



Ministry of Transport and Civil Aviation
Male'
Republic of Maldives

REQUEST FOR PROPOSALS ON Legal Consultancy Service for “The provision of helicopter emergency services in the Maldives” Project

Reference number: (IUL)472-ADM/472/2024/17

Date: 2nd March 2024

SECTION 1

1. INTRODUCTION

The Ministry of Transport and Civil Aviation proposes to select a legal consultancy service provider for the “Provision of helicopter emergency services in the Maldives” project. The Ministry has defined a number of national aviation, operational, and clinical requirements, and intends to select the service provider through open competitive bidding in accordance with the procedure set out herein.

2. HIRING OFFICE

Ministry of Transport and Civil Aviation (MoTCA)

3. PURPOSE OF CONSULTANCY

Ministry of Transport and Civil Aviation is seeking a well-qualified and experienced legal consultancy service provider for the “Provision of helicopter emergency services in the Maldives” project. The consultancy service provider will be tasked to support all legal aspects of the project, ensuring all the processes (including the tender process) are within the best legal practice, keeping the Ministry up to date on any legal impact on the project, identifying risks and impacts of such changes to the project structure and execution, and providing legal consultancy to address such matters.

SCOPE OF WORK (Description of services, activities, or outputs)

Scope and diversity of assignment:

- Reviewing request for proposal and advising on tender and bid documents (including amendments to the tender).
- Participating in all relevant meetings.
- Advising, supporting and drafting all legal documents relating to the project, including tender preparations, participating in evaluation committee (if applicable), any negotiation stage and contract awarding stage that also shall include addressing legal issues and assisting the Ministry to resolve them in a timely manner during the bidding stage.
- Preparing and finalizing framework agreement to be entered with the successful proponent.

4. TIME FRAME

06 months (six months)

5. WORK HOURS

Working hours at the Ministry of Transport and Civil Aviation in Hulhumale shall be remote with flexible scheduling. However, contractors must attend meetings or presentations in person if required. Additionally, if the Ministry requests further work in the relevant field, the consultancy service provider must cooperate and contribute to project-related tasks.

6. DELIVERY DATES AND HOW WORK WILL BE DELIVERED

The milestones, outputs, and deliverable target dates will be assigned upon hiring; consultant will deliver the work on a timely basis based on the assigned targets.

7. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE

The Consultant will be supervised by MoTCA and is expected to work closely with the Ministry.

The Consultant will be responsible for the quality and timeliness of the outputs but will receive support from MoTCA.

8. REQUIRED EXPERTISE, QUALIFICATIONS AND COMPETENCIES

The bidder should possess the required experience, resources, and capabilities in providing the services necessary to meet the requirements in this RFP. The bid must be complete in all aspects and should cover the entire scope of work in this document. Bidders who do not meet the Eligibility Criteria will not be considered for further evaluation.

Competency and Required Experience:

The quality and substance of experience shall be considered rather than simply relying on reference letters. Experience and expertise in aviation related legal work (including aircraft leasing, structuring, etc), and Government bids and tender works will be considered. Furthermore, the consultant should have a good grasp of the aviation laws applicable to the Maldives relevant as per project overview given above.

9. INPUTS / SERVICES TO BE PROVIDED BY IMPLEMENTING PARTNER (E.G. SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE

Consultants:

1. Fulfil the terms stipulated in the contract and the ToR through review of data, documents, email communications, Teams calls and meetings.
2. Maintain close contact with MoTCA.
3. Communicate any complications regarding the assignment as soon as possible.
4. Provide contact details that allow MoTCA to get in contact with the Consultant at any time during the consultancy.

Ministry of Transport and Civil Aviation:

- Assign a focal point to work with the Consultant.
- Provide the relevant documents.
- Referral document stating
 - The appointment of consultant
 - The nature of consultancy
 - The duration of the project
 - The request for compliance to the Consultants requests for data, information, reports, policy/procedures/guideline documents required
- Ministry's internal policies, procedures, and guidelines, including updates therein, to adhere to while executing the responsibilities of this TOR.
 - Facilitate communications to gather data as required for the report
 - Monitor and facilitate the progress of the assignment
 - Review and provide comments to the deliverables in a timely manner
 - Facilitate necessary contacts
 - Make payment upon completion of assigned deliverables.

10. OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY

The other conditions that may apply in the undertaking of the assignment include:

Basis of payment:

Payments based on acceptance of the deliverables following submission of invoice.

Language of reports/publication and other documentation and working language in country of assignment:

Ownership of output:

Ministry of Transport and Civil Aviation

11. EVALUATION CRITERIA

The consultancy service providers shall be evaluated in the following categories.

a) Competency and Required Experience: 75%

Work experience will be evaluated based on breadth of experience and expertise of the relevant bidder. The quality and substance of experience shall be considered rather than simply relying on reference letters. Experience and expertise in aviation related legal work (including aircraft leasing, structuring, etc), and Government bids and tender works will be considered. When providing details of work experience: (i) the project name, (ii) details of work, (iii) client, and (iv) year of work. Furthermore, the consultant should have a good grasp of the aviation laws applicable to the Maldives relevant as per project overview given above.

b) Price: 25% (Based on the lowest price / submitted price * 25) [exclusive of Goods and Services Tax]

12. ADDRESS FOR COMMUNICATION:

Ministry of Transport and Civil Aviation

Umar Zahir Office Building (3rd floor)

Orchidmaa Hingun

Hulhumale

Republic of Maldives

13. SUBMITTAL:

Proposals including section 2 forms shall be submitted latest on 13th March 2024, at 11:00 hours, by emailing to procurement@transport.gov.mv and if the mentioned section 2 forms are missing the bidder will be disqualified as missing documents.

14. Clarification:

A prospective respondent seeking any clarification about any aspect of the RFP or the project shall contact the ministry prior to the appropriate deadline indicated in the SUBMITTAL and such queries or questions shall be submitted in writing to: procurement@transport.gov.mv.

SECTION 2

Form 1 – Checklist

#	List of Documents to be Submitted	<input type="checkbox"/> <input type="checkbox"/>	Page No.
1.	Bid Submission Form 2		
2.	ID card copy (If individual person is submitting the bid)		
3.	Company Registration (If a company is submitting the bid)		
4.	SME Registration Certificate (If a company is submitting the bid)		
5.	MIRA / GST Registration Certificate (If applicable)		
6.	Tax Clearance Report (3 months validity) (If applicable)		
7.	Profile of bidder		
8.	If there is a relative working in the Ministry of any Departments of the Ministry, please submit a letter stating the name and relation of the said employee.		
9.	Details of Work Experience in the relevant field. Showing duration and breadth of relevant experience.		
10.	Educational Qualification Certificates (If a company is submitting the bid, it should provide educational certificates for one or more persons who will be working with the ministry.)		
11.	Cover Letter for Expression of Interest in English Language		

Form 2 – Bid Submission Form and work experience

1.	Bidders Information		
1.1.	Name		
1.4.	Address		
1.5.	Phone		1.6. Email
2.	Bid Information		
2.2.	Announcement Number	(IUL)472-ADM/472/2024/17	
4.	Bidders Declaration		
4.1.	I submit the bid to provide the proposed service /scope work at above mentioned.		
4.2.	I agree to commence and complete the service/proposed work according to the ToR.		
4.3.	I agree to sign and enforce the agreement accordingly within the validity period of 60 (Sixty) days after bid submission date.		
4.4.	I agree that the aims, objectives, outputs, deliverables specified in this ToR will be met. I accept that MoTCA reserves the right to reject this proposal should this requirement be found unfulfilled.		
Name			
Designation			
Signature			
Date			

Previous Relevant Work Experience

Detail of Relevant Work Experience					
#	Project Name/ Designation	Client Detail	Details of Work Carried out	Year	Duration