

MALDIVES METEOROLOGICAL SERVICE

TERMS OF REFERENCE

PROVISION OF ISO 9001:2015 RE-CERTIFICATION FOR AERONAUTICAL METEOROLOGICAL SERVICE SECTION

Background

Maldives Meteorological Service (MMS) is recognized and designated Meteorological Authority in matters related to Aeronautical Meteorology in the Maldives. To fulfill National, Regional and International obligations in aeronautical meteorology in accordance with ICAO Annex 3, we have established and maintained a Quality Management System (QMS) aimed at continuously improving weather services provided by MMS to specially Velana International Airport and the aviation industry.

For the Implementation of QMS, Maldives Meteorological Service has successfully completed the following activities;

1. Conduct ISO 9001: 2015 Awareness Program
2. Provide overall training
3. Conduct Gap Analysis
4. Create a documented implementation plan
5. Review and Develop Quality Management System Documentation
6. Customization of Competency Assessment toolkit for the Maldives
7. Acquired ISO 9001: 2008 certification in November 2016, audited/ re-certified ISO 9001:2015 in November 2017 and surveillance audited in December 2018.

MMS is now seeking QMS ISO 9001:2015 Re-Certification Services from eligible and qualified certification body to provide these services.

Objectives

To be ISO 9001:2015 certified by last week of January 2020

Scope of Work/ Assignment

The Auditor shall be responsible for the following;

1) Carry out audits of the system as per scope given in the Quality Manual and partly included hereunder:

The Aeronautical Meteorological Service

Maldives Meteorological Service

Velana International Airport

Hulhule' 22000

Maldives

2) Submit pre assessment audit reports and give suggestions for corrective actions to improve the system.

3) Conduct 16-32hours of in-house training on ISO internal audit, documentation etc.

Deliverables

It is expected to have the following completed by the end of the assignment:

a) Pre Assessment Audit report and associated recommendations

b) Issue certification if satisfied that MMS Aeronautical Meteorological Services is meeting requirements as stipulated in ISO9001:2015.

Place of work and Duration:

The consultancy work is expected to take approximately one month and is planned to commence in first week of December 2019.

The work should be carried out in the Maldives Meteorological Service, Hulhule'.

Duration:

- 1) Pre Assessment audit - provide audit report within 2 (two) weeks
- 2) Certification process by 25 January 2020
- 3) 1st Surveillance audit by 25 January 2021
- 4) 2nd Surveillance audit by 25 January 2022

Interested parties are requested to send in their financial proposal and work plan.

Obligation of MMS and the Registrar

MMS shall:

- a) Provide free access to all scope areas connected with the execution of the task,
- b) Provide the Registrar with any documents, information and data pertaining to the task,
- c) Ensure prompt payment of Registrar's invoiced claims.

The registrar shall:

- a) Ensure that all documents, information and data obtained from the MMS shall be properly reviewed and analyzed.
- b) Ensure that all information, data and reports shall be treated as confidential and returned to the MMS upon completion of the assignment;
- c) Perform the Services and carry out its obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices;
- d) The Registrar shall submit to the Client the reports and documents required within the agreed time.

Pre-bid meeting

Pre-bid meeting is scheduled on 21 October 2019 at 11:00 AM local time at MMS Office, Velana International Airport, Hulhule.

NOTE: The interested bidders may visit MMS premises on their own expense to gain information on the current status of QMS at MMS.

Mandatory Requirements:

The contractor must provide as a minimum the following:

- Price (Applicable Tax to be included in the cost breakdown)
 - Cost breakdown should include initial re-certification, 1st surveillance and 2nd Surveillance separately.
- Delivery period (In days including public holidays of the Maldives).
- Bid validity: Bid validity shall be minimum 90 (ninety) days from the date of bid opening.
- Documents to be submitted with the bid:
 - Detailed Company Profile,
 - Copy of the Certificate of Company Registration,
 - Copy of GST Registration Certificate (if contractor is a local party),
 - Reference Letters of Similar Project Completion,
 - Evidence of Certified Accreditation Body and contact details, if the bid is placed on behalf of another company an authorization Letter of the particular company is as well required.
 - Work plan

(Note: If any of these documents are in a language other than English or Dhivehi, an attested translation of the document in English shall be provided)

Bid Evaluation Criteria

INDICATIONS	FORMULAE	POINTS
PRICE	$[(\text{Minimum Quoted Price}) / (\text{Quoted Price}) \times 85]$	85
DELIVERY	$[(\text{Shortest Delivery Period}) / (\text{Quoted Delivery Period}) \times 5]$	05
EXPERIENCE	Experience would be considered to all submitted letters which is addressed to relevant works completed within the past 5 years. Each valid letter would carry 2 points.	10
		100

Bid Submission Meeting

Bid shall be submitted and opened on Monday, 31 October 2019, 11:00 hrs at 'SUNSHINE MEETING ROOM', Maldives Meteorological Service, Hulhule' (Velana International Airport) in the presence of those bidders or bidders representatives who wish to attend the session.

Bid Disqualification Criteria

It is in Maldives Meteorological Service discretion to reject/ cancel any bid which does not fulfill or comply the above mandatory requirements, at any time during the bid evaluation process.

Further Information:

Interested bidders may obtain further information by submitting queries to the email address info@met.gov.mv