

INVITATION FOR PROPOSAL

Date: 29/01/2020

Services/Goods Required:

Requirement for Refurbishment of IASL Ground Operation's Domestic Staff Area.

Date and time for submission of Proposal: **11th February 2020 (14:00 Hrs.)**

Date and time for Site Visit of the Project: **5th February 2020 (14:00 Hrs.)**

Venue opening of Proposals:

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

Instructions for Site Visit

Interested parties must report to Domestic Terminal at Velana International Airport on **5th 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

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

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- ☐ Required
 - ☒ Not Required

SCOPE OF WORK
FOR
MGO DOMESTIC STAFF AREA REFURBISHMENT
Jan 2020

Scope & technical by:



Ismail Agleem / Manager Projects

Checked and approved by:

Ahmed Ibrahim / Director, MGO

1.0 BACKGROUND AND PURPOSE

1.1 Maldivian office at Trivandrum has a requirement to make office interior as per drawings.

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 prior engagement.

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:

3.1.1 Remove trashes or any irrelevant materials on entire work site.

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

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

3.4.0 Drywall Partitions & door installation

Final measurements shall be taken on the site visit.

3.4.1 Fabricating Drywall partitions as per layout.

3.4.2 Install all interior walls with tile boarder,

3.4.3 Interior & exterior Finish with Putty and paint (White matt finish)

3.4.4 Install 3 wooden doors, finish with varnish, equipped with door closers.

3.4.5 Ventilation grill shall be installed in Lounge Store door.

3.5.0 General Maintenance

3.5.1 Repair any damage on the existing walls.

3.5.2 Repair and putty any crakes in the exisiting walls/partitions



- 3.5.3 Properly secure any power outlets.
- 3.5.4 Remove existing door and door frame and make provisions to install new door.
- 3.5.5 Paint entire area with matte white unless otherwise noted. (Brand of paint to be approved)
- 3.5.6 Make a deep spotless clean of floor tiles.


3.6.0 Electrical

- 3.6.1 Install Addition double socket near sink area.
- 3.6.2 Install an addition 300mmx300mm ceiling light to lounge store area.
- 3.6.3 Relocate switches to their respective compartment accordingly.

3.7.0 Plumbing

- 3.6.1 Install a water outlet for sink with 1/2" high pressure PVC pipe.
- 3.6.2 Install a drain outlet for sink with 1 ¼" PVC pipe.
- 3.6.3 All new installations shall be embedded to wall for seamless finish.
- 3.6.4 Contractor shall ensure that connections are leak proof and pressure test must be done.

Note: Any issue or subject not address in this scope of work shall be notified immediately to project in-charge and any additional cost shall be negotiated prior commencement of that specific task.

Approved by: 
Ismail Agleem / Manager Projects

General Layout:

