



Request For Proposal

Routine Servicing of Gantry Crane at Maldivian Seaplane Hangar

Proposal Number	P-27-2024
Proposal Submission Session Date and Place	<ul style="list-style-type: none">• 23rd July 2024 at 10:00 Hrs• Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives.

Island Aviation Services Ltd. is seeking Proposals for the items specified in this document. Interested Participants 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 Proposal.

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1. INVITATION TO PROPOSAL

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 Proposals valid for **90** days from the date of opening the Proposals from Maldivian companies, for procuring requirement as detailed in this document. All Participants are advised to study the Proposal Document carefully.

2. INFORMATION FOR PARTICIPANTS

2.1. Goods / Services Required

Island Aviation Service Ltd. is seeking interested parties to submit their proposals to do below works:

- a) Routine servicing of gantry crane at Maldivian Seaplane Hangar
 - Contract to be established for a duration of 2 years.

2.2. Eligible Participants

2.2.1. Eligibility

- a) The Participant should be a Business Entity registered under the Business Registration Act of the Maldives for the last 2 years from the date of this RFP. The Participant 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 Participant should be a well-established and professionally organized local company and should have been in operation since at Least 2 (Two) years(s) prior to the date of Proposal submission.

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2.3. Guideline for Proposal 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

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

Email: procurement.admin@iasl.aero & mohamed.shaeer@iasl.aero

Copied to: mohamed.ziyau@iasl.aero

All questions and responses will be copied to all parties. (Participant 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 the 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. Site Visit:

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

Date of Site Visit	16th July 2024 at 14:00 hrs
Venue For Site Visit	Maldivian Seaplane Counter (Velana International Airport)

A site visit shall be conducted for all parties. Attendance for the site visit is **mandatory** and Proposal will not be accepted of any party that does not participate in the mentioned session.

Note: Attendance for site visit is not mandatory for parties that attended the site visit session for the initial Bid and Rebid of this project.

2.5. Proposal Submission

Venue for Proposal Submission	Procurement Office at H.Silversand 1st Floor, Kalaafaanu Hingun, K.Male', Maldives. (In front of NCIT)
Date and Time	23rd July 2024 at 10:00 hrs. No party will be allowed after the informed time.

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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 Proposals 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 PROPOSAL 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 Proposal as non-responsive.
- g) IASL will only accept one Proposal document from every Participant.
- h) To assist in the evaluation and comparison of Proposals, IASL may, at its discretion, request any Participant for clarification of its Proposal. This will be clarified in writing, but no change in substance or price of the Proposal will be sought.
- i) IASL will evaluate and compare only those Proposals determined to be responsive in accordance with requirements specified in the Proposal document.
- j) IASL will award the contract in writing to the Participant who scores the highest marks in compliance with the criteria decided by the Proposal Evaluation Committee.
- k) Upon furnishing by the successful Participant, IASL will promptly notify the other Participants through email that their Proposals have been unsuccessful.

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3. PROPOSAL

3.1. The Proposal Documents:

The proposals must comprise of the documents stated in the below table.

No.		
1	Cover Letter	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Profile of the Firm including the firm's shareholding structure and details;
3	Project Team	<ul style="list-style-type: none"> This should include the organization chart for the proposed workforce, project manager and supervisor. All expatriates must have valid work permit and visa
4	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. Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
5	Relevant Experience	<ul style="list-style-type: none"> 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.
6	Work Schedule	<ul style="list-style-type: none"> Implementation Plan/Work Schedule
7	Proposal Form (Form A-F)	Proposal Forms, signed by with duly authorized personnel (The forms are annexed in the RFP document)
8	Related Party Disclosure (Form B)	The form serves to justify that the Participant 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 Proposals. The Proposal will be evaluated by the Proposal Evaluation Committee of IASL. Points will be given to proposals according to the evaluation criteria below.

4.1 Price Offered	60%
4.2 Relevant Past Experience	40%

Proposals 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 (70% of the Total Score)

- (a) The highest score shall be awarded to the Proposal with the lowest Proposal price. For the remaining Proposals, points will be given using the formula below.

$$\text{Price Score} = \frac{\text{Lowest Proposed total price from among the Proposals received.}}{\text{Participant's proposed total price}} \times 60\%$$

4.2. Relevant Past Experience (30% 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 Proposal,
- completed,
- having a minimum project/ Contract value of MVR 50,000.00

- Projects successfully executed within last 5 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.

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- It is up to the sole discretion of the Employer to determine the similarity in nature of the Participant’s experience to the current scope of work and the score awarded by Employer will be final and shall not be contested.
- The Employer reserves the right not to consider those Proposals that do not fulfil the requirements stated above in this clause for further evaluation.

- All the Proposals that fulfil the requirement mentioned in sub clause 3.3.2 will be given points in the following manner.
 - The Participant who has the highest total accumulated project value will get the maximum points allocated under this criterion and the points for the remaining Participants will be distributed on a pro rata basis.
 - The formula thus used for the computation of the score is as follows.

$$\text{Experience Score} = \frac{\text{Particular Participant's total accumulated project value}}{\text{Highest total accumulated project value among the Proposals received.}} \times 40\%$$

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5. SCOPE OF WORK

Following documents annexed along with the RFP,

- 1. Scope of Work
(Attached separately in the announcement)

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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	Cost Break Down (BOQ)	<input type="checkbox"/>	<input type="checkbox"/>
8	Proposal 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"/>
11	Experience Records (Form D)	<input type="checkbox"/>	<input type="checkbox"/>
12	Litigation/Arbitration (Form E)	<input type="checkbox"/>	<input type="checkbox"/>
13	Implementation Plan / Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>

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FORM A : PROPOSAL APPLICATION FORM

Description of Work:	Routine servicing of gantry crane at Maldivian Seaplane Hangar
Proposal 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:

Routine Servicing of Gantry Crane at Maldivian Seaplane Hangar
(_____).

We undertake, if our Proposal 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 the offer made in this Proposal 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 Proposal you receive.

Unless and until a formal agreement is prepared and executed, this Proposal, together with our written acceptance thereof, shall not constitute a binding contract between us.

Yours sincerely,
Signed _____

In the capacity of _____

Duly authorized to sign Proposals for and on behalf of _____

_____ (Company Name & Stamp)

Date: _____

Name & Address of Signatory

Name: _____

Address: _____

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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: Routine servicing of gantry crane at Maldivian Seaplane Hangar.
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).

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:

FORM D : EXPERIENCE RECORDS

Similar Works in last 5 Years.

List of all completed Contracts of a value of MVR 50,000.00 or above executed during the last 5 (Five) years:

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

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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:	