

Upgrading Seaplane Terminal 1s Floor Office Area at Velana International Airport

Request for Bids

2 April 2024


Tender no.:	06/2024
Bid announcement ref. no.	IAS/MIS/2024-558
EOI Registration date	8 April 2024, 12:00hrs
Information session details	9 April 2024, 13:00hrs - Online via Teams (Link for the session will be provided to all parties that submit EOI within the deadline)
Bid submission date and address Venue at Procurement Office at 1 st Floor, H. Silversand, 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.



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1. Background

Island Aviation Services Limited (IASL) is an incorporated limited liability company operating under the registration number C-0830/2007 and having its registered office in M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.

IASL is the National Airline of the Republic of Maldives and is wholly owned by the Government of Maldives. In addition to Air Transport Services, IASL offers various other aviation related services such as Air Cargo, Airport Management, Aircraft Engineering, and Ground Handling Services.

IASL is seeking eligible proponents for the Upgrading of Seaplane Terminal 1st Floor Office Area at Velana International Airport as outlined in the Scope of Work.

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

2. Information for Bidders

2.1. Goods/ services required

Island Aviation Service Ltd. is seeking interested parties to submit their Proposal for the Upgrading of Seaplane Terminal 1st Floor Office Area at Velana International Airport as outlined in the Scope of Work.

2.2. Eligible bidders

- 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 RFB. The proponents 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) 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 proposal submission.

2.3. Guideline for proposal submission

a) Compliance Statement

- i. Bidder shall state that the offer is made in accordance with the Request for Bids.
- ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

b) Evaluation of Proposals

Points will be given to proposals as outlined in *Section 4. Evaluation criteria*. 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.

c) Language of Proposal

The proposal documents must be in written in English.

d) Clarifications about RFB



Prospective bidders requiring any clarification on the Request for Bids may notify IASL in writing to the mentioned below addresses. All questions and responses will be copied to all parties. (*bidder* will not be identified).

Email: moohath.mohamed@iasl.aero

Copied to: mohamed.zivau@iasl.aero and procurement.admin@iasl.aero

e) Appeals and Complaints

- i. Regarding conduct of an application
 - Applicants are to file appeals and complaints regarding conduct of an application, in writing, within 5 (Five) days of opening of an Application.
- ii. Regarding outcome of an application (an award or decision to award)
 - 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.

f) Communications

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

2.4. Information session

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

Date of Information Session	9 April 2024, 13:00hrs
Venue for Information Session	Online via Teams

Kindly note that attendance for the information session is **mandatory** and bids will not be accepted of any party that does not participate in the mentioned session.

2.5. Site Visit

Date and Time	Date and time of session will be disclosed to all parties that submit EOI within the deadline
Venue for site visit	Maldivian Seaplane Terminal

2.6. Bid submission

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



2.7. General terms and conditions

- a) Island Aviation Services Ltd reserves the right to reject a bid in the following circumstances:
 - i. If less than two total bids have been received, IASL reserves the right to continue or reject the evaluation or request for a resubmission.
 - ii. IASL shall evaluate the responsiveness of the bidder based on *Section 3. Bid Proposal*.
 - iii. If any of the mandatory documents set out in *Section 3. Bid Proposal* are not submitted, IASL has the right to reject the bid or request for a resubmission.
- b) Bidders shall be evaluated in accordance with the Party's demonstrated capacity, experience and expertise. The awarding criteria and weightage will be mentioned in *Section 4. Evaluation criteria*.
- c) Bidders shall bear all costs associated with the preparation and submission of the bids and IASL 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 Bidders in connection with this Request for Bids is to be treated as strictly confidential. The Bidders 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 Bidder is successful or not.
- e) All materials submitted in response to the Request for Bid shall become the property of IASL. Bids and supporting materials will not be returned to the Bidder.
- f) All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms may result in rejection of the proposal as non-responsive.
- g) IASL will only accept one bid document from every proponent.
- h) To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of their proposal. This will be clarified in writing, but no change in substance or price of the bidder will be sought.
- i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bid document.
- j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the section 2.7. Evaluation criteria.
- k) Upon furnishing by the successful bid, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.
- l) Any change to the contents of RFB will be clearly briefed during the information session.



3. Bid proposal

The responsiveness of the bid to the RFB will be based on how well bidders meet the requirements outlined in this section. Bids which do not meet the mandatory requirements will not be considered for further technical evaluation.

No.	Item	Description	Requirement level
1	Cover Letter	The cover letter for the bid must be signed by an authorized person who has the authority to bind the Bidder to a Contract;	Mandatory
2	Company Profile	Profile of the Firm including the firm's shareholding structure and details;	Mandatory
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. Bid must remain valid for a period of 90 days after the date of Proposal Submission. Bidder must provide a detailed cost breakdown as per the provided price sheet along with the RFB. 	Mandatory
4	Financial capacity and relevant experience	<p>Provide audited financial statements of 2021 and 2022 to indicate financial strength of the company to execute a project of this nature. If audited financial statements are not provided as per this requirement, the bidder will not be awarded points for this category.</p> <ul style="list-style-type: none"> Summary of audited financial statements (Report of independent auditors' opinion) Audited balance sheets, Income Statements, Cash flow statements 	Optional. However, Bidders who fail to provide audited financials will not be provided any marks under this category
5	Relevant experience of company	<ul style="list-style-type: none"> List of experience in similar projects with letters of completion stating the value of the project. If past experiences are not accompanied with an official letter of completion by the client, bidder will be disqualified. <i>If the value of the project</i> is not included in the <i>reference letter</i> for the project, the reference letter may be supplemented by supporting documents such as the <i>Letter of Award/Notification of Award</i> or the <i>Contract/Agreement</i> to provide the value of the project. However, bidder will be disqualified if the client's letter of recommendation/completion is not provided. 	Mandatory.



7	Implementation Plan	Implementation plan/work schedule	Mandatory
8	Bid Forms (Form A - G)	Bid Forms, signed by with duly authorized personnel	Mandatory

4. Evaluation criteria

IASL intends to apply the following criteria for the selection of proposals. Proposals will be assessed based on the scores obtained for said criteria at the percentages given, with the highest total scoring party being the winner.

Item #	Proposal components evaluated	Marks allocated
1	Price offered	50%
2	Relevant past experience	33%
3	Delivery timeline	10%
4	Financial strength	7%
Total score		100%

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 offered (50% of score)

The highest score shall be awarded to the bid with the lowest bid price. For the remaining bids, points will be awarded using the formula below.

$$\text{Price score} = \frac{\text{Lowest price from among the bids received}}{\text{Price of particular bid being evaluated}} \times \frac{50}{100}$$

4.2. Relevant past experience (33% of score)

Experience will be counted as the total accumulated value of completed projects. Such projects shall be:

- Similar in nature to the purpose of this particular bid
- Successfully completed
- Have a minimum project value of **MVR 500,000**
- Have been completed within the last 7 years
- Documents such as *Letters of Award, Notification of Award* or *Agreement/Contract Copies* will only be used for clarification purposes and/or as supporting documents to the client's letter of recommendation/completion. **Such documents shall not be considered for qualification under this category in isolation.**
- Experience (projects) simply stated in tabular or other format, i.e. not backed by the client's certification, **will not be considered as valid submissions under this category.**
- It is up to the sole discretion of the Employer to determine the similarity in nature of the bidder's experience to the current scope of works. The score awarded by IASL after this review shall be final and shall not be contested.
- IASL reserves the right to not consider those bids that do not fulfil the requirements stated above under this clause for further evaluation.
- All the bids that fulfil the requirement mentioned in this sub-clause will be given points in the following manner.
- The bidder who has the highest total value of projects successfully completed 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 follow:

$$\text{Price score} = \frac{\text{Particular Bidder's total accumulated value of projects completed}}{\text{Highest total accumulated value of projects completed among the bids received}} \times \frac{33}{100}$$

4.3. Delivery timeline (10% of total score)

- Points for this category will only be awarded to those bidders who propose an Implementation plan.
- IASL reserves the right to not consider those bids that are as follows for further evaluation:
 - Do not provide an implementation plan
 - Proposed duration which is unrealistically low or illogical compared to IASL's Engineer's estimates and industry norms.
- 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.
- The formula thus used for the computation of the score is as follows:

$$\text{Price score} = \frac{\text{Lowest proposed delivery period from among the bids received}}{\text{Particular Bidder's proposed delivery period}} \times \frac{10}{100}$$



4.4. Financial strength (7% of total score)

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	1 Points
Working capital equivalent to 5% to 10% of the total Bid price	3 Points
Working capital equivalent to 10% to 15 % of the total Bid price	5 Points
Working capital equivalent to 15% to 20% of the total Bid price	7 Points

Note: The Contractor must provide a one-year warranty for the project.



5. Submission Checklist

#	Required documents	Tick if submitted
1	Cover letter	
2	Company registration certificate	
3	GST registration certificate	
4	Company profile	
5	Project cost and payment terms	
6	Relevant experience	
7	Audited financial statement (2021 and 2022)	
8	Cost break down (BOQ/ Price sheet)	
9	Bid application form (Form A)	
10	Related party disclosure form (Form B)	
11	General information (Form C)	
12	Financial Data (Form D)	
13	Experience Records (Form E)	
14	Litigation/ Arbitration (Form F)	
15	Declaration on Ethical Conduct and Fraud and Corruption (Form G)	
16	Implementation plan/Work schedule	

6. Bid Forms A-G

6.1. Form A - Bid application form

Description of Work:	Upgrading Seaplane Terminal 1 st Floor Office Area at Velana International Airport
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 90 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: _____

6.2. 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: Upgrading Seaplane Terminal 1st Floor Office Area at 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).*

6.3. Form C: General Information (Business profile/Work profile)

1.1. Company name:

.....

1.2. Head office:

.....

Telephone no.: Fax no.:

1.3. Main lines of business

- a) Since
- b) Since
- c) Since
- d) Since
- e) Since



6.4. Form D: Financial Data

Summary of assets and liabilities on basis of the audited financial statement of the last 2 financial years in the format below:

Financial Summary (for the most recent 2 years)

SI	Details	2021 - 2022	2022 - 2023
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 (4-6)		

Attach copies of the audited financial statements of the last 2 financial years.

Audited financial statements shall include certified copies of audited Balance Sheets, Income Statements, and Cash flow Statements for most recent 2 years.

Chartered Accountants Certificates to be enclosed.



6.5. Form E: Experience Records


Similar works carried out in the last 7 years.

List of all completed Contracts of a value of MVR 500,000 or above executed during the last 7 (seven) years.

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

**6.6. 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:	

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6.7. Form G: Declaration on Ethical Conduct and Fraud and Corruption

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to ISLAND AVIATION SERVICES LTD.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow ISLAND AVIATION SERVICES LTD to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of ISLAND AVIATION SERVICES LTD, Client or Employer.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____