidewall Repair

1.2.1 Replace existing corroded missing c purlins (C180, 70, 20,3).

- a. Area 1: 19432mm x 11795mm.
- b. Area 2: 6553mm x 11795mm.

1.2.2 Replace existing corroded connection flanges.

- a. Thickness: 10mm

1.2.3 Scour off the rust, apply primer followed by marine grade paint for H beams.

- a. Area: 19432mm x 30500mm

1.3 Installation of Roofing Sheets

1.3.1 Installation of lysaght color bond roofing sheets. Galvanized hex screw to be used for the installation. No dents will be allowed on screwed point. Screws shall be tighten enough to seal the screw head but not denting the sheet. Refer to the attached diagram.

- a. Area: 5600mm x 6000mm

1.4 Installation of Gutter

- a. Install missing part of the gutter with Standard lysaght sheet gutter along with medium pressure 3" PVC drain pipe.

1.4.2 Height of the hangar is 40' from the ground.

1.4.3 Reattach the detached gutter hangers

1.5 Clean-up

- a. All removed items shall be disposed and the work site shall be kept clean at all times.

The contract comprises the provision of labor, materials, tools, transportation, instrumentation and all things necessary to construct the permanent works in accordance with the contract drawings and to the quality standards set in the contract specifications, inclusive of material and performance tests where these are specified.

The Contractor shall submit in the tender that the method of working, equipment and program which are compatible with constructions aligned with the technical specifications mentioned in this scope. The reliance being placed upon the Contractor shall be deemed to be in respect of the Contractor's skill, care and diligence as an experienced contractor executing workmanship and not in respect of any design expertise the Contractor may possess.

The following points shall also be taken into consideration by the contractor

1. All foreign employees must possess valid work permit. And shall obtain security clearance by Aviation Security Command.
2. All employees of the contractor shall wear a uniform outfit or at least safety vest visible with contractor's label to ensure authorized access for the safety of both employer and the contractor.
3. All material to be used shall be presented before commencement and nor substitution will be allowed prior approval.

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4. Comprehensive work schedule with daily tasks including timing which will be carried on a sequence that does not interrupt daily operation shall be presented prior commencement to circulate through airport operational authorities and stakeholders.
5. If the quality workmanship is below the acceptable standard, the contractor shall rectify the situation to the satisfaction of the employer at his own expense
6. Electricity and water required for the project will be supplied by the employer.
7. It is contractors' responsibility to obtain all the permits required (from regulatory authorities' service providers etc.) for construction.
8. Toilets at passenger terminal will not be allowed for contractor's employees.
9. Any damage to adjacent wall/partition/panels or wirings and installation at site shall be rectified on contractors' cost. Any contingencies shall be taken in to consideration during construction.
10. As build drawing of partition and wiring shall be submitted upon completion of said work
11. The metric system of units shall be used throughout.

## **d. PROCEDURALS & INSTRUCTIONS**

### **1.1 General**

The Conditions of Contract, Bill of Quantities and the Detailed Drawings shall be read in conjunction with the Specifications Matters referred to, shown or described in any one of these documents are not necessarily repeated in others. Notwithstanding the subdivision of the specifications in various headings, every part is to be deemed supplementary to every other part and various parts are to be read with each other, so far as it may be practical to do so or when the context so warrants.

**Accurate as built measurements shall be taken during site visit or prior commencement of work.**

### **1.2 Standards and Workmanship**

In various places throughout this specification and the Bills of Quantities reference is made to the Standards if applicable. If any standard is mentioned in any product/material, such shall be approved prior commencement of procuring process. Any product/material, which standard or specification is mentioned and not available in the market, such shall be submitted to the employer for approval.

Roofing sheet/s shall be removed at intervals where the installation shall be immediate. Any part where exposed to weather conditions shall be sealed of immediately or before moving to next part.

Contractor shall not remove all Roofing sheets at once.

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### 1.3 Drawings and Specifications

Drawings: Drawings and Specifications are intended to complement each other, so that if anything is shown on the Drawings, but not mentioned in the specifications or vice versa, it is to be furnished and built as though specifically set forth in all three. If any discrepancies, errors, ambiguities or omissions occur in the Drawings or Specifications, the same shall be referred to the Employer before proceeding with the Works, and the Employers representative decision on such discrepancies, errors, ambiguities or omissions shall be final in writing.

Specifications: In addition to the Drawings, BOQ and Specifications attached hereto, the Employer will during the progress of the Works furnish additional Drawings, Specifications, and instructions as may be necessary, in the opinion of the Employer, for the purpose of the proper and adequate execution and maintenance of the Works, and the Contractor shall make his work conform to these. Such drawings and instructions shall be deemed to be part of the Contract Documents.

### 1.4 Transportation to the Site

The Contractor shall provide all necessary transport, handling and storage of all materials, components and the like to their points of installation on site including transport to and from storage. The Contractor shall provide all necessary transport of labour to and from the site. The contractor shall use routes specified by the island authorities for transporting heavy and oversized goods to the site.

### 1.5 Schedule and Execution Plan

The Contractor shall prepare and submit to the Employer for approval the construction schedule and an execution plan of temporary facilities, stock yards, etc., before the start of the Works.

Work shall be scheduled part by part or section by section with conjunction of the roofing overlapping plan.

### 1.6 Repairing and Correction

Any breakage(s) or defect(s) of existing buildings, roads utilities, or part(s) of them caused by the Works including transportation for the works shall be repaired or corrected by the Contractor with his responsibility.

Any fallen object damaging the ceiling

### 1.7 Materials, Goods and Workmanship

Materials, goods and workmanship shall be of the best quality of their respective kinds and, as far as applicable, shall comply in every respect with the requirements of the quoted Standards, Codes of Practice and Specifications or any other National Standard approved by the Employer. Preambles and descriptions of materials, goods and workmanship given in any one section of the specifications shall apply throughout the whole of these specifications unless otherwise described. The substitution of materials, goods, workmanship and the like from that specified shall only be permitted with the written approval of the Consultant.

All workmanship shall be of the best standard. All goods and materials to be incorporated in the Works must be new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract.

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## 1.8 Samples

The Contractor shall furnish for approval with reasonable promptness, all samples as directed by the Employer. The Employer shall check and approve such samples with reasonable promptness only for conformance with the design concept of the Works and for compliance with the information given in Contract Documents. The work shall be in accordance with the approved samples.

All samples shall be delivered to the Employer with all charges in connection therewith paid by the Contractor and deemed to be included in the contract price.

Duplicate final approved samples, in addition to any required for the Contractor's use, shall be furnished to the Employer, one for office use and one for the Site.

Samples shall be furnished so as not to delay fabrication, allowing the Employer reasonable time for consideration of sample submitted.

Each sample shall be properly labelled with the name and quality of the material, name of the project, the Contractor's name and date of submission, and the specification article number to which the sample refers.

## 1.9 Ordering Materials

The Bills of Quantities shall not be used as a basis for ordering materials and the Contractor is entirely responsible for assessing the quantities of materials to be ordered. Upon receipt of the Employer's order to commence the Works, the Contractor shall immediately place orders for all required materials and will be held responsible for any delays occurring due to the late placing of such orders. Prior to finalizing material orders, the Contractor shall advise the Employer and await the Employer's written approval to complete the same. The Contractor shall pay all expenses, taxes and dues etc. incurred on the procurement of materials from abroad.

## 1.10 Protection

The Contractor shall have the Works and adjoining properties protected from inclement weather. Any loss or damage caused by weather, carelessness or lack of skill of workers, accident or otherwise shall be of such property that is affected. The Contractor shall provide all necessary dust sheets, barriers and guard rails and clear away at completion.

The work shall be suspended for such time as may be directed and/or approve by the Consultant if the specified quality of work is difficult to maintain during inclement weather.

## 1.11 Cutting and Patching

The Contractor shall be responsible for all cutting and patching and making good required for all trades for all work and his prices will be deemed to include for all such cutting and patching and making good.

## 1.12 Electricity for the Works

The Contractor shall make all necessary arrangements and provide all artificial lighting and power (maintaining a generator if necessary) for the proper execution and security of the Works and its protection, with all meters, temporary wiring, and fittings, pay all charges and alter adapt and maintain the temporary work as necessary and remove and make good at completion.



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### 1.13 Working Platform

Any temporary platforms shall be secured and safe and shall be covered with safety nets where necessary to avoid falling objects. Temporary platforms shall not be moved without proper footing and sliding equipment's and shall avoid any scratches at the floor and sidewalls or any damage to the surrounding.

### 1.14 Interference with Access to Properties and Apparatus

Before interfering with access to any property, the Contractor shall make adequate alternative arrangements for the occupiers.

The Contractor shall not obstruct access to any apparatus or utilities of any service or utility.

### 1.15 Procedure for Complaints and Damage Claims

Details of complaints received by the Contractor as a result of work he is carrying out shall be passed to the Employer without delay. The Employer shall likewise pass to the Contractor details of complaints, which may be submitted directly to him.

A similar exchange of information shall be made in relation to all claims and intended claims, which may be received.

### 1.16 Protection against Damage

The Contractor shall avoid causing unwarranted damage to streets, pathways, land, property, trees and other features. He shall deal promptly with any complaints from owners or occupiers.

The Contractor shall avoid damage to apparatus or utilities of other undertakers, and shall temporarily support or work around any such apparatus, which crosses or runs alongside his works. In the event of damage, the Contractor shall notify the Employer and the Undertaker.

### 1.17 Apparatus of Statutory Undertakers

The Contractor shall liaise with all relevant statutory Undertakers before commencing any demolition, and shall satisfy himself of the exact position of existing apparatus, which may be affected by the works.

The Contractor shall notify the Employer in advance of any diversion or removal of apparatus or utilities required for his own convenience or proposed method of working and shall comply with any requirements of the Employer with respect to them.

### 1.18 Work Standard

Works should be carried out according to professional standard acceptable to Employer. The contractor shall reimburse Employer the cost of material lost or damaged due to faulty installation within the warranty period mentioned in the contract.

Risk management is the identification, measurement and economic control of risks. A qualitative assessment of risk is essential in order to gain an appreciation of the relative importance of the various issues and to determine a risk management strategy during the demolition and construction.

### 1.19 Tidiness of the Site

The Contractor shall be responsible for the proper up keeping and maintenance of the site and the works and shall remove from the site rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

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## 1.20 Care of Works

The Contractor shall take all necessary and reasonable precautions to protect the existing utilities, properties, and structures etc. in which his is carrying out his activities and make good, at his own cost, any loss or damage that he might cause.

## 1.21 Security

The contractor shall ensure that the site is secure during the period of work and shall be liable for any loss or damage sustained as a result of their failure to comply with this condition.

Where the works are in close proximity to passenger movement, walls or other existing structures, the contractor shall take adequate measures to prevent any damage. In addition, before commencing work the Contractor shall submit details in writing of his proposed method of carrying out these measures and shall not commence operations until these are approved in writing.

## 1.22 Sample

The Contractor shall submit samples of all necessary required materials and goods for inclusion in the works to the Engineer and only those approved by the Engineer and to the standards specified elsewhere in the Contract may be ordered for supply. Samples shall be submitted promptly in order not to delay the works.

All work executed shall be of equal standard in all respects to the approved samples and the employer may reject any work which, in his opinion, does not comply with the approved samples.

## 1.23 Site Safety

### 1.23.1 Safety on Site

The Contractor shall ensure that the works are carried out in a safe manner to an accepted guidelines on safe working procedures and to the satisfaction of the Employer.

The following requirements shall be complied with by the Contractor:

Scaffolding - Suitable and sufficient scaffolds shall be provided and properly maintained for all work that cannot safely be carried out from the ground or from part of the structure or from a ladder.

Every scaffold shall be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used. Unless designed as an independent structure, every scaffold shall be rigidly connected to a part of the structure which is of sufficient strength to afford safe support. Protective headgear shall always be worn.

Correct fencing-off of the site and all appropriate security measures. This should be specified under contractor work methodology.

The safety equipment which shall be made available shall include but not limited to:

Lifting harness with ropes.

Protective head gear.

First Aid Box

Fire Extinguishers.

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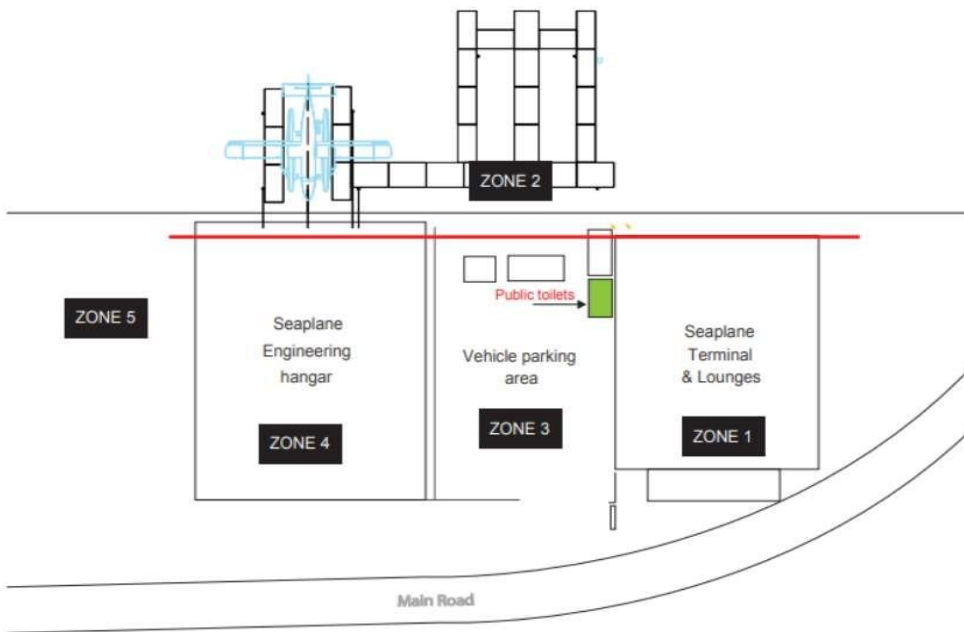
Safety sign boards

### 1.23.2 Traffic Management

Before commencement, contractor shall specify dates which movements of vehicle for removal of debris/construction waste and movement of material to Maldivian Seaplane which may require to utilize main entrance and pathway.

### e. WORKSITE GUIDELINE

The following standards apply to all Island Aviation Services Limited (Maldivian) hereafter referred as “IASL”, contractors, subcontractors engaged in civil and maintenance related works. The term “worksite(s)” is used in its broadest sense and includes all company owned and/or leased sites, property, facilities, trailers, equipment, machinery, vehicles, parking areas and company provided housing. The guidelines establish expectations regarding appropriate worksite conduct;



Zone 1 - Seaplane Departure Terminal

Zone 2 - Airside

Zone 3 - Vehicle parking & luggage loading/unloading

Zone 4 - Seaplane Hangar

Zone 5 - Workshops and other area

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**1. General:**

- 1.1. All authorized/visitors/contractors must obtain a valid airport access pass issued by Aviation Security Command and must be displayed at all times in terminal area and site.
- 1.2. Information of site manager/ supervisors name and contact details must be displayed at worksite.
- 1.3. During any project at ZONE 1 & 3, all workers/laborers including material, garbage or any entrance/exit must be practice via main gate at southern side at zone 3.
- 1.4. During the project period, contactors/workers shall keep caution during lifting/ transferring materials through hallways/alleyways. Any damage caused during the event shall be reported and rectify immediately.

**2. Restricted areas and gate protocol:**

- 2.1. Once the worksite is finalized, access to that specific area including public areas can be access granted by IASL representative.
- 2.2. During any project at ZONE 1 & 3, all guest area at terminal ground floor including ZONE 2 (airside) ZONE 4 & 5 is restricted to that specific contractor/visitor engaged in that specific project. If access to Zone 2 is necessary, proper coordination shall be undertaken with the operations team and access will be granted on prior request for a certain period or time of the day.
- 2.3. During the contracted period, if the contractor requires access to any delivery vehicle via Male'/Hulhumale', 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
- 2.4. During the contracted period, if the contractor requires access to any vessel via sea to harbor area, 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
- 2.5. During any delivery/withdraw, any personal that access the site for loading or unloading, including driver/drivers assistants shall leave site immediately with that specific vehicle or vessel.
- 2.6. In any circumstance, no personnel shall use ZONE 1 guest entrance (main entrance/ south entrance) for any purpose.

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**3. Use of washroom/toilets.**

- 3.1. Public washroom/toilet is located in ZONE 3 mentioned as “public toilets” in the given chart.
- 3.2. Bathing or cleaning equipment’s and cloths are not permissible in washroom.
- 3.3. Always keep toilet bowls and washbowl clean after use.

**4. Smoking:**

- 4.1. Smoking is prohibited in worksite and in any area that is not labeled as designated smoking area.
- 4.2. Always keep designated smoking area clean.
- 4.3. Any employee of contractor found smoking in restricted and unauthorized area will be deemed to remove from the site and hold the security pass.

**5. Trash:**

- 5.1. Any trash or material leftover shall be kept within the parameter of that project worksite and shall not be exposed to public.
- 5.2. All trash or material leftover has to be withdrawn from site during or before site handover.
- 5.3. Food waste or any trash that might decay or produce bad smell shall be dumped to designated area or shall be cleared from work site immediately.

Any issue that is not address in this worksite guideline will be informed during an event of such activity and will be informed via email to respective personal in charge.

Any complaints, queries during the project shall be informed via telephone during an emergency to IASL Project Manager (contact no: +960 9404300 / +960 7456564) appointed for the project.

Or via email to: shifau@iasl.aero & a.shifau@iasl.aero

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## f. DRAWINGS

Following drawings annexed along with the RFB

1. SEAPLANE TERMINAL ROOF REPLACEMENT DRAWINGS
2. SEAPANE HANGAR END CAP DRAWINGS
3. SEAPLANE HANGAR STRUCTURAL DRAWINGS

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Accurate as of now measurements shall be taken during site visit or prior commencement of work. Any major variation in consideration to the measurements mentioned in BOQ or roof plan effecting the scope and price shall be notified in writing before commencement of work.

**f. BOQ**

Bill of quantities annexed along with the RFB

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### Submission Check List

<b>REQUIRED DOCUMENTS</b>		<b>TICK IF SUBMITTED</b>	
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 and 2021)	<input type="checkbox"/>	<input type="checkbox"/>
7	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
8	Cost Break Down (BOQ)	<input type="checkbox"/>	<input type="checkbox"/>
9	Bid Forms (Form A – F)	<input type="checkbox"/>	<input type="checkbox"/>
10	Related Party Disclosure (Form B)	<input type="checkbox"/>	<input type="checkbox"/>
11	Implementation Plan / Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>



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**FORM A - BID FORM**

Description of Work:	
Bid to:	<b>Island Aviation Services Ltd</b>
Address	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

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

(\_\_\_\_\_).

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

We agree to abide by this bid for a period of 120 days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

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

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

Yours sincerely,

Signed \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign bids for and on behalf of \_\_\_\_\_

\_\_\_\_\_ (Company Name & Stamp)

Date: \_\_\_\_\_

**Name & Address of Signatory**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**FORM B - RELATED PARTY DISCLOSURE**

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

[Date]

Dear Sir/ Madam,

**Project:**

**Subject: Related Party Disclosure**

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

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]

[Title]

**Note:**

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

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**FORM C: GENERAL INFORMATION (Business profile/Work profile)**

1.1 Company Name:

.....  
.....

1.2 Head Office Address:

.....  
.....  
.....  
.....  
.....  
.....

Telephone No. .... Fax No. ....

1.5 Main Lines of Business:

.....  
.....  
.....  
.....

- 1..... Since: .....
- 2..... Since: .....
- 3..... Since: .....
- 4..... Since: .....

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**FORM D: FINANCIAL DATA**

Summary of assets and liabilities on basis of the audited financial statement of the last 3 financial years in the format below:

Financial Summary (for the most recent 3 years)

SI	Details	2019 - 2020	2020 - 2021	2021 - 2022
1	Revenue			
2	Net Income			
3	Total Assets			
4	Current Assets			
5	Total Liabilities			
6	Current Liabilities			
7	Net Worth (1-3)			
8	Working Capital (2-4)			

Attach copies of the audited financial statements of the last 3 financial years.

Audited financial statements. (Certified copies of audited Balance Sheets, Income Statements, and Cash flow Statements for most recent 3 years/Chartered Accountants Certificates to be enclosed.)

**FORM E: EXPERIENCE RECORDS**

Similar Works in last 10 Years.

List of all completed Contracts of a value of MVR 100,000.000. Or above executed during the last 10 (Ten) years:

Name of the Project with nature of work	Total Value	Value for which Contractor was responsible	Contract Start	Contract Completion	Owner's Name

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**FORM F; LITIGATION/ARBITRATION**

SI	Contract Identification and Matter in	Value of Pending Claim in MVR or any other
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total Value of the Contract:	