



# REQUEST FOR PROPOSAL

## MONTHLY AIR CONDITION MAINTENANCE SERVICES FOR ISLAND AVIATION SERVICES LTD MALE' OFFICES AND OFFICES LOCATED IN VELANA INTERNATIONAL AIRPORT

<b>Bid Number</b>	20/2023		
<b>Information Session Date and Place</b>	<ul style="list-style-type: none"><li>• _____</li><li>• Procurement Office at H.Silversand 1<sup>st</sup> Floor, Kalaafaanu Hingun, K.Male', Maldives.</li></ul>	<b>Bid Submission Session Date and Place</b>	<ul style="list-style-type: none"><li>• _____</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.



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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 providing monthly Air Condition maintenance services for Island Aviation Male' offices and offices located in Velana International Airport, 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
  
- 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.

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

Copied to: [mohamed.shae@iasl.aero](mailto:mohamed.shae@iasl.aero) , [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).

### 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.



## 2.4. Information Session:

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

<b>Date of Information Session</b>	_____
<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.

## 2.5. 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>	_____ <b>No party will be allowed after the informed time.</b>

**Note: Date and time of the sessions will be disclosed to all parties that submit EOI within the provided deadline.**



## 2.6. 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.



### 3. BID PROPOSAL

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

No.		
1	<b>Company Profile</b>	Profile of the Firm including the firm's shareholding structure and details;
2	<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>• Must provide the cost break down as per the provided price sheet with the RFB</li><li>• Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.</li></ul>
3	<b>Relevant Experience</b>	<ul style="list-style-type: none"><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>
4	<b>Bid Form (Form A-E)</b>	Bid Forms, signed by with duly authorized personnel (The forms are annexed in the RFB document)
5	<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).



## 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	80%
Relevant Past Experience	20%

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 (80% 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.

$$\text{Price Score} = \frac{\text{Lowest Proposed total price from among the Bids received}}{\text{Particular Bidder's proposed total price}} \times 80\%$$

### 4.2. Relevant Past Experience (20% 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 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 4.2 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

$$\text{Past Experience Score} = \frac{\text{Particular Bidder's total accumulated value of sales}}{\text{Highest total accumulated value of sales among the bids received}} \times 20\%$$

**Note:**

1. **Duration of Contract: 2 years.**

## 5. SCOPE OF WORK

Outlined below are the details of the scope of works required by IASL to be carried out for the duration of the contract.

### 5.1. GENERAL REQUIRMENTS:

- 5.1.1.** The contractor shall provide personnel, equipment, material 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.
- 5.1.2.** The contractor shall not be admitted to areas of the property outside the areas designated for the project except with permission.
- 5.1.3.** The contractor shall address the impact of the consequent disruption caused by the proposed work.
- 5.1.4.** The contractor shall always clear the worksite upon completion of work and remove any excess material immediately from the site and maintain cleanliness.
- 5.1.5.** The contractor is ***required to be on call*** during operational hours of IASL offices and send personnel on the same day with the required tools on hand to address any issues related to the technical requirements in this scope of work.

### 5.2. MONTHLY SERVICE:

- 5.2.1.** The below mentioned works are required to be carried out by the contractor **once a month** for all the Air Conditioning units/assets located in IASL Male' offices and offices located at Velana International Airport. A list of the complete inventory will be provided to the awarded party;
- Filter Cleaning, drain cleaning & outdoor unit blowing. This applies to both wall-mounted and ceiling mounted cassette units.



- Inspection of gas level and topping up if necessary. This applies to both wall-mounted and ceiling-mounted cassette units.

### 5.3. FULL SERVICE:

**5.3.1.** The below mentioned works are to be carried out **only when the need arises** and the contractor is informed of its requirement.

- **INDOOR UNIT:** evaporator cleaning, filter cleaning, motor oiling and deep cleansing of the entire unit. This applies to both wall-mounted and ceiling-mounted cassette units.
- **OUTDOOR UNIT:** Condenser cleaning, fan cleaning, fan motor oiling and deep cleansing of the entire unit. This applies to both wall-mounted and ceiling-mounted cassette units.

**5.4. GAS FILLING;** If any air conditioning units are found to require gas refueling, then it must be topped up using R22, R32 or R410A refrigerant to the correct operating pressure.

### 5.5. NEW INSTALLATIONS & RELOCATION:

**5.5.1. New Installations:** The contractor shall be informed of any requirement from IASL for the installation of any new air conditioning units and is required to carry out all necessary works to complete the installation.

- For wall mounted units the distance is defaulted to 6' of the required materials i.e. **both size copper wire, 3/8" insulation, 3c cable and drain pipe.** If the installation requires additional lengths of the above-mentioned materials, then the contractor shall additionally charge per ft(feet) according to the price list submitted by the contractor.
- For ceiling mounted units the distance is defaulted to 10' of the required materials. i.e. **both size copper wire, 3/4" insulation, 3c cable and drain pipe.** If the installation

requires additional lengths of the above-mentioned materials, then the contractor shall additionally charge per ft(feet) according to the price list submitted by the contractor.

- For new installations the outdoor units must also be subjected to anti-corrosion treatment during installation.
- **Relocation:** The contractor shall be informed of any requirement from IASL for the relocation of any existing air conditioning unit(s). The contractor shall carry out all the works necessary for the disassembly and reinstallation of both indoor and outdoor units and shall bear the cost of transportation to the specified location if required.

#### 5.6. ADDITIONAL SERVICES:

**5.6.1.** The contractor shall be informed of any observations made by IASL staff about the working condition of any existing air conditioning unit and the contractor shall provide personnel to inspect the unit to find any faults and rectify the immediate issues. The following works are required to be carried out if necessary:

- Leak brazing (copper & aluminum).
- Replacement of capacitors.
- Replacement of indoor unit fan.
- Replacement of outdoor unit fan.
- Replacement of circuits.
- Replacement of both indoor and outdoor unit sensors.

**5.6.2.** If an air conditioning unit is found to be unserviceable either due to the fault of the indoor unit, outdoor unit or both, and no spare parts are locally available to perform repairs, the contractor shall provide a detailed assessment of the condition of the unit highlighting the nature of the damage.



**5.7. \*THE CONTRACTOR WILL BE PROVIDED WITH A DETAILED PRICE LIST FOR EASE OF USE TO SUBMIT PRICES FOR EACH ASPECT OF THE ABOVE-MENTIONED WORKS.**

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## 6. 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	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
4	Project Cost and Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
5	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
7	Cost Break Down (BOQ/Price Sheet)	<input type="checkbox"/>	<input type="checkbox"/>
8	Bid Application Form (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
9	Related Party Disclosure (Form B)	<input type="checkbox"/>	<input type="checkbox"/>
10	General Information (Form C)	<input type="checkbox"/>	<input type="checkbox"/>
12	Experience Records (Form D)	<input type="checkbox"/>	<input type="checkbox"/>
13	Litigation/Arbitration (Form E)	<input type="checkbox"/>	<input type="checkbox"/>

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## 7. BID FORMS A-E

### 7.1. FORM A - BID APPLICATION FORM

Description of Work:	Monthly Air Condition maintenance services for Island Aviation Services Ltd Male' offices and offices located in Velana International Airport
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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## 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:** Monthly Air Condition maintenance services for Island Aviation Services Ltd Male' offices and offices located in Velana International Airport

**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: EXPERIENCE RECORDS

Similar Works in last 10 Years.

List of all completed Contracts of a value of **MVR 100,000.00** 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

**7.5. FORM E; 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:	