

## **INVITATION FOR PROPOSAL**

Services/Goods Required:

Requirement for Refurbishment of Dhaarul Eemaan Building Ground floor, 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, 4<sup>th</sup> floor, 5<sup>th</sup> floor and 6<sup>th</sup> floor.

Date and time of site visit of the Project: **16<sup>th</sup> September 2019 (11:00 Hrs.)**

Date and time for submission of Proposal: **19<sup>th</sup> September 2019 (12:00 Hrs.)**

Venue opening of Proposals:

Island Aviation Services Ltd (Head Office), M.Raaverige, Majeedhee Magu, Male', Republic of Maldives.

### **Instructions for visiting site**

- 1- Interested persons must contact and coordinate with the below mentioned Projects Coordinator to accompany them to the installation site.

### **Contact Information:**

Name: Ismail Agleem

Position: Senior Projects Coordinator

Telephone: 3331 718

Mobile No.: 7909976

Email: [agleem@iasl.aero](mailto:agleem@iasl.aero) / [projects.maintenance@iasl.aero](mailto:projects.maintenance@iasl.aero)

## Eligible Vendors

**The Vendor must submit relevant documents as per clause (s) of this document.**

- a. Vendor must be a Maldivian firm or individual providing such services as attachment.
- b. The vendor shall furnish the following documentary evidence.
  - If vendor is a firm, Profile of the Firm including the firm's shareholding structure and details.
  - A letter stating if the vendor 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).
- c. All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms will result in rejection of the proposal as non-responsive.
- d. The project estimate and rates must be quoted in Maldivian Rufiyaa inclusive of all taxes and clearing charges.
- e. A detail BOQ (Bill of Quantities) must be submitted along with the proposal.
- f. Proposal must remain valid for a period of 60 days.
- g. IASL intends to apply the following criteria for the selection of a party. The proposal will be evaluated by the procurement committee of IASL. Points will be given to proposals according to the evaluation criteria below.

<b>Price offered</b>	-	<b>80%</b>
<b>Delivery period</b>	-	<b>10%</b>
<b>Past experience</b>	-	<b>10%</b>

**Note: Letters from clients stating the successful execution of similar tasks required to attain marks for the “Past Experience” category.**

- h. The proposal submitted must contain the following. Failure to do so may result in disqualification.

1. COVER LETTER

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. PAYMENT TERMS

- The payment terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.

3. DISCLAIMER

- A letter stating if 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. REJECTION AND DISQUALIFICATION OF PROPOSAL

- If any of the documents mentioned under Clause (s) is missing in the proposal the company has the right to reject the evaluation or request for a resubmission

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# **Appendix A**

## **1.0 GENERAL**

- 1.1 The Contractor shall provide personnel, material, equipment, 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.
- 1.2 The Contractor shall not to be admitted to areas of the property outside the areas designated for the project except with permission. The Contractor shall address the impact of the consequent disruption caused by the proposed work.
- 1.3 The Contractor shall clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness at all times.
- 1.4 Required measurements shall be taken during the Site visit.
- 1.5 All finishing materials shall be approved by employer prior installation.
- 1.6 Nor variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.

## **2.0 SCOPE OF WORKS**

### **2.1 Site Preparation:**

- 2.1.1 Removing and edge finishing of partitions and clear & clean floor to ceiling and fill any gaps and paint if required at ceiling/and wall
- 2.1.2 Removing and relocating Glass panel and alter according to the sizes given at below tables.

### **2.2 Glass Panels / Gypsum Board Walls and doors**

Final measurements shall be taken on the site visit.

All swing doors shall be equipped with door closer.

All doors shall be equipped with locks and handles.

All swing doors shall be equipped with ball bearing SS hinges

All sliding doors shall be equipped with ball bearing sliding wheels

All operational/functional fixtures shall be in smooth and soft momentum.

All locks shall be medium/soft and easy to operate.

### **2.2.1 Ground Floor (Reception, Admin)**

Removing Shutter door and transferring to Maldivian Seaplane Base at Velana International Airport.

- a) Relocating tempered glass door as per layout and fixing 12mm panel at void space.
- b) Reception Partition with hidden doors Ref: PP1
  - a. Plywood sandwich partition with two hidden doors as per drawing.
- c) Manager Room Partition & Door Ref: GP2
- d) Manager room Divider partition from 3300 from back wall Ref: GB 3
- e) Store partition with sliding door Ref: GP4
- f) Pantry partition Ref: GB5
- g) Pantry door Ref: GP6
- h) Fabricating a Reception counter as per drawings.
- i) Putty and painting entire floor.
- j) Sanding and varnishing existing wooden partitions and doors
- k) Wall dampness and crack treatment entire floor.

### **2.2.2 Second Floor (Finance)**

- a) Removing existing Glass Cubical
- b) Relocating Partition at 3<sup>rd</sup> Floor, altering with two swing doors and installing divider partition for Meeting room & GM Room Ref: GP1 & GP2
- c) Relocating/adjusting full length/height partition and fabricating connector partition to 900mm to full height. Ref: GP3
- d) Installing full length / height partition with sliding door access of 900mm width Ref: GP4

### **2.2.3 Third Floor (Finance / IT)**

- a) Removing existing full length / height partition and relocating in 2<sup>nd</sup> floor as mentioned in 2<sup>nd</sup> floor scope

- b) Cleaning access silicon, gap filling any holes including putty and painting which ever is required.

#### **2.2.4 Fourth Floor (HR / Legal)**

- a) Removing existing partitions. 09Nos.
- b) Covering Door with gypsum board from both side with puttying and painting matt white.
- c) Installing divider partition (GP1 – Length 2,976mm) at Legal & GM room
- d) Installing Swing door at Legal Section as per layout
- e) Relocating Low partition identified as GP 3 achieving 3950mm length
- f) Removing exiting swing door at GP2 and installing a sliding door as per layout
- g) Relocating existing full length / height partition GP4 up to 1,650mm from wall

#### **2.2.5 Fifth Floor (DMD / BD)**

- a) Installing full length/ height plywood sandwiched partition with office type composite swing door at GP1 achieving 2,900mm from the glass windows. Refer to drawings.
  - Finish with wall paper
  - Carpet flooring
  - Back wall board with LAMITAK HPL IVORY LUXE Formica
- b) Relocating existing swing door at partition GP2 as per layout and install 2 swing doors as per layout.
- c) Relocating exiting partition GP3 achieving 3,900mm length to meeting room.

#### **2.2.6 Sixth Floor (MD)**

- a) Installing full length, full height plywood sandwiched partition with office type composite swing door at GP1 achieving 2,900mm from glass windows. Refer to drawings.
  - Finish with wall paper
  - Carpet flooring
  - Back Wall board with LAMITAK HPLALMA PATINA Formica.
- b) Installing full height partition with swing door GP2
- c) Installing full height glass partition Ref GP3

d) Installing full length/height plywood sandwiched partition with office type swing door.

- Wall finish with wall paper
- Finish with tile carpet.

## **2.3 Finishing**

2.3.1 All Glass panels shall be frosted to a height of 4 feet at its entire length

2.3.2 All Glass Doors shall be frosted to a height of 4 feet

2.3.4 Any marks, paint scratches, peeled offs during the installation of glass panels shall be repainted/reverted to its original form.

2.3.5 All excess silicon/adhesives shall be cleaned and removed leaving a clean finish

## **2.4 Handover**

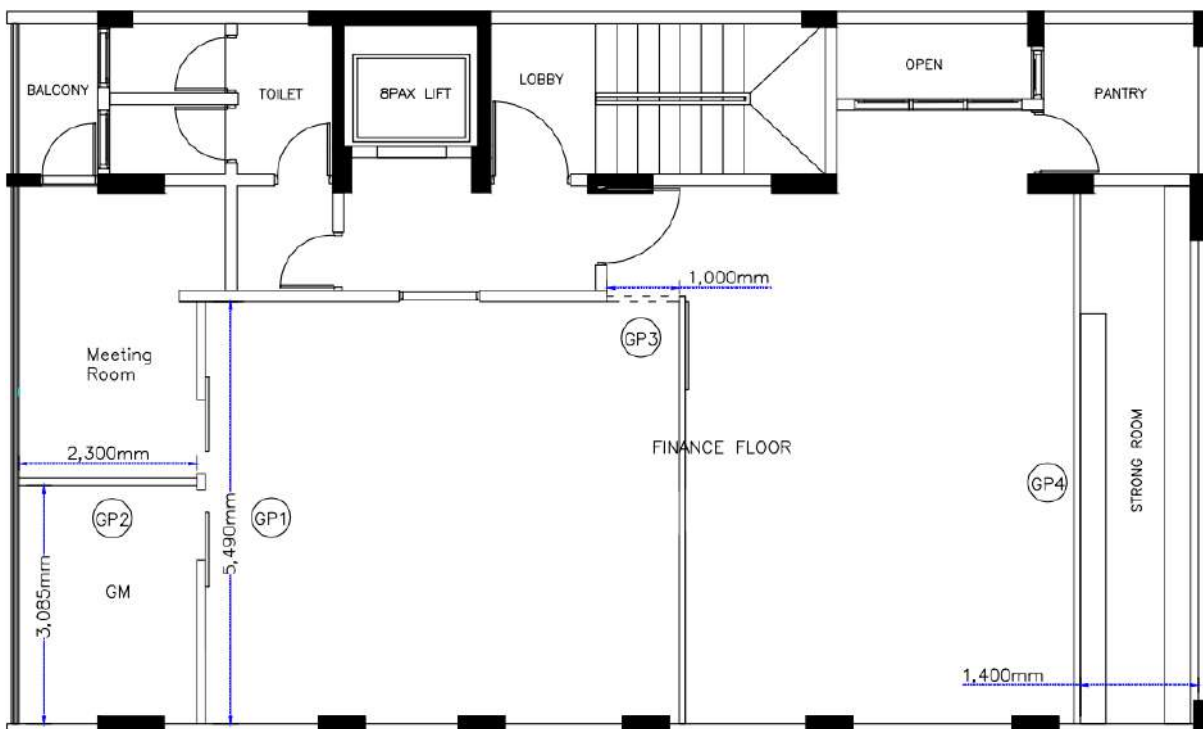
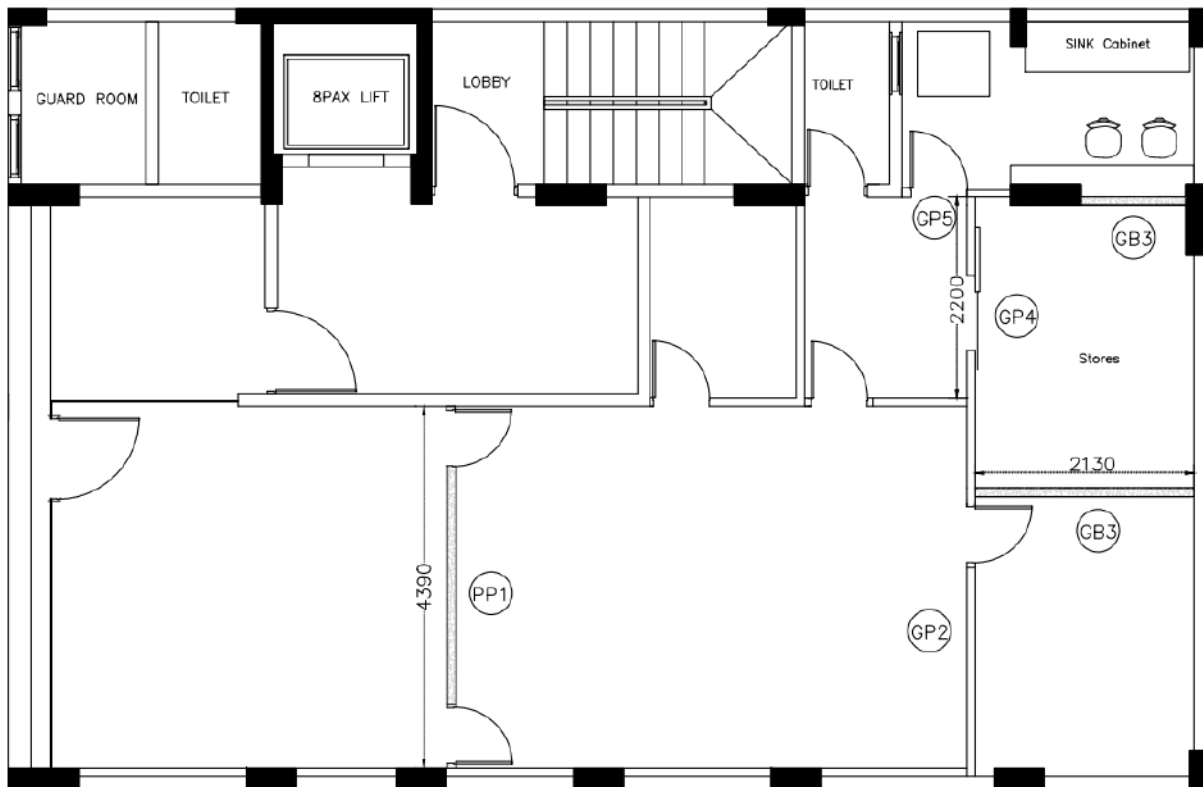
2.4.1 Work handover shall be made after removing trash/leftovers and waste materials

2.4.2 All 3 original copy of keys shall be handed over to project in charge after a final inspection on all functional doors and lock systems.

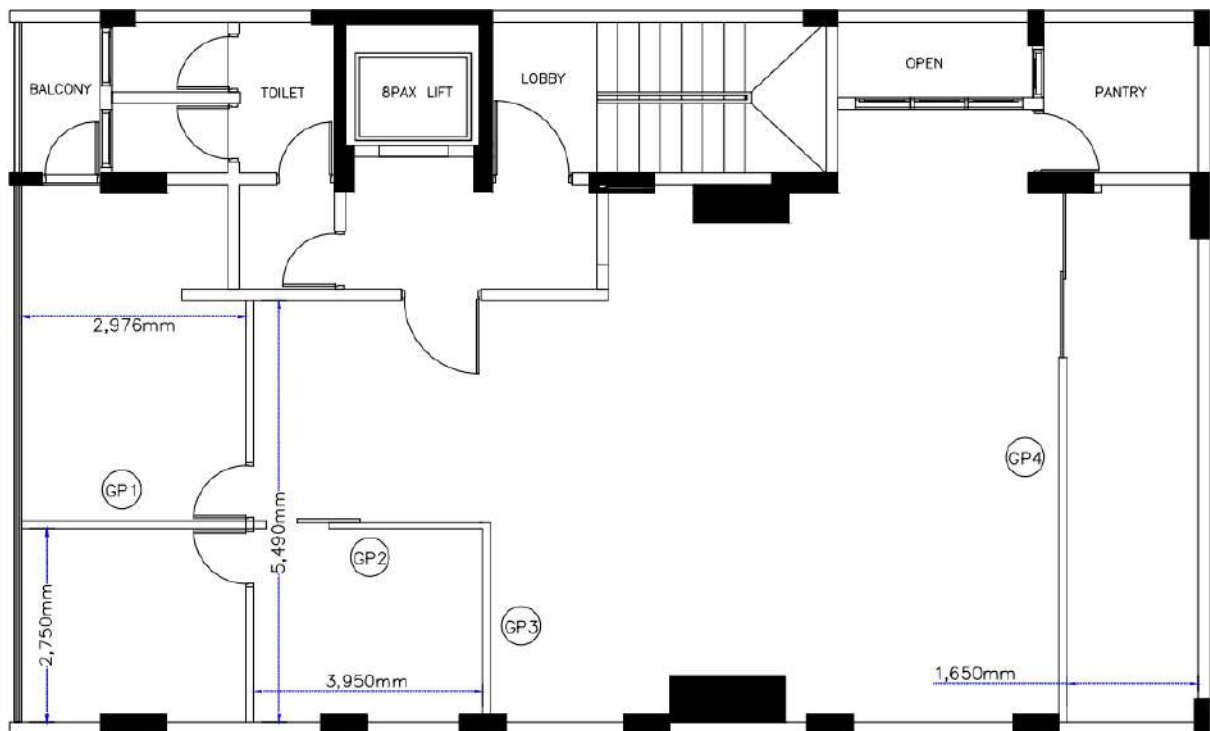
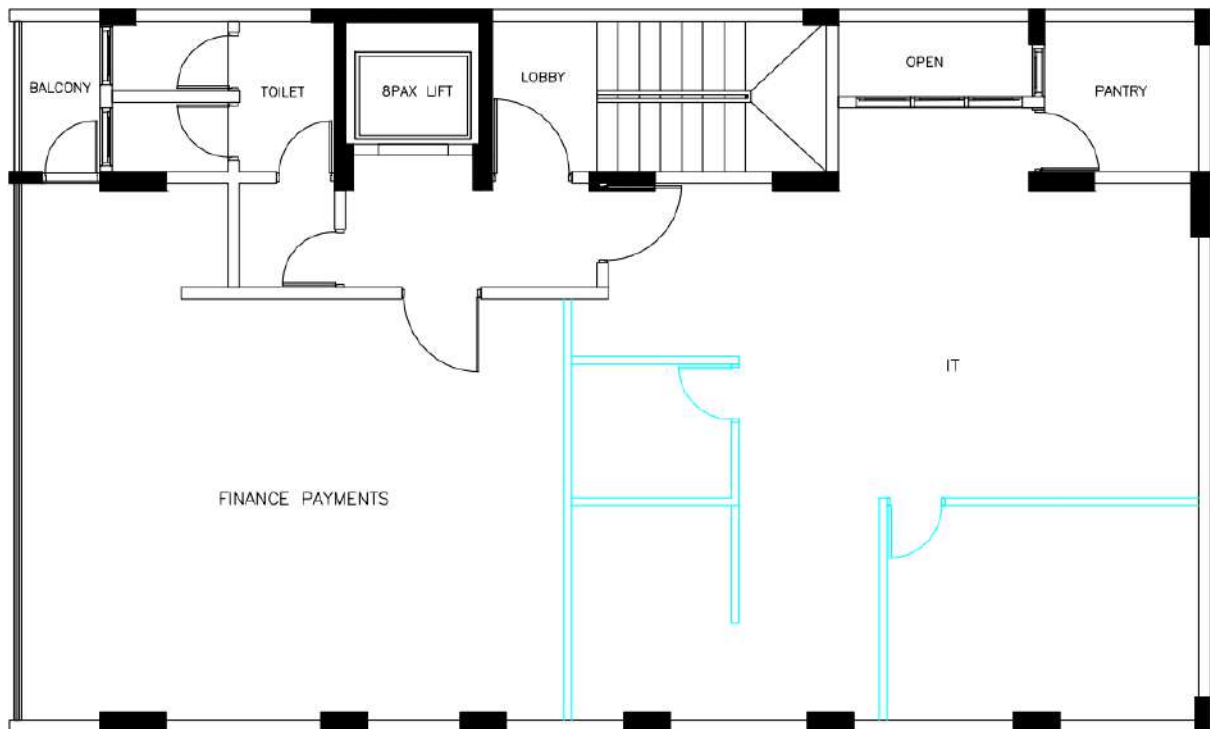
2.4.3 All equipment's/tools shall be removed from site upon handover.

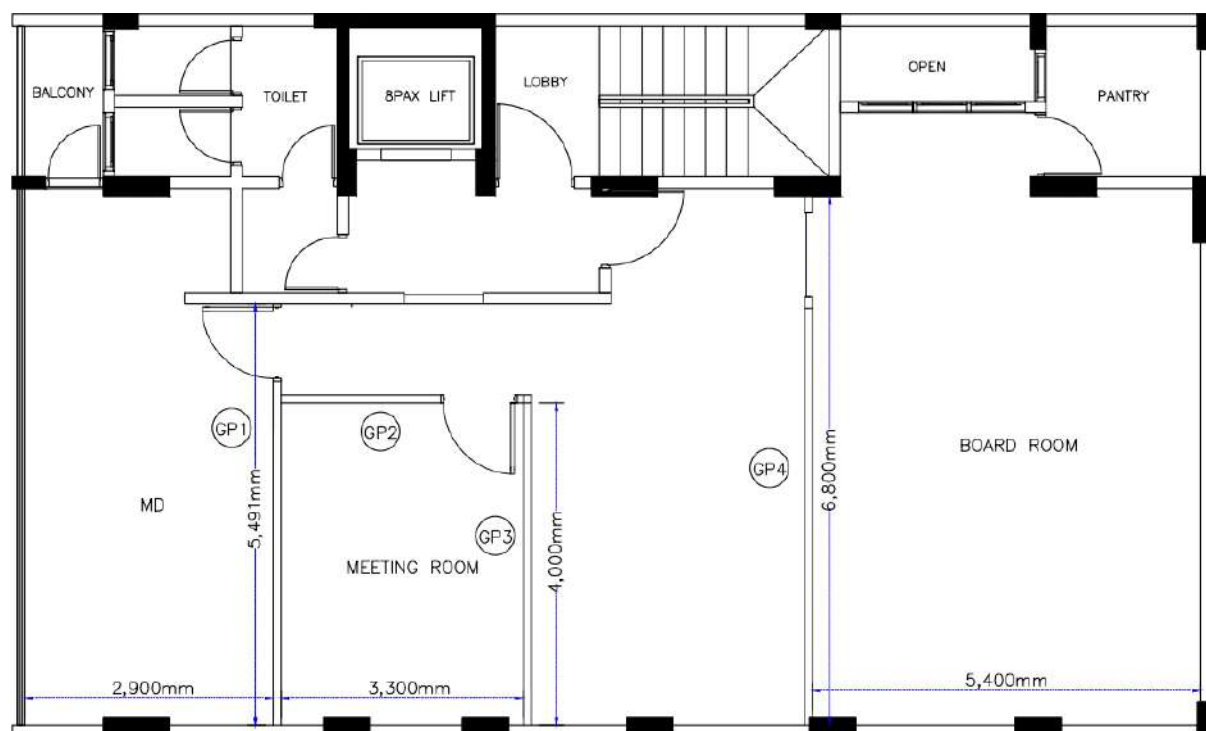
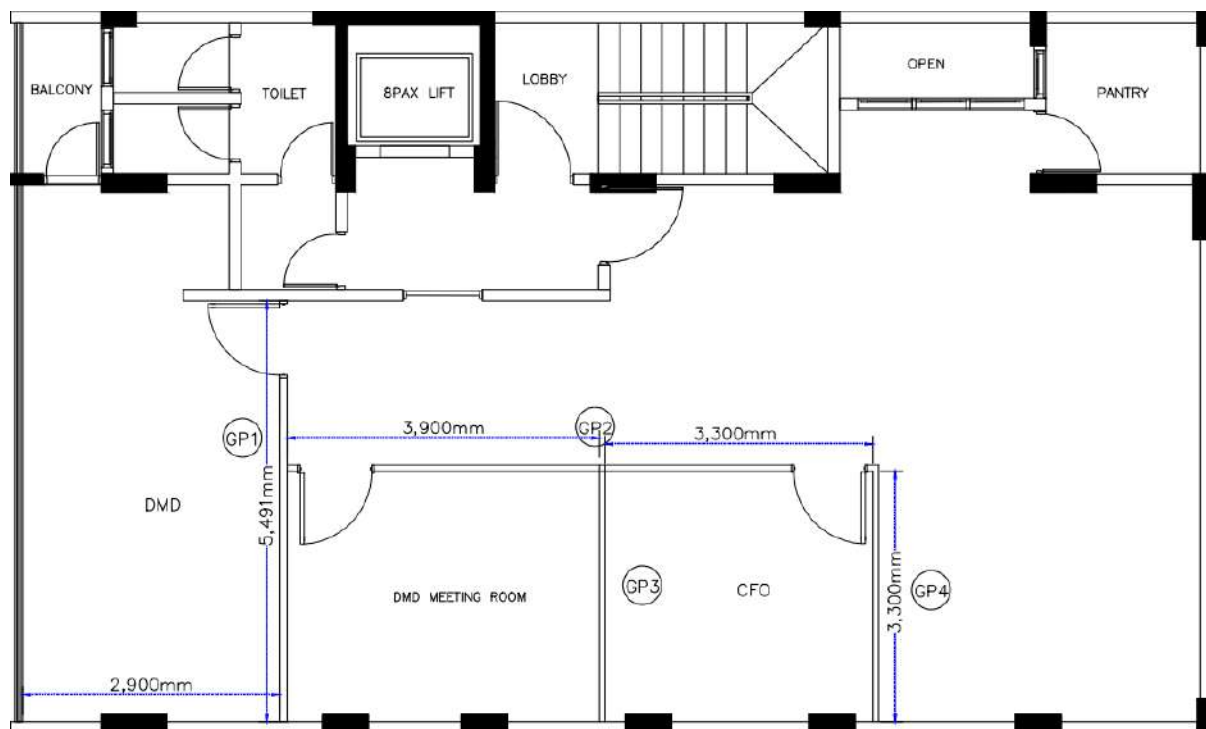
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## DRAWING









# Proposal Documentation Check List

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- ☐ Proposal
- ☒ Company Profile
- ☐ Proposal Cover Letter
- ☐ Disclaimer Letter
- ☒ Memorandum and Articles of Association
- ☐ Company Registration Certificate
- ☐ GST Registration Certificate
- ☒ Audited Financial Statements
- ☐ Reference of past experience and work completion letter or certificates
- ☐ Detail BOQ (Bill of Quantities) of the Proposal
- ☐ Project Delivery Period

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- ☐ Required
  - ☒ Not Required