

INVITATION FOR PROPOSAL

Services/Goods Required:

Requirement for Screeding Garden Area at IASL Seaplane Base

Date and time of Information Session of the Project: **31st October 2019 (11:00 Hrs.)**

Date and time for submission of Proposal: **07th November 2019 (11:00 Hrs.)**

Venue opening of Proposals:

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

Instructions for visiting site

- 1- For site visit a security pass will be required for the persons interested in visiting the site. The company will facilitate the security pass upon request. To obtain the security pass, interested persons must submit (email) their ID copies (For foreigner's visa card) to procurement.admin@iasl.aero prior to two days of the site visiting date.
- 2- After submission of the necessary documents to procurement.admin@iasl.aero, the interested persons must contact and coordinate with the below mentioned Projects Coordinator to accompany them to the installation site.

Contact Information:

Name: Mohamed Shifau

Position: Senior Projects Coordinator

Telephone: 3331 718

Mobile No.: 9843789

Email: admin.maintenance@iasl.aero / 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.

Price offered	-	80%
Delivery period	-	10%
Past experience	-	10%

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

Appendix A

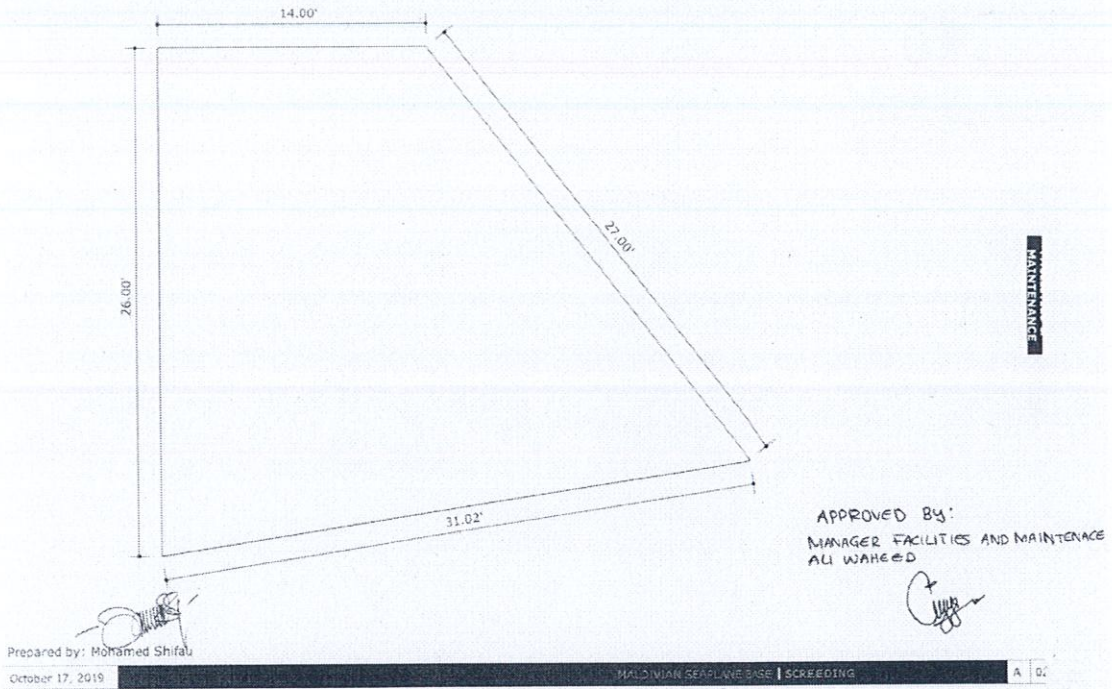
1.0 General

- 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 No variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.

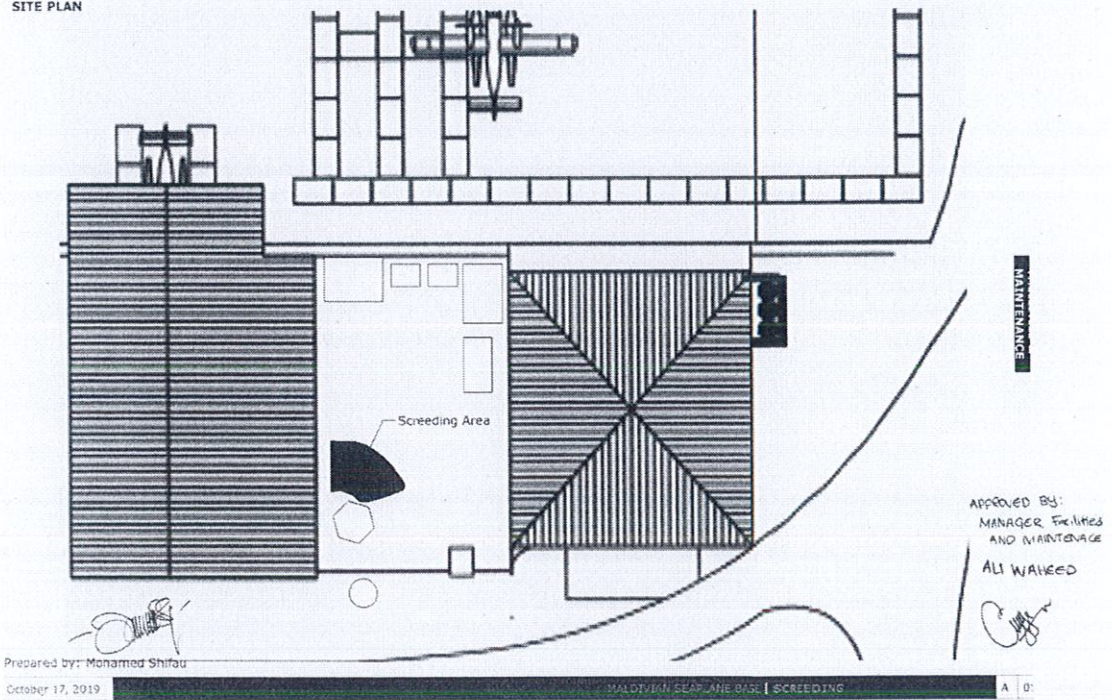
2.0 Scope of Work

- 2.1 Removing all trees, grass and trashes on entire area marked on the layout.
- 2.2 Demolishing boundry wall.
- 2.3 Leveling the ground level by filling with soil.
- 2.4 Compacting the area.
- 2.5 Laying 2" concrete screed.
- 2.6 Re-enforcement not required.
- 2.7 Handover
 - 2.7.1 *Work handover shall be made after removing trash/leftovers and waste materials.*
 - 2.7.2 *All equipments/tools shall be removed from site upon handover.*

DRAWING



SITE PLAN



Proposal Documentation Check List

- 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