

Request for Proposals

Reference No:P-47-2024

**APPOINTMENT OF GENERAL CARGO SALES AGENT (GSA) IN
SHANGHAI, GUANGZHOU, CHENGDU & BEIJING, China**

Island Aviation Services Ltd.
26TH September 2024

CONTENTS

1.	BACKGROUND AND OBJECTIVE	3
2.	DISCLAIMER.....	4
3.	INSTRUCTIONS TO BIDDERS.....	5
3.1.	GENERAL INFORMATION	5
3.2.	THE BIDDING DOCUMENTS	8
3.3.	PREPARATION OF BIDS	10
3.4.	SUBMISSION OF BIDS	11
3.5.	BID EVALUATION.....	13
3.6.	AWARD OF CONTRACT	15
3.7.	BID DATA SHEET	16
4.	TERMS OF REFERENCE OF THE CONTRACTOR	17
4.1.	INTRODUCTION.....	17
4.2.	OBJECTIVES.....	17
4.3.	SCOPE OF WORK OF THE BIDDER	18
4.4.	ENGAGEMENT PERIOD	19
5.	BID EVALUATION METHODOLOGY	21
5.6.	COMPLIANCE EVALUATION CRITERIA.....	22
5.7.	TECHNICAL EVALUATION CRITERIA.....	24
5.8.	FINANCIAL EVALUATION CRITERIA.....	26
6.	STANDARD PROPOSAL FORMS	28
6.1.	BID SUBMISSION FORM	29
6.2.	FINANCIAL PROPOSAL	30
6.3.	DECLARATION ON PENDING LITIGATION.....	31
6.4.	RELATED PARTY DISCLOSURE.....	32
6.5.	EXPERIENCE OF BIDDER.....	33
6.6.	SUBMISSION CHECKLIST	33

1. BACKGROUND AND OBJECTIVE

Island Aviation Services Ltd (IASL) is a hundred percent government owned limited liability company established by a presidential decree on 13th of April, 2000. The company was initially established as an airline catering for the ever-growing demand for a domestic transport network. During a span of more than twenty-one years, the company has managed to become an established business operating an International airline all while providing a variety of services within the aviation industry.

Island Aviation Services Limited is the owner and operator of the National Airline of the Maldives, Maldivian, and is a hundred percent government owned limited liability company. The company operates its flights out of its primary hub in Velana International Airport (IATA: MLE; ICAO: VRMM).

The company initially provided domestic air transfer services to the regional airports within Maldives, along with being the handling agent for passenger, baggage and cargo as well as operating the CIP lounge at Velana International Airport (VIA). Since then, the airline operations of the company have grown to include International and Seaplane air transfer services while the airport ground handling services has been since reassigned to the Airport Operator at VIA. In addition to providing air transfer services domestically and internationally with a broad fleet consisting of Jet, Regional and Seaplane aircrafts, Island Aviation Services, under the brand name Maldivian, provides a diversified range of services related to the aviation industry. The company currently provides Airport Lounge Services, Airport Management Services, Engineering Services, Cargo Services as well as Travel Agency Services in addition to the core service of Airline.

The company now wishes to expand its international operations and appoint General Sales Agent for Cargo Sales in operational territories. In order to comply with IASL's operational and expansion plan, we now invite all interested parties to submit proposals for the appointment of Cargo General Sales Agent in GUANGZHOU, CHENGDU & BEIJING, China.

2. DISCLAIMER

This Request for Proposal (RFP) is not an agreement and is neither an offer. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

IASL may in its absolute discretion, but without being under any obligation to do so, update, amend, modify or supplement the information, assessment or assumption contained in this RFP.

The issuance of this RFP does not imply that IASL is bound to select or to appoint the selected, as the case may be, as its Maldivian CARGO General Sales Agent (GSA) in the territory assigned. IASL reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and take any measures that it deems fit. This includes annulment or withdrawal of the RFP process (in whole or in part), at any time prior to the selection of the GSA and without any liability or obligation or notice for such acceptant, rejection, withdrawal or annulment.

3. INSTRUCTIONS TO BIDDERS

3.1. GENERAL INFORMATION

- 3.1.1. Purpose
- a) Island Aviation Services Limited, having its registered office at M. Raaverige, Majeedhee Magu, Male' City 20345, Republic of Maldives, is interested in **appointing a Cargo General Sales Agent (GSA) for Maldivian in Shanghai, Guangzhou, Chengdu & Beijing, China**. IASL invites sealed separate proposals for **each origin** valid for 30 days from the date of opening the Proposals from companies operating in China to act as the Cargo General Sales Agent of Maldivian as per this document, providing services stated hereunder and establish Maldivian's presence in the territory assigned. All Parties are advised to study the RFP carefully.
- 3.1.2. Scope of Work
- a) The Scope of Work for the appointed party is detailed under Section 4.3 of this Bid Document.
- 3.1.3. Contract
- a) Cargo General Sales Agent (GSA) for Maldivian in **Shanghai / Guangzhou / Chengdu / Beijing, China**
- 3.1.4. Term of Contract
- a) The initial contract period for the GSA will be 3 (three) years from the date of appointment, (unless terminated earlier). This initial contract period may however be changed by IASL at any time prior to the award of business.
- b) Extension of contract or termination will be subject to review of the sales target performance given to the agency annually. The agency status may be extended up to an additional two (2) years based subject to a performance review (predefined commercial targets in terms of Passenger and Revenue figures per annum), after which a tender shall be circulated for the appointment a GSA.

3.1.5. Proposal

- a) Prospective bidders are invited to submit proposals for the Contract. The Proposal submitted by the bidder will be the basis for Contract negotiations and ultimately for a signed Contract with the selected Bidder. The title and reference number of this Request for Proposals (RFP) is “**APPOINTMENT OF A CARGO GENERAL SALES AGENT (GSA) IN SHANGHAI / GUANGZHOU / CHENGDU / BEIJING**”.
- b) The Bidders shall familiarize themselves with local conditions and take them into account in preparing their proposals.
- c) IASL is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.
- d) The Bidders are permitted to submit only one proposal.

3.1.6. Conflict of Interest

- a) By entering into an agreement with IASL, the GSA undertakes and accepts that they shall not represent any registered operators in Maldives or in any other capacity of agency, representative, advisor, etc., operating in Maldives (this list being non-exhaustive) to avoid conflict of interest.

3.1.7. Fraud and Corruption

- a) Bidders must observe the highest standard of ethics during the execution of contracts. In pursuance of this policy, IASL will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.

- 3.1.8. Eligible bidders
- a) This bidding process is open only for Registered Bidders who had declared their interest to participate in the bid via email to procurement@iasl.aero along with the EOI (Expression of Interest) Form on or before the deadline (3rd October 2024 1400hrs, Maldives Time).
 - b) A Bidder may be a private entity, or government owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
 - c) Bidder must demonstrate that it has the capacity, capability and experience required to provide the services sought.
- 3.1.9. Qualifications of the bidders
- a) By submission of documentary evidence in its bid, the Bidder must establish to IASL's satisfaction that it has the technical capability necessary to perform the Contract, meets the compliance evaluation criteria stated in Section 5.6 and has a successful performance history.
- 3.1.10. Cost of Bidding
- a) The Bidder shall bear all costs associated with the preparation and submission of its bid, and IASL will in no case be responsible or liable for those costs.

3.2. THE BIDDING DOCUMENTS

- 3.2.1. Contents of Bidding Documents
- a) The contents of the Bidding Documents are listed below and should be read in conjunction with any addenda issued in accordance with Section 3.2.3:
- Section 2 Instructions to Bidders
 - Section 3 Terms of Reference
 - Section 4 Bid Evaluation Methodology
 - Section 5 Standard Proposal Forms
- b) Bidders are expected to examine all instructions, forms, terms and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents may result in the rejection of the bid.
- 3.2.2. Clarification of Bidding Documents
- a) Registered Bidders requiring any clarification of the Bidding Documents shall email their queries to procurement.admin@iasl.aero copied to mohamed.shaeer@iasl.aero and mohamed.ziyau@iasl.aero before the deadline (7th October 2024 23:59hrs, Maldives Time). IASL will respond in writing to any request for clarification to all Registered Bidders, including a description of the inquiry but without identifying its source. Should the clarification result in changes to the essential elements of the Bidding Documents, IASL shall amend the Bidding Documents following the procedure under Section 3.2.3.
- b) All clarifications shall be sought and/or provided only as specified in Section 3.2.2(a). IASL shall not be responsible for any clarifications sought and/or provided in any other manner of whatsoever nature.
- 3.2.3. Amendments of Bidding Documents
- a) At any time prior to the deadline for submission of bids, IASL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject shall modify or replace earlier ones.
- b) Any addendum issued shall be part of the Bidding Document and shall be informed to all the Registered Bidders in writing.
- c) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the IASL may, at its

discretion, extend the deadline for the submission of bids, in which case, the IASL will communicate in writing to all the Registered Bidders.

3.3. PREPARATION OF BIDS

- 3.3.1. Language
- a) The language of the proposal shall be in English. Any documents not in English should be accompanied with a translation.
- 3.3.2. Documents comprising the bid
- a) Bidders are required to submit bid documents in the formats provided in the RFP.
- b) Proposals submitted should not have any handwritten material, corrections or alterations. Any such proposals shall not be taken for evaluation.
- c) Proposals submitted by the Bidder shall comprise all documents required under Section 5.8 which include:
- i. The duly completed Bid Submission Form provided in Section 5.1 signed by a person or persons duly authorized to bind the Bidder to the Contract;
 - ii. Bidder's Eligibility
Documentary evidence establishing to IASL's satisfaction of the Bidder's eligibility to bid, including but not limited to documentary evidence that the Bidder is legally incorporated in a territory of an eligible source country. Such evidence shall include, but are not limited to the copies of the following documents:
 - Legal identification document or Organization's registration certificate
 - Tax registration certificate, if applicable
 - iii. Financial Proposal specified in Section 5.2, signed by a person or persons duly authorized to bind the Bidder to the Contract.
 - iv. The Bidder: related experience and strengths
Documentary evidence establishing to IASL's satisfaction, that the Bidder is qualified to perform the responsibilities of the GSA Contract if the bid is accepted. Such evidence shall include, but are not limited to the following documents:
 - Experience of Bidder, as specified in Section 6.5.

- Reference letters to support the presented Experience of Bidder in Section 6.5.

3.3.3. Bid Price

- a) Bid price should be quoted in the format specified in Section 5.2
- b) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to reduction on any account. Bids submitted that are subject to price adjustment will be rejected.
- c) The proposed price shall include taxes and fees and shall be the gross commitment on the part of the Bidder.
- d) The Bidder shall quote all the prices in United States Dollars (USD).

3.3.4. Bid Validity Period

- a) Bids shall remain valid, at a minimum, for a period of 5 (five) months after the deadline for bid submission prescribed by the IASL.

3.4. SUBMISSION OF BIDS

3.4.1. Submission

- a) All Respondents are required to submit their proposal electronically via email to procurement.admin@iasl.aero by 10th October 2024 15:00hrs Maldives time (time difference to GMT is +5hours) on 2024.

No offer or Proposal shall be acknowledged or accepted unless they are copied to the following email accounts.

mohamed.shae@iasl.aero

mohamed.ziyau@iasl.aero

Email title: APPOINTMENT OF A GENERAL PASSENGER SALES AGENT (GSA) IN CHINA

- b) Bid documents received later than 1500 hours (Maldives Time) of 10th October, will not be accepted.
- c) Bid documents are considered as received by IASL, upon receipt of an acknowledgement email from IASL that the documents have been received by

IASL.

- d) The documents stated in Section 3.3.2. must be sent in separate PDF files.
- e) Respondents are requested to forward the password(s) to access the files by 23:59hrs Maldives time (Time difference to GMT is +5 hours) on 11th October 2024.
- f) Proposal submitted by any Respondent that does not share the password during the specified time period shall be disqualified, as the Proposal document cannot be accessed by the team in the absence of the submitting Respondent's password. IASL will not take responsibility for any Proposal that gets disqualified due to the Respondent's failure to share the Password for document access.
- g) Respondents are hereby instructed not to provide the password or access credentials for their proposals prior to the proposal submission deadline. At its discretion, IASL reserves the right to reject proposals from Respondents who have shared passwords and access credentials prior to the deadline for proposal submission, as well as after the deadline for submission of password and access credentials.
- h) The attachment containing the Proposal and enclosed other documents should not be larger than 15 MB. If the archive is larger than this threshold amount, please send the proposal in multiple parts.
- i) IASL may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents in accordance with Section 3.2.3, in which case all rights and obligations of the IASL and Bidders will thereafter be subject to the deadline as extended.
- a) Any bid received by IASL after the bid submission deadline prescribed by IASL in Section 3.4.1 will be declared late, rejected.

3.4.2.

3.5. BID EVALUATION

- 3.5.1. Clarification of Bids
- a) During the bid evaluation, the IASL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.
- 3.5.2. Preliminary Examination of Bids
- a) IASL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- b) Arithmetical errors will be rectified on the following basis. If there is a discrepancy in the calculation of the bid price, unless in the opinion of the IASL there is an obvious misplacement of the figures, such discrepancies shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of errors, the bid shall be rejected.
- c) IASL may waive any minor informality, nonconformity, or irregularity in a Bid, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.
- d) Prior to the detailed evaluation, IASL will determine whether each bid is of acceptable quality, is complete, and is substantially responsive to the Bidding Documents.
- e) If a bid is not substantially responsive, it will be rejected by IASL and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The IASL's determination of bid responsiveness will be based on the contents of the bid itself.
- 3.5.3. Evaluation and Comparison of Bids
- a) IASL shall evaluate and compare Substantially Responsive Bids pursuant to Section 3.5.2. The evaluation of a Bid will exclude and not take into account any additional documentation or information other than those specifically requested

in the Bidding Documents.

- b) The evaluation will be performed assuming that the contract will be awarded to the Highest Scored Bidder.
- c) IASL's Bid Evaluation Committee will review all proposals to determine the Highest Scored Bidder. The criteria listed in Section 5 would be used for determining the Highest Scored Bidder.
- d) The IASL is not obliged to select the bidder with the lowest Financial Proposal.
- e) In addition to submission of the proposal by the submission deadline as per Section 3.4.1, Bidder may, at the option of IASL, be required during the evaluation process to make a formal presentation to and/or attend a meeting to discuss the proposal. IASL reserves the right to contact any references that may be listed in the proposal to validate any claims made by Bidders.

3.5.4. Contacting IASL

- a) A Bidder may inquire on the status of the bid by contacting IASL via the email procurement.admin@iasl.aero copied to mohamed.shaeer@iasl.aero and mohamed.ziyau@iasl.aero
- b) Any effort by a Bidder to influence IASL in its decisions on the bid evaluation, bid comparison, or Contract award may result in the rejection of the corresponding bid.

3.5.5. Rejection of Bids

- a) IASL reserves the right to accept or reject any or all submitted proposals for any reason and to annul the bidding process prior to the award of Contract without incurring thereby any liability to the affected Bidder(s). IASL reserves the right to not award, award part of, or award the entire contract for the required services for any reason that is, in its opinion, in the best interest of IASL.

3.5.6. Confidentiality

- a) All bids received shall remain with IASL. IASL assures complete confidentiality of the documents.

3.6. AWARD OF CONTRACT

- 3.6.1. Award Criteria
- a) Subject to Section 3.6.3, IASL will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Highest Scored Bidder.
- 3.6.2. Notification of Award
- a) Subject to Section 3.6.3, IASL will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Highest Scored Bidder.
- 3.6.3. Negotiations and Award of Contract
- a) Negotiations shall include discussions of the Terms of Reference (TOR) stated in Section 4 of this document along with the timeline proposed, the methodology, and other requirements of the Project.
- b) These discussions shall not substantially alter the original TOR and Scope of Work, lest the quality of the final project, its cost, and the relevance of the initial evaluation be affected. Major reductions in work inputs should not be made solely to meet the budget. The TOR with Scope of Work in this RFP and the agreed methodology shall be incorporated in the Contract to be signed with the successful Bidder.
- c) If the negotiations fail to result in an acceptable contract, IASL shall terminate the negotiations with the Bidder and invite the next ranked Bidder for negotiations.
- 3.6.4. Signing of Contract
- a) IASL shall also email the draft Contract to the successful Bidder after the notification as per Clause 3.6.2, incorporating all agreements between the parties.
- b) The Contract shall be signed between IASL and the successful Bidder (the GSA), within 45 (Forty-Five) days after the notification of Award.

3.7. BID DATA SHEET

No.	Key Dates	Actions
3.7.1.	26 th September 2024	Announcement & Open for (EOI) Expression of Interest
3.7.2.	26 th September 2024	Open for questions
3.7.3.	3 rd October 2024 14:00 Hours (Maldives Time)	Deadline for (EOI) Expression of Interest
3.7.4.	7 th October 2024	Deadline for Clarification of Questions
3.7.4.	10 th October 2024 15:00 Hours (Maldives Time)	Bid submission deadline
3.7.6.	11 th October 2024 23:59 Hours (Maldives Time)	Password submission deadline
3.7.7.	24 th October 2024	Estimated date for Award of Contract
3.7.8.	29 th October 2024	Estimated date for Signing of Contract (Draft Agreement will be shared upon Award of Contract)
3.7.9.	3 rd November 2024	Expected Date for Commencement of Engagement

4. TERMS OF REFERENCE OF THE CONTRACTOR

4.1. INTRODUCTION

Island Aviation Services Ltd (IASL) is seeking a dedicated and experienced Charterer, who will also serve as the Cargo General Sales Agent (GSA) for Shanghai, Guangzhou, Chengdu & Beijing in China. This initiative is a key part of IASL's strategic plan to enhance its international operations and increase its market presence in one of the world's most significant aviation markets.

The appointed GSA will be instrumental in promoting and selling IASL's Cargo Services, managing customer relationships, and ensuring the highest standards of service delivery to customers. This role is critical to the success of IASL's operations in China, providing a direct link between the airline and its customers.

In seeking to attain the Terms of Reference stated, the GSA shall carry out the work as specified under the Scope of Work and any additional tasks deemed necessary to meet the objectives. The GSA will ensure that their expertise and knowledge of the process and methodology are effectively transferred to suitable representatives of IASL, fostering a collaborative and efficient working relationship.

4.2. OBJECTIVES

The main objectives of this engagement are to:

1. Act as the Cargo General Sales Agent of Maldivian as per this document
2. Providing services stated hereunder and establish Maldivian's presence in the territory assigned.
3. Significantly enhance IASL's market presence in territory assigned by increasing awareness and cargo demand for Maldivian Flights.
4. To drive cargo sales through effective marketing and promotional strategies, ensuring sustained growth in cargo sales and market share.
5. Effectively promote the Maldivian brand and its services within the territory assigned, enhancing the airline's reputation and appeal.
6. To ensure all operations and sales activities comply with local regulations and industry standards in territory assigned.

4.3. THE AIRCRAFT & THE OPERATIONS

1. The aircraft designated for these operations will be an Airbus A330-200, configured with a total of 264 seats: 18 Business Class seats, 36 Premium Economy seats, and

210 Economy seats.

4.4. SCOPE OF WORK OF THE BIDDER

1. Representation and Cargo Sales

- 1.1. Must have minimum 3 years' experience as a Cargo Sales Agent
- 1.2. The selected Applicant will be appointed as the Cargo General Sales Agent (GSA) in the assigned territory.
- 1.3. The GSA is expected to represent Maldivian across the territory in connection with the sale of Maldivian products and services.
- 1.4. The GSA shall establish a Station Office for the City, the service of Maldivian is to be operated to.
- 1.5. The GSA shall solicit and promote the sale of cargo transportation on all the networks of Maldivian.
- 1.6. The GSA is expected to make direct sales and coordinate with its agents for the sale of Maldivian products and services.
- 1.7. Furnish an irrevocable Bank Guarantee in an amount equivalent to the financial exposure from a local bank in Maldives, or from a corresponding foreign bank of a bank in Maldives; or provide a Security Deposit in an amount equivalent to the financial exposure.
- 1.8. Supervise Cargo Sales Agents in the territory

2. Marketing and Promotion

- 2.1. Undertake special publicity and promotional campaigns upon approval by Maldivian.
- 2.2. Prominently display Maldivian's advertising, publicity, and marketing collateral in all marketing and sales locations within the territory.
- 2.3. Conceptualize, plan, supervise, and execute all marketing and sales activities for Maldivian in the assigned territory.
- 2.4. Compile creative marketing ideas for the promotion of the airline with trade and industry.
- 2.5. Seek partnerships to maximize sales and market share.
- 2.6. Distribute Maldivian products, promotional, and other publicity materials provided by Maldivian to the Travel Trade.

- 2.7. Conduct educational sessions for the travel trade in the territory on Maldivian products.

3. Communication and Reporting

- 3.1. Promptly convey all instructions, special notices, guidelines, and advice sent to the GSA by Maldivian to its staff and other sales outlets and agents in the territory.
- 3.2. Compile monthly activity and performance reports as well as market insights and trends to inform Maldivian of results, challenges, and opportunities.

4. Documentation

- 4.1. Issue airway bill or electronic miscellaneous documents, as appropriate, in connection with all sales made on behalf of Maldivian.

5. Office Facilities

- 5.1. Provide, furnish, and maintain at the sole expense of the GSA, a suitable, independent office space (Station Office) in its principal office, to be used exclusively for Maldivian, with adequate and visible signage.
 - 5.1.1. The agency shall dedicate a minimum of 03 employees to providing the services of Maldivian, including an operational staff to oversee airport cargo operation.
 - 5.1.2. The office should have Maldivian logo displayed at the main entrance of the outlet. The outlet should have sufficient protection and security. The agency is responsible for ensuring the premises meet the minimum standards below. The applicant must submit a drawing of the office for evaluation by Maldivian.

6. Sales and Marketing Management

- 6.1. Execute strategies to promote Maldivian products and services that will assist the Management team in the Maldivian Cargo in achieving the established sales budgets.
- 6.2. Identify agency programs and requirements to drive sales on the airline plate, increasing revenue.

7. Goodwill and Relations

- 7.1. Enhance the goodwill of Maldivian in the territory and strengthen relations with authorities and the public.

4.5. ENGAGEMENT PERIOD

- 4.5.1. The operation to China is planned to commence by November 2024.
- 4.5.2. The Contract with the selected bidder shall be signed for a period of 3 (Three) Years.

4.5.3. Upon review of the performance of the GSA, IASL reserves the exclusive right, at its sole discretion, to extend the agreement for an additional term. The decision to extend will be contingent upon the Charterer's adherence to the contractual obligations, achievement of performance benchmarks, and the overall effectiveness in contributing to IASL's operational and strategic objectives.

5. BID EVALUATION METHODOLOGY

5.1. The evaluation shall be carried out in full conformity with the provisions of these Bidding Documents.

5.2. IASL Bid Evaluation Committee shall evaluate the proposals, in accordance with the following assumptions below.

5.3. The Bid Evaluation Methodology proposed in this section provides the framework to evaluate the Bids for the Contract. The methodology includes mandatory, technical, and financial evaluation criteria to assess the suitability of bidders for the Contract.

5.3.1. **Compliance Requirements:** The Bids shall initially be evaluated for compliance with compliance evaluation criteria and submission of mandatory documents required to be submitted with the bid. The requirements ensure that the Respondent has the capability and resources at their disposal to represent IASL as the GSA for the specific market. This evaluation will be conducted by IASL based on the information provided by the Bidder in response to the Evaluation Criteria provided in Section 5.6. IASL will only use the information provided by the Bidder as the base for evaluation along with responses to the clarifications sought by IASL. The Bidder shall submit documentary evidence to demonstrate fulfilment of these evaluation criteria. Bids that do not fulfil the evaluation criteria will be eliminated and will not be assessed further. Bidders that fulfil the requirements in the Compliance Evaluation will be considered as “Short listed” bidders for technical evaluation.

5.3.2. **Technical Evaluation:** The technical evaluation of the Bidder will be done by IASL based on the evidence of operational expertise to carry out the Terms of Reference as per the Scope of Work provided in these Bidding Documents and the Work Plan submitted by the Bidder. IASL will use the information provided by the Bidder as the base for evaluation along with responses to the clarifications sought by IASL from the Bidder. IASL, after the technical evaluation will rank Bidders as T1, T2, T3 based on their scores.

5.3.3. **Financial Evaluation:** IASL will evaluate the quoted price to rank Bidders as L1, L2, L3 amongst the bidders as explained in Section 4.8.

5.4. The total score shall be based on a combination of the weight of quality and cost

scores. The weight for the “Technical Evaluation” shall be 45% and “Financial Evaluation” shall be 55%.

5.5. The Bidder obtaining the highest total score shall be awarded the contract.

5.6. COMPLIANCE EVALUATION CRITERIA

5.6.1. Prior to detailed evaluation of the bid, IASL will examine the bid to determine whether it is generally compliant by considering the following below. If a bid is determined to be not meeting any of the following below or is generally non-compliant or is incomplete, the bid will be rejected as generally non-responsive, and will not be considered for further evaluation:

- a. Mandatory documents in the bid submitted in prescribed manner/format & in accordance with the Bid Document (Refer to Section 6.8 for the Checklist).
- b. Bid is properly signed/initialed/stamped as appropriate with due authorizations in accordance with the Tender Document

5.7. TECHNICAL EVALUATION CRITERIA

5.7.1. The total score for this criterion will be 45%.

5.7.2. Following are the categories that will be taken into consideration when evaluating the proposals.

#	Description	Points
1	Experience as a Cargo Sales Agent	08
2	Number of GSA Appointments not operating to Maldives from that territory as a competitor	08
3	Turnover per annum pertaining to aviation	08
4	No legal dispute in the past with Maldivian	01
	Had a legal dispute in the past	00
Ability to submit financial guarantees/security deposit (Minimum USD 120,000)		
5	Able to submit	02
	Unable to submit	00
7	Sufficient qualified staff	04
8	Ability to provide warehouses, handling facilities, and office facilities	
	Ability to provide	02
	Unable to Provide	00
9	Ability to provide customs clearance for Q2 AOG shipments	
	Able to Provide	02
	Unable to Provide	00
10	Availability of DGR Acceptance Staff	
	Yes	02
	No	00
11	Ability to provide proof of adherence to local and international cargo regulations.	
	Yes	02
	No	00
12	Ability to provide proof of Relevant certifications such as IATA certification, ISO standards, etc.	
	Yes	02

	No	00
13	Ability to provide proof of Implementation of cargo security measures and compliance with international security standards.	
	Yes	02
	No	00
14	Ability to provide detailed reports and analytics on cargo movements, sales performance, competitor / market trends.	
	Yes	02
	No	00

5.7.3. Experience simply stated in tabular or other format, i.e. not backed by the Airline/Partner's certification, will not be considered as valid submissions under this category. For the purpose evaluating Experience, Years of Experience shall be considered. The Bid Evaluation committee of IASL reserves the right to evaluate the relevance of the experience provided as supporting documents by the Respondents.

5.8. FINANCIAL EVALUATION CRITERIA

5.8.1. The total score for this criterion will be 55%.

5.8.2. Following are the categories that will be taken into consideration when evaluating the proposals.

Shareholder's Equity in US\$		
		Points
Maximum to Highest Value		2.5

Current Ratios		
		Points
Maximum to Highest Value		2.5

Asset Turnover		
		Points
Maximum to Highest Value		2.5

Net Profit		
		Points
Maximum to Highest Value		2.5

Proposed % Commission on Commission Rates		
		Points
01%	07%	30
07%	10%	
10%	15%	
15%	+	

Proposed % Mark Up on Non-Commission Rates		
		Points
01%	07%	30
07%	10%	
10%	15%	
15%	+	

Proposed Minimum Guaranteed Payment (For Cargo Bulk Proposals)		
		Points
Maximum to Highest Value		30

- 5.8.3. The proposals shall be evaluated to Determine GSA for each City distinctively. The Bidder with the highest overall score shall be selected as the GSA for the distinctive City.
- 5.8.4. The price to be proposed for commission rate, non-commission rate and minimum guaranteed bulk space rate.
- 5.8.5. IASL will evaluate the proposals received in order to determine the most economically beneficial proposal to IASL. The proposals shall be evaluated separately for the models proposed (i.e. Minimum Guarantee Block Space Model, Commission Rate Model & Non-Commission Rate Model)
- 5.8.6. IASL reserves the sole discretion to evaluate all proposals based on the proposed by the bidders. Proposals will be assessed holistically, considering the overall value and compliance with the requirements set forth in the bid documents, and overall economic benefit for IASL.

6. STANDARD PROPOSAL FORMS

The following forms should be completed and attached with the bid:

No.	Name of Sample Form
6.1	Bid Submission Form
6.2	Financial Proposal
6.3	Declaration on Pending Litigation
6.4	Related Party Disclosure
6.5	Experience of Bidder
6.6	Submission Checklist

Note:

Bidders are required to submit the above-mentioned Forms (Forms 5.1 to 5.7) which are required for determining validity and completeness of the bid.

6.1. BID SUBMISSION FORM

COMPANY INFORMATION	
Company Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	

COMPANY OPERATION	
Business Sector	
Details of Business / Work	
No. of Employees	
Previous Experience	

6.2. FINANCIAL PROPOSAL

- 6.2.1. Bid prices shall be exclusive of taxes. Bid prices shall be quoted in the manner indicated and, in the currencies, specified in Section 3.3.3.
- 6.2.2. The Bidder must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of bids has passed. A single error in specifying a unit price can therefore change a Bidder's overall total bid price substantially, make the bid non-competitive, or subject the Bidder to possible loss.
- 6.2.3. IASL will evaluate the proposals received in order to determine the most economically beneficial proposal to IASL. The proposals shall be evaluated separately for the models proposed (i.e. Minimum Guarantee Block Space Model, Commission Rate Model & Non-Commission Rate Model)
- 6.2.4. All prices must be quoted in United States Dollars (USD). The financial proposal of the Bidder must be structured as follows:

6.2.5. Minimum Guaranteed Payment Evaluation

Details	Proposed MGP (USD)
Minimum Guaranteed Payment (MGP) Per Annum (As a Block Space Agent, based on 10 tonnes of Cargo on each flight (A330-200), Weekly 01 Flight)	

6.2.6. Cargo Rate and Commission Evaluation

Details	Proposed
Rate in USD per KG for +100KG	
Rate in USD per KG for +500KG	
Rate in USD per KG for +1000KG	
Commission % on Rate (for commission rates)	
Markup % by GSA for Non-commission Rates	

6.3. DECLARATION ON PENDING LITIGATION

[On the letter head of the Applicant]

Island Aviation Services Limited
M. Dar Al-Eiman Building,
Majeedhee Magu,
Male' 20345,
Republic of Maldives

[Date]

Dear Sir/ Madam,

Subject: Declaration on Pending Litigation for appointment of General Sales Agent in China

I hereby declare that there is no action, suit, proceeding, investigation or litigation pending or, to our knowledge, threatened, which either in any one instance or in the aggregate, if determined adversely to us would materially and adversely affect the execution or progression of the Project, or our ability to perform its obligations under the Agreement/Contract for the execution of the Project. I hereby declare under penalty of perjury that the foregoing is true and correct.

Yours sincerely,

[Name of signatory]

[Title]

Note:

1. This document is required to be notarized from a registered Notary Public.

6.4. RELATED PARTY DISCLOSURE

[On the letter head of the Applicant]

Island Aviation Services Limited
M. Dar Al-Eiman Building,
Majeedhee Magu,
Male' 20345,
Republic of Maldives

[Date]

Dear Sir/ Madam,

Subject: Related Party Disclosure for appointment of General Sales Agent in China

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:
2. Employees or directors of the Company
3. 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).

6.5. EXPERIENCE OF GSA

Country	Cargo tonnes in 2023

6.6. SUBMISSION CHECKLIST

Bidders are required to complete the following checklist in order to ensure that their bid covers all required documentation:

Description	Document required for		
	Compliance Evaluation	Technical Evaluation	Cost Evaluation
Bid Submission Form (Form 6.1)	<input type="checkbox"/>		
Company Registration Certificate	<input type="checkbox"/>		
Company Profile	<input type="checkbox"/>		
Audited Financial Statements of past 2 Years	<input type="checkbox"/>		<input type="checkbox"/>
Declaration of Pending Litigation	<input type="checkbox"/>		
Related Party Disclosure	<input type="checkbox"/>		
Letter of Undertaking by the Bidder	<input type="checkbox"/>		
Legal identification documents	<input type="checkbox"/>		
Experience of Bidder (Form 6.5)		<input type="checkbox"/>	
Financial Proposal	<input type="checkbox"/>		<input type="checkbox"/>

Bidders are to set out their proposals in the sequence of the checklist as indicated above.