



REQUEST FOR PROPOSAL

SUPPLY AND INSTALLATION OF CEYLING CASSETTE TYPE AIR CONDITIONERS AT MALDIVIAN SEAPLANE TERMINAL

Bid Number	14/2023		
Information Session Date and Place	<ul style="list-style-type: none">• _____• Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.	Bid Submission Session Date and Place	<ul style="list-style-type: none">• _____• Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Island Aviation Services Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

July 4, 2023

ISLAND AVIATION SERVICES LIMITED

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1. INVITATION TO BID

1.1. 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.

Island Aviation Services invites sealed bids valid for **90** days from the date of opening the bids from Maldivian companies, for procuring requirement as detailed in this document. All bidders are advised to study the Bid Document carefully.

2. INFORMATION FOR BIDDERS

2.1. Goods / Services Required

Island Aviation Service Ltd. is seeking interested parties to submit their Bid for the Supply and Installation of Ceiling cassette type air conditioners at Maldivian Seaplane Terminal, as per the requirement stated in this document.

2.2. Eligible Bidders

2.2.1. Eligibility

- a) The bidder should be a Business Entity registered under the Business Registration Act of the Maldives for the last 3 years from the date of this RFP. The bidder must have its own operational office in Maldives and registered with Maldives Inland Revenue Authority (MIRA) and submit below documents:
 - i. Company Registration Certificate
 - ii. GST Registration Certificate
 - iii. Audited Financials of the last 2 years (2021 and 2022)

- b) (b) The bidder should be a well-established and professionally organized local company and should have been in operation since at least 3 (Three) years(s) prior to the date of bid submission.

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2.3. Guideline for Bid Submission

2.3.1. Compliance Statement

Proponents shall state that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.

2.3.2. Evaluation of proposals

The Proposal will be evaluated by Bid Evaluation Committee. Points will be given to proposals according to the evaluation criteria in Section 4. All the proposals will be ranked in descending order based upon total score and the party who score highest points will be awarded the contract.

2.3.3. Language of Proposal

The proposal documents must be in written in English.

2.3.4. Clarifications about RFP

Prospective Bidder requiring any clarification on the Bidding documents may notify Island Aviation Services Ltd (IASL) in writing to the mentioned below addresses.

Email: mooath.mohamed@iasl.aero

Copied to: mohamed.shae@iasl.aero , mohamed.ziyau@iasl.aero and procurement.admin@iasl.aero

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

2.3.5. Appeals and Complaints

a) Regarding conduct of an application

- a. Applicants are to file appeals and complaints regarding conduct of an application, in writing, within 5 (Five) days of opening of an Application.

b) Regarding outcome of an application (an award or decision to award)

- a. Applicants are allowed to file appeals and complaints regarding outcome of an application (an award or decision to award), in writing within 5 (Five) days of receiving the award or rejection letter from IASL.

2.3.6. Communications

Except as provided in the preceding section relating to questions about this RFP, Proponents shall not contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents.

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2.4. Information Session:

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

Date of Information Session	Date and time of session will be disclosed to all parties that submit EOI within the deadline
Venue For Information Session	Procurement Office at H.Silversand 1 st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Kindly note that attendance for the information session is **mandatory** and Bids will not be accepted of any party that does not attend the mentioned session on time.

2.5. Site Visit:

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

Date of Site Visit	Date and time of session will be disclosed to all parties that submit EOI within the deadline
Venue For Site Visit	Island Aviation Seaplane Terminal

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.

2.6. Bid Submission

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

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2.7. General Terms and Conditions

- a) Island Aviation Services Ltd reserves the right to reject a Proposal in the following circumstances:
 - i. If less than two total bids have been received, the IASL reserves the right to continue or reject the evaluation or request for a resubmission.
 - ii. If any of the required documents mentioned in section 3.1 is not submitted by a party, IASL has the right to reject the BID or request for a resubmission.
- 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.
- 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.

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3. BID PROPOSAL

3.1. The Proposal Document must comprise of the following:

No.		
1	Cover Letter	The cover letter for the proposal must be signed by an authorized person who has the authority to bind the Proposal to a Contract;
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;
3	Project Cost and Payment Terms	<ul style="list-style-type: none"> • The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. • Must provide the cost break down as per the provided excel price sheet with the RFB • Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
4	Financial Capacity and Relevant Experience	<ul style="list-style-type: none"> • Provide audited financial statements of 2021 and 2022 to indicate financial strength of the company to execute a project of this nature. <ul style="list-style-type: none"> ○ Summary of audited financial statements (Report of Independent Auditors Opinion) ○ Audited Balance Sheets, Income Statements, Cash flow Statements. • List of experience in similar projects with letters of completion. If past experiences are not accompanied with an official letter of completion by the client, marks will not be awarded to that section.
5	Implementation Plan	<ul style="list-style-type: none"> ▪ Implementation Plan/Work Schedule
6	Bid Form (Form A-E)	Bid Forms, signed by with duly authorized personnel (The forms are annexed in the RFB document)
7	Related Party Disclosure (Form 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. 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	60%
Relevant Past Experience	10%
Delivery Timeline	15%
Financial Strength	15%

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.

4.1. Price (60% of the Total Score)

- (a) 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.

$$\text{Price Score} = \frac{\text{Lowest Proposed total price from among the Bids received}}{\text{Particular Bidder's proposed total price}} \times 60\%$$

4.2. Relevant Past Experience (10% 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,
 - completed,
 - having a minimum project/contract value of MVR 500,000.00
- 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.

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- 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 4.2 will be given points in the following manner;
 - 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.
 - The formula thus used for the computation of the score is as follows.

Particular Bidder's total accumulated value of sales

$$\text{Past Experience Score} = \frac{\text{Particular Bidder's total accumulated value of sales}}{\text{Highest total accumulated value of sales among the bids received}} \times 10\%$$

4.3. Delivery Period (15% 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:

$$\text{Delivery Period Score} = \frac{\text{Lowest proposed delivery period from among the bids received}}{\text{Particular Bidder's proposed delivery period}} \times 15\%$$

4.4. Financial Capacity (15% 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 2 (Two) 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 2 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.**
2. **Retention Amount: An amount equivalent to 5% of the Total price shall be retained by the Company for a period of 150 days from the date of completion and handover.**

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5. SCOPE OF WORK

Supply and Installation of Ceiling cassette type air conditioners

26th May 2023



SCOPE APPROVED BY:

ALI NASHATH HAMEED

GM, FACILITIES MANAGEMENT SERVICES



5.1. BACKGROUND AND PURPOSE

5.1.1. Maldivian seaplane terminal has a requirement to install Ceiling mount Air Conditioners (VRV)

5.2. GENERAL REQUIREMENTS

- 5.2.1. 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 security and safety directives. Total Period of performance to completion shall be indicated herein.
- 5.2.2. The Contractor shall not to be admitted to areas of the property beyond the areas designated for the project except with permission. The Contractor shall address the impact of the consequent disruption caused by the proposed work.
- 5.2.3. All materials shall be delivered to the site by the contractor. (Escort fee to be paid by the contractor)
- 5.2.4. The Contractor shall always clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness daily.
- 5.2.5. Working hours: 1700hrs-0430am
- 5.2.6. Aviation security airport passes for vehicles and labors must be arranged by the contractor. IAS facilities team will assist.
- 5.2.7. Final Measurements for materials shall be taken during site visit.

5.3. Scope

5.3.1. A/C Requirements

- (a) Supply, Installation, Testing & Commissioning of 09 VRV cassette type air-conditioners.
- (b) Assets model number, catalogue, system diagrams must be shared with IAS.
- (c) Installation of all the required electrical sockets, isolators, and electrical wiring.
- (d) Pipeline details are shown in the diagram below.
 - (e) Installation of Gas line, Liquid line and drainpipe.
 - (f) Insulation must be 1" thickness. (Preferred brand for insulation is Superlon)
 - (g) Pipeline should be laid in PVC casing tray.
- (h) Fixing of PVC casing trays based on the drawing for the pipeline.
- (i) The outdoor unit shall be installed on a concrete slab 8"x8" elevated from ground level.
- (j) Outdoor units must be treated with anti-corrosion treatment before installation, details of the anti-corrosion treatment must be shared.



- (k) If needed to bring changes to the terminal ceiling during the installation of ACs; the contractor must bear the cost of remodeling the ceiling finishing works. Therefore, a thorough inspection of the ceiling must be carried out by the contractor during the site visit to avoid any issue with the pricing works later during the installation process.
- (l) The asset warranty must be of at least for 1-year period.

5.3.2. Air Curtain Requirements

- (a) Installing air curtains at eight locations as indicated in the layout.
- (b) Fabrication and fixing of a wood platform to fix the air curtains if needed.
- (c) IAS will provide the locations; the contractor must identify a way to mount the units which also includes all the electrical works.
- (d) Noise level must be less than 55dB
- (e) Final measurement to be taken during site visit.

5.3.3. Site Clearance

- (a) Remove all trashes on entire work site.

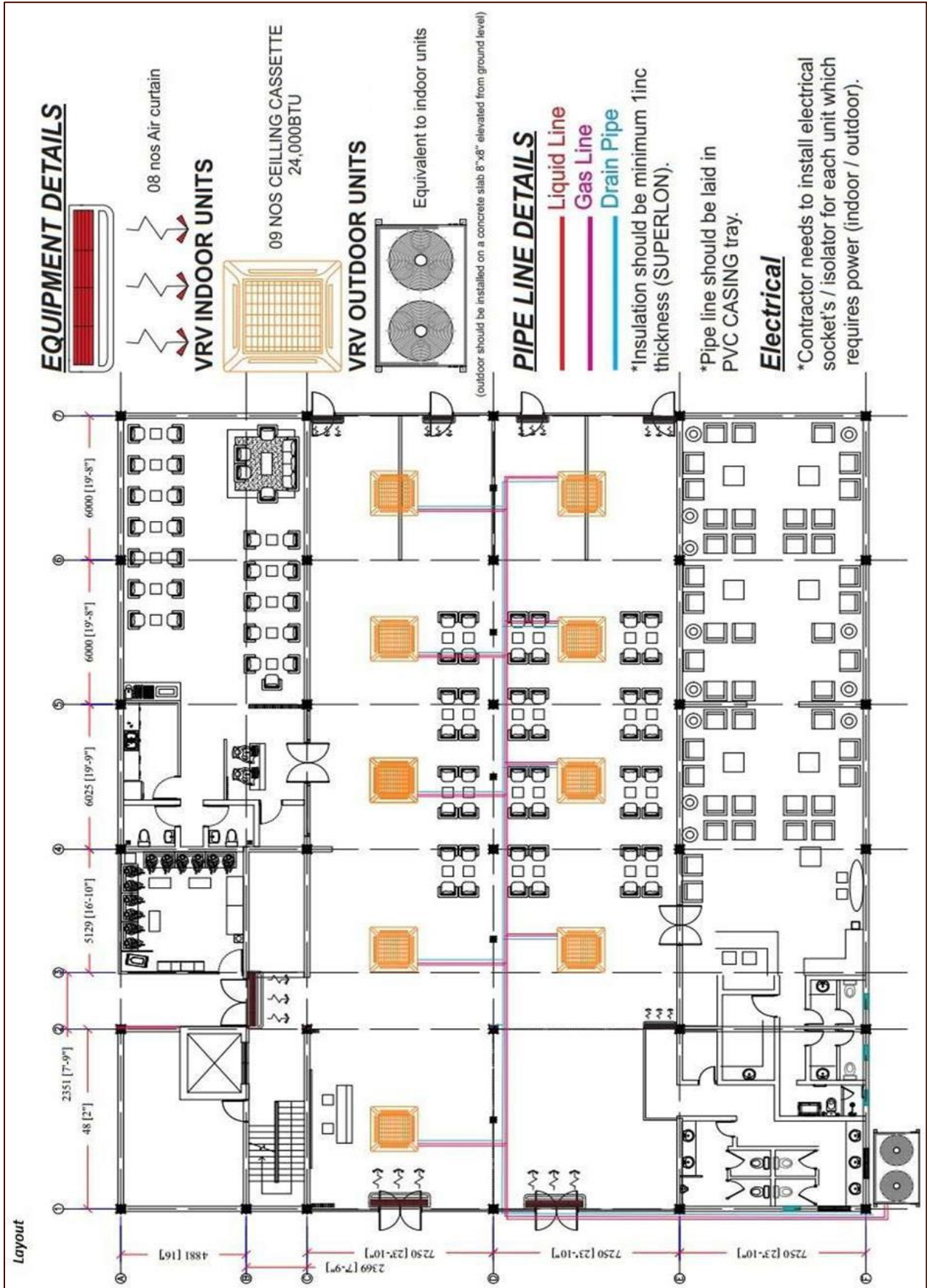


5.4. Price Sheet

PRICE SHEET

#	Item Description	Quantity	Units	BASIC RATE PER UNIT	TOTAL AMOUNT
1	Supplying of cassette type air-conditioners (VRV)	9			
2	Installation Cost				
3	Materials Cost				
4	Electrical Cost				
5	Supplying of air curtains	8			
6	Installation Cost				
7	Materials Cost				
8	Electrical Cost				
9	Labor Charge				
GST 8%					
Total Amount (MVR)					

5.5. Drawing



6. SUBMISSION CHECK LIST

REQUIRED DOCUMENTS		TICK IF SUBMITTED	
1	Company Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	GST Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
3	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
4	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Cost and Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
6	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
7	Audited Financial Statement (2021 and 2022)	<input type="checkbox"/>	<input type="checkbox"/>
8	Cost Break Down (BOQ/Price Sheet)	<input type="checkbox"/>	<input type="checkbox"/>
9	Bid Application Form (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
10	Related Party Disclosure (Form B)	<input type="checkbox"/>	<input type="checkbox"/>
11	General Information (Form C)	<input type="checkbox"/>	<input type="checkbox"/>
12	Financial Data (Form D)	<input type="checkbox"/>	<input type="checkbox"/>
13	Experience Records (Form E)	<input type="checkbox"/>	<input type="checkbox"/>
14	Litigation/Arbitration (Form F)	<input type="checkbox"/>	<input type="checkbox"/>
15	Implementation Plan / Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>

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7. BID FORMS A-F

7.1. FORM A - BID APPLICATION FORM

Description of Work:	Supply and Installation of Ceiling cassette type air conditioners at Maldivian Seaplane Terminal
Bid to:	Island Aviation Services Ltd
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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7.2. 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: Supply and Installation of Ceiling cassette type air conditioners at Maldivian Seaplane Terminal

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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7.3. 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:

7.4. 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.)

7.5. FORM E: EXPERIENCE RECORDS

Similar Works in last 10 Years.

List of all completed Contracts of a value of MVR 500,000.00 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



7.6. 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:	