

INVITATION FOR PROPOSAL

Date: 29/01/2020

Services/Goods Required:

Requirement of Aluminum Partition Re-Location & Fabrication Including Ceiling Works of STO City Square 1st Floor.

Date and time for submission of Proposal: **6th February 2020 (14:00 Hrs.)**

Date and time for Site Visit and information session of the Project: **2nd February 2020 (14:00 Hrs.)**

Venue opening of Proposals:

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

Instructions for Site Visit

Interested parties must report to STO City Square Building, Chandhanee Magu , Male' on **2nd February 2020 at 14:00 hrs.** For further details please coordinate with below contact:

Contact Information:

Name: Ismail Agleem

Position: Manager, Projects

Telephone: 3331 322 / 7909976

Email: agleem@iasl.aero

Contact Information:

Name: Mohamed Ziyau

Position: Manager Sourcing, Procurement

Telephone: 302 4763

Email: mohamed.ziyau@iasl.aero / admin.procurement@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 with IASL management. 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. Proposal must remain valid for a period of 60 days.

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

- e. 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

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

-
- Required
 - Not Required

SCOPE OF WORK
FOR
CITY SQUARE 1ST FLOOR ALUMINUM PARTITION RE-
LOCATION & FABRICATION INCLUDING CEILING
WORKS

December 24, 2019

1.0 BACKGROUND AND PURPOSE

1.1 Island Aviation Services has a requirement to re-arrange and fabricate aluminum partition as per layouts to cater additional requirements of sub divisions.

2.0 GENERAL REQUIREMENTS

2.1 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.

2.2 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.

2.3 The Contractor shall clear the work site upon completion of work and remove any excess material immediately from the site.

2.4 Required measurements shall be taken upon the Site visit.

2.5 All finishing materials shall be approved by employer prior installation.

3.0 SCOPE OF WORKS

3.1.0 Site Preparation & Finishes;

3.1.1 Assess and final measurements to be taken before commencement

3.1.2 Cover / screen site area preventing dust exposed to public area and private premises

3.1.3 Repair and Repaint any damaged area during construction

3.1.4 Fill and finishes any screw holes at walls and in floors.

3.1.5 Deep clean shall be practiced upon completion of work.

3.1.6 Remove and relocate any sockets and network wiring to the nearest available point.

3.2.0 Logistics:

3.2.1 All materials shall be delivered to the site by the contractor.

3.2.2 Power source will be provided by Maldivian during the construction.

3.2.3 Water source will be provided by Maldivian during the construction.

3.3.0 Ground floor

Final measurements shall be taken on the site visit.

3.3.1 An access door (wooden) to be installed at ground floor behind the escalator as shown in the layout.

3.3.1.1 Ball bearing hinges to be installed.

3.3.1.2 Door closer shall be installed

3.3.1.3 Paint with white matching paint shall be applied.

3.3.1 First Floor

Final measurements shall be taken on the site visit.

- 3.3.1.1 Removal of Glass partition P1.
- 3.3.1.2 Removal of Glass partition P2
- 3.3.1.3 Removal of Glass partition P3
- 3.3.1.4 Removal of Glass partition P4
- 3.3.1.5 Removal of Glass Partition P5
- 3.3.1.6 Removal of Glass Partition P6
- 3.3.1.7 Fabricating and install P7 as per layout with swing door equipped with door closer
- 3.3.1.8 Fabricate and install P8 as per layout with swing door equipped with door closer.
- 3.3.1.9 Fabricate and install P9 as per layout
- 3.3.1.10 Fabricate and install P10 as per layout
- 3.3.1.11 Fabricate and install p11 as per layout with swing door equipped with door closer.
- 3.3.1.12 Fabricate and install P12 as per layout with swing door equipped with door closer.
- 3.3.1.13 Fabricate and install P13 as per layout with sliding door.
- 3.3.1.14 Fabricating and install a Low partition LP1 as per layout and measurements.
- 3.3.1.15 Install fiber board ceiling 465 SQFT

3.3.2 Second Floor

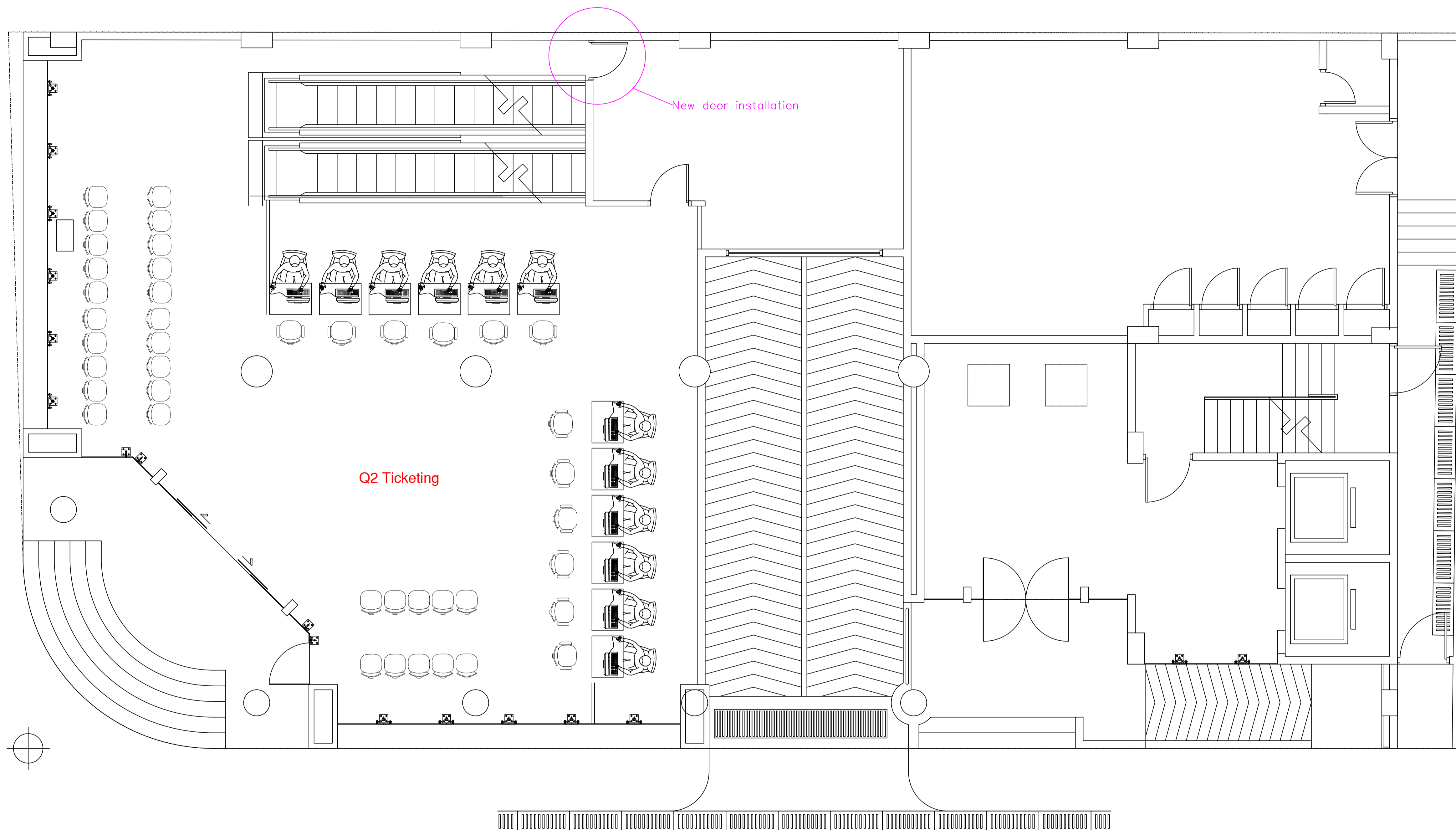
Final measurements shall be taken on the site visit.

- 3.3.1 Removal of Glass/drywall partition P1.
- 3.3.2 Removal of drywall partition P2
- 3.3.3 Removal of glass partition P3
- 3.3.4 Installing Glass partition P4 per layout with swing door equipped with door closer.
- 3.3.5 Relocating Glass partition P3 to P5
- 3.3.6 Installing Fixed panel FP6
- 3.3.7 Increasing height of partition to ceiling level by installing additional panel over the existing glass partition.
- 3.3.8 Installing a medium height screen S1 as per layout.

Prepared by:



Ismail Agleem (Manager/Projects)



CITY SQUARE
GROUND FLOOR

PREPARED BY: PROJECTS & MAINTENANCE

CHECKED BY:

APPROVED BY: MD

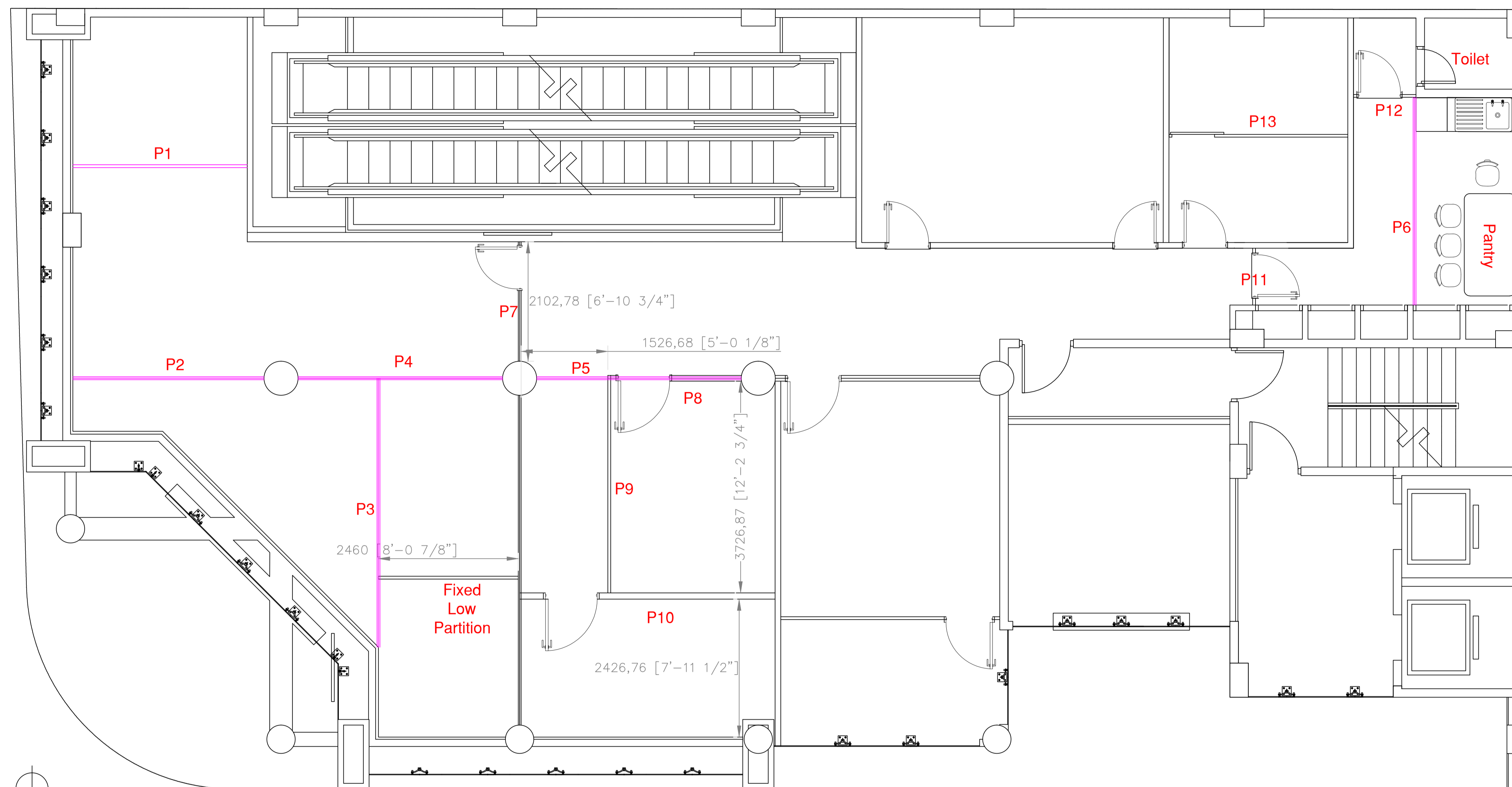
General Notes

No.	Revision/Issue	Date

Firm Name and Address
Island Aviation Services Ltd –
Projects & Maintenance

Project Name and Address
Island Aviation Services Ltd.

Project	HQ	Sheet	01
Date	January 2019		
Scale	As Noted		



CITY SQUARE
FIRST FLOOR

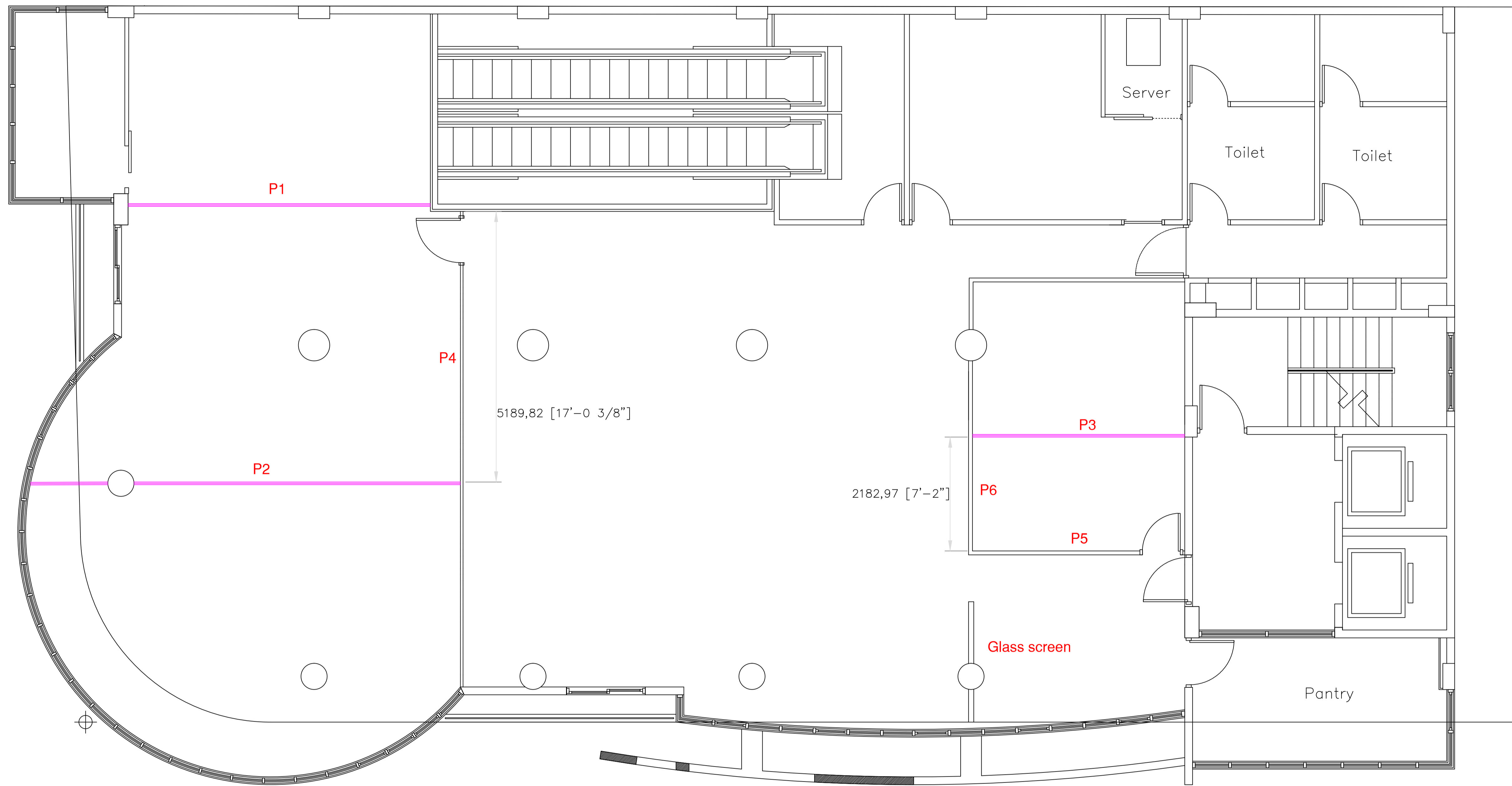
No.	Revision/Issue	Date

Firm Name and Address
Island Aviation Services Ltd –
Projects

Project Name and Address
Island Aviation Services Ltd.

PREPARED BY: PROJECTS CHECKED BY: APPROVED BY: MD

<small>Project</small>	<small>Sheet</small>
<small>Date</small> December 2019	01
<small>Scale</small> As Noted	



**CITY SQUARE
SECOND FLOOR**

PREPARED BY: PROJECTS

CHECKED BY:

APPROVED BY: MD

General Notes

No.	Revision/Issue	Date

Firm Name and Address
Island Aviation Services Ltd –
Projects & Maintenance

Project Name and Address
Island Aviation Services Ltd.

<small>Project</small>	<small>Sheet</small>
<small>Date</small> January 2019	02
<small>Scale</small> As Noted	