

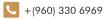
# INVITATION TO BID

# "Supply and delivery of RACL Official Uniform"

ITB no: RACL/IUL(PROC)/2023/34

Issued on: July 8, 2023



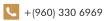




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info@airports.mv



### Section 1. Letter of Invitation

Regional Airports Company Limited (RACL) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the **"Supply and delivery of RACL Official Uniform"**.

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 Requirements and Technical Specifications Section 6: Returnable Bidding Forms

- Form A: Bid Submission Form
- Form B: Price Schedule
- Form C: Quotation
- Form D: Bid security

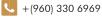
If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

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

Issued by:

Name: Abdulla Mizan Title: General Manager, Procurement Date: July 8, 2023







## Section 2: Instructions to Bidders

| ŀ  | A. GENERAL PROVISIONS   |     |  |  |  |
|----|-------------------------|-----|--|--|--|
| 1. | Scope of Bid            | 1.1 | Regional Airports Company Limited wishes to invite sealed bids<br>from interested and eligible bidders for the Supply and delivery of<br>RACL Official Uniforms as described in Section 5, Schedule of<br>Requirements.  |  |  |
|    |                         | 1.2 | Throughout this ITB:         a)       the term "in writing" means communicated in written form (e.g., by mail, e-mail, fax)  |  |  |
|    |                         | 1.3 | <ul> <li>b) "Day" means calendar day.</li> <li>The successful Bidder will be expected to complete the works within<br/>the project duration as specified in the Price Schedule Form<br/>proposed by the Bidder</li> </ul>  |  |  |
| 2. | Fraud and<br>Corruption | 2.1 | <ul> <li>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.</li> <li>"Corrupt practice" as the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and</li> <li>"Fraudulent practice" as misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of RACL and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive RACL of the benefits of free and open competition.</li> </ul> |  |  |
|    |                         | 2.2 | In pursuance of this policy, RACL:   |  |  |
|    |                         |     | a) Will <b>reject a bid</b> if it determines that the bidder has engaged<br>in corrupt or fraudulent practices in competing for the contract<br>in question.   |  |  |



|    |                      |     | b)    | Will <b>declare a bidder ineligible</b> , either indefinitely or for a |
|----|----------------------|-----|-------|--|
|    |                      |     |       | stated period, to be awarded a contract (from RACL) if it at any       |
|    |                      |     |       | time determines that the bidder has engaged in corrupt or              |
|    |                      |     |       | fraudulent practices in competing for, or in executing, a RACL         |
|    |                      |     |       | contract.  |
| 3. | Eligibility          | 3.1 | This  | invitation is open to all interested bidders, both local and           |
|    |                      |     | Fore  | ign, with a formal intent to enter into an agreement. A Bidder         |
|    |                      |     | shou  | uld not be suspended, debarred, or otherwise identified as             |
|    |                      |     | ineli | gible by a state institution. Bidders are required to disclose to      |
|    |                      |     | RAC   | L whether they are subject to any sanction or suspension               |
|    |                      |     | imp   | osed by a state institution.   |
| 4  | Conflict of Interest | 4.1 | A Bi  | dder shall not have a conflict of interest. Any Bidder found to        |
|    |                      |     | have  | e a conflict of interest shall be disqualified. A bidder is found to   |
|    |                      |     | have  | e a conflict of interest for the purpose of this Bidding Process if    |
|    |                      |     | the l | Bidder;  |
|    |                      |     | a)    | Directly or indirectly controls another bidder, or is controlled       |
|    |                      |     |       | by or is under common control with another Bidder; or                  |
|    |                      |     | b)    | Has a relationship with another Bidder, directly or through            |
|    |                      |     |       | common third parties, that puts it in a position to influence          |
|    |                      |     |       | the Bid of another Bidder, or influence the decisions of the           |
|    |                      |     |       | Purchaser regarding this Bidding process; or                           |
|    |                      |     | c)    | Or any of its affiliates participated as a consultant in the           |
|    |                      |     |       | preparation of the design or technical specifications of the           |
|    |                      |     |       | goods that are the subject of the Bid; or                              |
|    |                      |     | d)    | Or any of its affiliates has been hired (or is proposed to be          |
|    |                      |     |       | hired) by RACL for the Contract implementation; or                     |
|    |                      |     | e)    | Has a close business or family relationship with a staff of            |
|    |                      |     |       | RACL who:  |
|    |                      |     |       | (i) are directly or indirectly involved in the preparation of the      |
|    |                      |     |       | bidding document or specifications of the Contract, and/or             |
|    |                      |     |       | the Bid evaluation process of such Contract; or (ii) would be          |



|              |  |  | involved in the implementation or supervision of such                           |
|--------------|--|--|---|
|              |  |  |   |
|              |  |  | Contract.   |
|              |  |  | (iii) is a senior management staff of Regional Airports                         |
|              |  |  | Company Limited (RACL).   |
|              |  | 4.2  | A firm that is a Bidder shall not participate in more than one Bid.             |
|              |  |  | This includes participation as a subcontractor. Such participation              |
|              |  |  | shall result in the <b>disqualification</b> of the Bid.                         |
| . Preparatic |  | F BIDS   |   |
| Cost         | of   | 5.1  | The Bidder shall bear all costs related to the preparation and/or               |
| Preparation  | of   |  | submission of the Bid, regardless of whether its Bid is selected or             |
| Bids         |  |  | not. RACL shall not be responsible or liable for those costs,                   |
|              |  |  | regardless of the conduct or outcome of the procurement process.                |
| Language     |  | 6.1  | The Bid, as well as all related correspondence exchanged by the                 |
|              |  |  | Bidder and RACL, shall be written in the language(s) specified in               |
|              |  |  | the BDS.  |
| Documents    |  | 7.1  | The Bid shall comprise of the following documents and related                   |
| Comprising   | the  |  | forms.  |
| Bid          |  |  | 1. Technical Proposal   |
|              |  |  | a) Documents Establishing the Eligibility of the Bidder;                        |
|              |  |  | 1. Company background/profile   |
|              |  |  | 2. Certificate of Business registration   |
|              |  |  | 3. GST registration certificate (if registered for GST)                         |
|              |  |  | 4. Tax clearance report (valid within the last 3 months)                        |
|              |  |  | b) Bid Submission Form  |
|              |  |  | c) 3 Samples (1 from each color)  |
|              |  |  | 2. Financial Proposal   |
|              |  |  | c) Price Schedule Form  |
|              |  |  | e) Quotation  |
|              |  |  | 3. Bid security   |
|              | Cost<br>Preparation<br>Bids<br>Language<br>Documents<br>Comprising | Cost of<br>Preparation of<br>Bids<br>Language<br>Documents<br>Comprising the | PREPARATION OF BIDSCostof5.1Preparationof5.1Bids6.16.1Documents7.1Comprisingthe |



| 8.  | Bid submission | 8.1  | The Bidder shall submit a completed Bid Submission Form. Failure            |
|-----|----------------|------|---|
|     | form           |      | to submit the Bid Form and an incomplete submission of a Bid                |
|     |                |      | Submission Form shall lead to the rejection of the Bid.                     |
| 9.  | Price Schedule | 9.1  | A complete price schedule form must be submitted.                           |
|     | Form           |      |   |
| 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 twenty-eight (28) 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 <b>rejected</b> , in |
|     |                |      | the event of any, or combination, of the following conditions:              |
|     |                |      | a) If the Bidder withdraws its bid during the period of the Bid             |
|     |                |      | Validity specified in the BDS, or;  |
|     |                |      | b) In the event the successful Bidder fails:                                |
|     |                |      | i. to sign the Contract after RACL has issued an award; or                  |
|     |                |      | ii. to furnish the Performance Security, insurances, or other               |
|     |                |      | documents that RACL may require as a condition                              |
|     |                |      | precedent to the effectivity of the contract that may be                    |
|     |                |      | awarded to the Bidder.  |
| 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 <b>rejected.</b>   |
| 12. | Only One Bid   | 12.1 | The Bidder shall submit only one Bid.                                       |
|     |                | 12.2 | 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   |



|     |                     |      | 1- )        |  |
|-----|---------------------|------|-------------|--|
|     |                     |      | 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;   |
| 13. | Bid Validity Period | 13.1 | Bids sho    | Ill remain valid for the period specified in the BDS,            |
|     |                     |      | commen      | cing on the Deadline for Submission of Bids. A Bid valid         |
|     |                     |      | for a sho   | orter period shall be <b>rejected</b> by RACL and rendered non-  |
|     |                     |      | responsiv   | ve.  |
| 14. | Extension of Bid    | 14.1 | In excep    | tional circumstances, prior to the expiration of the Bid         |
|     | Validity Period     |      | validity p  | period, RACL may request Bidders to extend the period of         |
|     |                     |      | validity o  | f their Bids. The request and the responses shall be made        |
|     |                     |      | in writing  | and shall be considered integral to the bid.                     |
|     |                     | 14.2 | If the Bid  | der agrees to extend the validity of its Bid, it shall be done   |
|     |                     |      | without c   | any change to the original Bid.                                  |
| -   |                     | 14.3 | The Bidd    | er has the right to refuse to extend the validity of its Bid, in |
|     |                     |      | which ca    | se, the Bid shall not be further evaluated.                      |
| 15. | Clarification of    | 15.1 | Bidders r   | nay request clarifications on any of the ITB documents no        |
|     | Bid (from the       |      | later the   | an the date indicated in the BDS. Any request for                |
|     | Bidders)            |      | clarificati | on must be sent in writing in the manner indicated in the        |
|     |                     |      | BDS. If ir  | nquiries 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.               |
|     |                     | 15.2 | RACL wi     | ill provide the responses to clarifications through the          |
|     |                     |      | method s    | specified in the BDS.  |
|     |                     | 15.3 | RACL sh     | all endeavor to provide responses to clarifications in an        |
|     |                     |      | expeditio   | ous manner, but any delay in such response shall not cause       |
|     |                     |      | an oblige   | ation on the part of RACL to extend the submission date of       |
| L   |                     |      | I           |  |



|     |                 |      | the Bids, unless RACL deems that such an extension is justified and    |  |  |  |
|-----|-----------------|------|--|--|--|--|
|     |                 |      | necessary.   |  |  |  |
| 16. | Amendment of    | 16.1 | At any time prior to the deadline of Bid submission, RACL may for      |  |  |  |
|     | Bids            |      | any reason, modify the ITB in the form of an amendment to the          |  |  |  |
|     |                 |      | ITB. Amendments will be made available to all prospective bidders.     |  |  |  |
|     |                 | 16.2 | 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.                             |  |  |  |
| 17. | Pre-Bid Meeting | 17.1 | RACL may call for a Pre-Bid meeting at any time prior to the           |  |  |  |
|     |                 |      | deadline for bid submission.   |  |  |  |
| (   | C. SUBMISSION   |      | OPENING OF BIDS  |  |  |  |
|     | 1               | Γ    |  |  |  |  |
| 18. | Submission      | 18.1 | The Bidder shall submit a signed and complete Bid comprising the       |  |  |  |
|     |                 |      | documents and forms in accordance with the requirements of the         |  |  |  |
|     |                 |      | BDS. The Bid shall be delivered using the method specified in the      |  |  |  |
|     |                 |      | BDS.   |  |  |  |
|     |                 | 18.2 | The Bid shall be signed by the Bidder or person(s) duly authorized     |  |  |  |
|     |                 |      | to commit the Bidder. The authorization shall be communicated          |  |  |  |
|     |                 |      | through a document evidencing such authorization issued by the         |  |  |  |
|     |                 |      | legal representative of the bidding entity, or a Power of Attorney,    |  |  |  |
|     |                 |      | accompanying the Bid.  |  |  |  |
| 19. | Hard Copy       | 19.1 | Hard copy (manual) submission shall be governed as follows             |  |  |  |
|     |                 |      | a) The signed Bid shall be marked "Original", and its copies           |  |  |  |
|     |                 |      | marked "Copy" as appropriate. The number of copies is                  |  |  |  |
|     |                 |      | indicated in the BDS. All copies shall be made from the signed         |  |  |  |
|     |                 |      | original only. If there are discrepancies between the original         |  |  |  |
|     |                 |      | and the copies, the original shall prevail.                            |  |  |  |
|     |                 |      | b) All the pages of the Original Bid and Copies of the bid <b>must</b> |  |  |  |
|     |                 |      | 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.   |
| 20. | Deadline for       | 20.1  | Complete Bids must be received by RACL in the manner, and no          |
|     | Submission of      |       | later than the date and time, specified in the BDS. RACL shall only   |
|     | Bids and Late Bids |       | recognize the actual date and time that the bid was received by       |
|     |                    |       | RACL.   |
|     |                    | 20.2  | RACL shall reject any Bid that is received after the deadline for the |
|     |                    |       | submission of Bids.   |
| 21. | Bid Opening        | 21.1  | RACL will open the Bid in the presence of an ad-hoc committee         |
|     |                    |       | formed by RACL of at least two (2) members.                           |
|     |                    | 21.2  | The Bidders' names, prices and any other information that RACL        |
|     |                    |       | deems relevant will be announced at the bid opening.                  |
|     |                    | 21.3  | 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  |
| 22. | Confidentiality    | 22.1  | 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.  |
|     |                    | 22.2  | 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.                                   |
| 23. | Evaluation of Bids | 23.1  | RACL will conduct the evaluation solely on the basis of the Bids      |
|     | 1                  | 1     | received.   |



|     |                          | 23.2 | Evaluation of Bids shall be carried out according to the criteria  |  |  |
|-----|--------------------------|------|--|--|--|
|     |                          |      | provided in Section 4. (Evaluation Criteria).  |  |  |
| 24. | Due Diligence            | 24.1 | RACL reserves the right to undertake a due diligence exerce<br>aimed at determining, to its satisfaction, the validity of<br>information provided by the Bidder. Such exercise shall be f<br>documented and may include, but need not be limited to, al  |  |  |
|     |                          |      | 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<br>evaluation criteria based on what has so far been found by the<br>evaluation team;  |  |  |
|     |                          |      | <ul> <li>c) Inquiry and reference checking with Government entities with<br/>jurisdiction on the Bidder, or with previous clients, or any other<br/>entity that may have done business with the Bidder;</li> </ul>   |  |  |
|     |                          |      | <ul> <li>Inquiry and reference checking with previous clients on the<br/>performance on on-going or completed contracts, including<br/>physical inspections of previous works, as deemed necessary;</li> </ul>   |  |  |
|     |                          |      | e) Other means that RACL may deem appropriate, at any stage within the selection process, prior to awarding the contract.  |  |  |
| 25. | Clarification of<br>Bids | 25.1 | To assist in the examination, evaluation and comparison of Bids,<br>RACL may, at its discretion, request any Bidder for a clarification of<br>its Bid. This includes asking for a demonstration of the<br>products/services proposed by the bidder.  |  |  |
|     |                          | 25.2 | RACL's request for clarification and the response shall be in writing<br>and no change in the prices or substance of the Bid shall be sought,<br>offered, or permitted, except to provide clarification, and confirm<br>the correction of any arithmetic errors discovered by RACL in the<br>evaluation of the Bids, in accordance with the ITB. |  |  |
|     |                          | 25.3 | Any unsolicited clarification submitted by a Bidder in respect to its<br>Bid, which is not a response to a request by RACL, shall not be<br>considered during the review and evaluation of the Bids.   |  |  |



| 26. | Responsiveness of | 26.1 | RACL's determination of a Bid's responsiveness will be based on               |  |  |  |
|-----|-------------------|------|---|--|--|--|
|     | Bids              |      | 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.   |  |  |  |
|     |                   | 26.2 | If a bid is not substantially responsive, it shall be <b>rejected</b> by RACL |  |  |  |
|     |                   |      | and may not subsequently be made responsive by the Bidder by                  |  |  |  |
|     |                   |      | correction of the material deviation, reservation, or omission                |  |  |  |
| 27. | Nonconformities,  | 27.1 | Provided that a Bid is substantially responsive, RACL may waive any           |  |  |  |
|     | Reparable Errors  |      | non-conformities or omissions in the Bid that, in the opinion of              |  |  |  |
|     | and               |      | RACL, do not constitute a material deviation.                                 |  |  |  |
|     | Omissions         |      |   |  |  |  |
|     |                   | 27.2 | 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.            |  |  |  |
|     |                   | 27.3 | 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                 |  |  |  |
|     |                   |      |   |  |  |  |

|     |                    |      | amount in figures shall prevail.                                       |
|-----|--------------------|------|--|
|     |                    | 27.4 | If the Bidder does not accept the correction of errors made by         |
|     |                    |      | RACL, its Bid shall be rejected.                                       |
| E   | E. AWARD OF CO     | ONTR | ACT  |
| 28. | Right to Accept,   | 28.1 | RACL reserves the right to accept or reject any bid, to render any     |
|     | Reject, Any or All |      | or all the bids as non-responsive, and to reject all Bids at any time  |
|     | Bids               |      | 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.   |
| 29. | Award Criteria     | 29.1 | 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 has received the highest marks in the evaluation.                  |
| 30. | Right to Vary      | 30.1 | At the time of award of Contract, RACL reserves the right to vary      |
|     | Requirements at    |      | the quantity of goods and/or services, by up to a maximum twenty-      |
|     | the Time of Award  |      | five per cent (25%) of the total offer, without any change in the unit |
|     |                    |      | price or other terms and conditions.                                   |
|     |                    | 30.2 | At the time of award of Contract, RACL reserves the right to vary      |
|     |                    |      | the sizes of the goods without any change to the unit price or total   |
|     |                    |      | price proposed by the bidder.  |
| 31. | Contract           | 31.1 | Within five (5) days from the date of receipt of the Contract, the     |
|     | Signature          |      | 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.                                    |
| 32. | Performance        | 32.1 | A performance security, if required in the BDS, shall be provided      |
|     | Security           |      | in the amount specified in BDS   |
| 33. | Advance Payment    | 33.1 | RACL reserves the right to pay an advance payment.                     |
|     |                    |      |  |

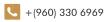
words is related to an arithmetic error, in which case the





| 34. | Liquidated | 34.1 | If specified in the BDS, RACL shall apply liquidated damages for    |
|-----|------------|------|---|
|     | damages    |      | the damages and/or risks caused to RACL resulting from the          |
|     |            |      | Contractor's delays or breach of its obligations as per Contract.   |
| 35. | Payment    | 35.1 | The BDS shall specify the payment provisions.                       |
|     | Provisions |      |   |
|     |            |      | Final Payment will be made only upon RACL's acceptance of the       |
|     |            |      | goods. The terms of payment shall be within thirty (30) days, after |
|     |            |      | receipt of invoice and certification of acceptance of goods issued  |
|     |            |      | by the proper authority in RACL with direct supervision of the      |
|     |            |      | Contractor.   |
|     |            | 35.2 | 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.   |



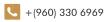




| BDS | Reference to | Data                                  | Specific Instructions/Requirements   |  |
|-----|--------------|---------------------------------------|--|--|
| No. | Section 2.   |                                       |  |  |
| 1   | 6            | Language of the Bid                   | English  |  |
| 4   | 17           | Pre-bid meeting                       | Will not be conducted  |  |
| 5   | 13           | Bid Validity Period                   | 30 Calendar days from the date of bic<br>Submission                        |  |
| 6   | 10           | Bid Security                          | MVR 17,000   |  |
| 7   | 33           | ,                                     | Up to RACL discretion  |  |
| 8   | 34           | Advance Payment<br>Liquidated damages | •  |  |
| Ö   | 34           | Liquidated damages                    | 0.1 percent per day of delay.<br>Maximum 10 percent of the contract price. |  |
| 9   | 32           | Performance Security                  | 10% of the contract value.   |  |
| /   | 02           |                                       |  |  |
|     |              |                                       | The performance security must be valid for                                 |  |
|     |              |                                       | 30 days beyond the delivery date.  |  |
| 10  | 11           | Currency of Bid                       | Maldivian Rufiyaa  |  |
| 11  | 15           | Deadline for submitting               | Date: July 11, 2023  |  |
|     |              | requests for                          | Time: 14:00 hrs  |  |
|     |              | clarifications/questions              |  |  |
| 12  | 15           | Contact Details for submitting        | Abdulla Mizan  |  |
|     |              | clarifications/questions              | General Manager, Procurement   |  |
|     |              |                                       | tender@airports.mv   |  |
| 13  | 15,16        | Manner of disseminating               | Will be emailed to the registered bidders                                  |  |
|     |              | supplemental information to           |  |  |
|     |              | the ITB and                           |  |  |
|     |              | response/clarifications to            |  |  |
|     |              | queries                               |  |  |
| 14  | 20           | Deadline for Submission               | Date: July 17, 2023  |  |
|     |              |                                       | Time: 14:00 hrs  |  |
| 15  | 18,19        | Manner of Submitting Bids             | 1 Hard copy (Original)   |  |
|     |              |                                       | Submissions should be in three separate                                    |  |
|     |              |                                       | envelopes as specified below.  |  |
|     |              |                                       | 1. Technical Proposal  |  |
|     |              |                                       | Bid Submission Form  |  |
|     |              |                                       | Company background/profile   |  |
|     |              |                                       | Certificate of Business  |  |
|     |              |                                       | registration   |  |
|     |              |                                       | GST registration certificate (if   |  |
|     |              |                                       | registered for GST)  |  |



|    |    |                               | <ul> <li>Tax clearance report (valid within the last 3 months)</li> <li>3 Samples (1 from each color)</li> <li>2. Financial proposal</li> <li>Price Schedule Form</li> <li>Quotation</li> <li>3. Bid Security</li> </ul> |  |  |
|----|----|-------------------------------|--|--|--|
| 16 | 18 | Bid Submission Address        | Regional Airports Company Limited<br>6 <sup>th</sup> Floor, H. Suez  |  |  |
|    |    |                               | Ameer Ahmed Magu, 20095  |  |  |
|    |    |                               | Male, Maldives   |  |  |
| 17 | 21 | Date, time, and venue for the | Date: July 17, 2023  |  |  |
|    |    | opening of bid                | Time: 14:00 hrs  |  |  |
|    |    |                               | Venue: Regional Airports Company Limited   |  |  |
|    |    |                               | 6 <sup>th</sup> Floor, H. Suez   |  |  |
|    |    |                               | Ameer Ahmed Magu, 20095  |  |  |
|    |    |                               | Male, Maldives   |  |  |
| 18 | 23 | Evaluation Method for the     | According to the criteria mentioned in Section   |  |  |
|    |    | Award of Contract             | 4. Evaluation Criteria   |  |  |
| 20 | 35 | Payment provisions            | Final Payment will be paid upon RACL's   |  |  |
|    |    |                               | acceptance of the goods.   |  |  |





### Section 4. Evaluation Criteria

#### 1. Preliminary Examination Criteria

Bids will be examined to determine whether the documents mentioned in Section 2 – Documents comprising the Bid have been fully completed and submitted. Failure to fully complete and submit any of the documents in Section 2, clause 7 of this ITB – Documents comprising the Bid will make the bid unresponsive and the bid will be rejected.

#### 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  | Document Submission<br>Requirement |
|----------------------|---|------------------------------------|
| ELIGIBILITY          |   |                                    |
| Eligibility          | Bidder is not suspended, debarred, or<br>otherwise identified as non-eligible by the<br>Government of Maldives or any other state<br>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

The Samples submitted by the bidders will be evaluated to determine whether they meet the Schedule of Requirements in Section 5 of this document. The technical evaluation shall be carried out on a **pass/fail** basis. Those bids that pass the technical evaluation will be forwarded to the financial evaluation.

#### 4. Financial Evaluation

| Subject      | Criteria  | Document Submission<br>Requirement |
|--------------|---|------------------------------------|
| Price (100%) | Lowest priced bid shall receive the highest mark. | Form B: Price Schedule             |





## Section 5. Schedule of Requirements

Bidders are required to supply and deliver RACL Official uniforms according to the requirements of RACL. The technical requirements of the uniforms can be found in the attached documents.

#### 1. Technical requirements

Annex 1: RACL OFFICIAL UNIFORM REQUIREMENTS - STANDARDS AND GUIDELINES

Annex 2: UNIFORMS\_2023 + LOGO (cdr file)

2. Other requirements

Delivery: H. Suez, 6<sup>th</sup> Floor







# Section 7. Returnable Bidding Forms/Checklist

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

| Have you duly completed all the Returnable Bidding Forms? | Please tick | Reference  |
|---|-------------|------------|
|   | (to be      | to page    |
|   | filled by   | number     |
|   | the         | in Bid (to |
|   | bidder)     | be filled  |
|   |             | by the     |
|   |             | bidder)    |
| Form A: Bid Submission Form                               |             |            |
| 1. Company Background/profile                             |             |            |
| 2. Certificate of Business Registration                   |             |            |
| 3. GST registration certificate (if registered for GST)   |             |            |
| 4. Tax clearance report (valid for the last 3 months)     |             |            |
| Form B: Price Schedule                                    |             |            |
| Form C: Quotation   |             |            |
| Form D: Bid Security                                      |             |            |





#### FORM A: BID SUBMISSION FORM

| Name of Bidder     |                  |   |                               |  |
|--------------------|------------------|---|-------------------------------|--|
| Registration No    |                  | Registered  |                               |  |
|                    |                  | Address   |                               |  |
| Bidder's Authorize | d Representative | Contact Pers                                      | son that RACL may contact for |  |
| Information        |                  | requests for clarifications during Bid Evaluation |                               |  |
| Name:              |                  | Name:   |                               |  |
| Title: Title:      |                  |   |                               |  |
| Contact numbers:   |                  | Contact numbers:                                  |                               |  |
| Email:             |                  | Email:  |                               |  |

We, the undersigned, offer to Supply and delivery of RACL Official Uniforms in accordance with your Invitation to Bid No. RACL/IUL(PROC)/2023/34. We hereby submit our Bid.

We hereby declare that our firm,

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

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

We offer to carry out this work in conformity with the Bidding documents, and in accordance with the Schedule of Requirements (Section 5) 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.

We submit the following documents and samples along with this bid submission form.

- 1. Company Background/profile
- 2. Certificate of Business Registration
- 3. GST registration certificate (if registered for GST)
- 4. Tax clearance report (valid for the last 3 months)
- 5. 3 Samples

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     | P | P |  |
|-----------|-----------|---|---|--|
| Signature | Corporate |   |   |  |
|           | Seal      |   |   |  |
|           |           |   |   |  |



Date

### FORM B: PRICE SCHEDULE FORM

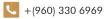
As specified in the letter of invitation under Section 1, RACL requires the stated items be supplied and delivered to RACL Head Office.

**Note:** This tender will be awarded to one bidder.

| #    | ltem  | Total price |  |  |  |
|------|---|-------------|--|--|--|
| 1    | Supply and delivery of RACL Official Uniforms |             |  |  |  |
| Sub  | Subtotal                                      |             |  |  |  |
| GS   | GST   |             |  |  |  |
| Toto | Total   |             |  |  |  |

| Delivery duration (in days) |  |
|-----------------------------|--|
|                             |  |







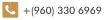
### FORM C: QUOTATION

#### (Insert the quotation here).

All the items mentioned in the Schedule of requirements under section 5 of this ITB shall be quoted and all the items shall confirm to the specified requirements.

The quotation must include the delivery period.



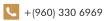




### FORM D: BID SECURITY

Attach bid security here.





info@airports.mv