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| **BID INFORMATION – AIA-I1/IL/2021/003**  *The following specific data for the Works to be procured shall complement, amend, or supplement the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.* | | |
| 1 | 1.1 The Bid Title for the purpose of bidding is  ***“Design and development of Company website and Airport Brochure”***  1.2 **Name and Address of the employer is**  Addu International Airport Pvt Ltd  Building no. 100  Gan, Addu City, 19070  Maldives  1.3 Throughout these Tender Documents, the terms bid and tender and their derivatives (bidder/tenderer, bid/tendered, bidding/tendering, etc.) are synonymous, and day means calendar day. The words denoting the singular shall include the plural and vice versa.  1.4 The successful Bidder will be expected to complete the Works within the project duration as specified in the Bid Form. | |
| 2 | Period of Completion | Maximum 60 days from the date of signing contract.  Deliverables should be according to the timelines set forth in Employer’s requirements. |
| 3 | Penalty for delays | A penalty of 0.5% of the contract for each day of delay beyond the deadline |
| 4 | Eligibility, Qualification and Experience | 1. Any business registered in Maldives, individual or group of individuals may submit proposal. 2. The firm/individuals should have 3 years’ experience in relevant field. 3. Applicants shall have qualification and experience in web design and development. 4. Applicant or applicant’s team should have a graphic designer with experience in the same field. 5. Applicant shall have capability to provide support in accordance with deliverables (Requirements) 6. Applicant must submit the following documents to support eligibility, qualification and experience 7. Copy of business registration, MIRA registration, tax clearance report. 8. Business profile, - brief overview, history, workforce figures, years in business, services provided, etc… 9. CV of key members who will be involved in the project 10. Evidence of experience for past 3 years (experience letter/reference letters) 11. Portfolio with List and graphical presentation of past work done |
| 5 | Contact Details for Further Information: | Procurements Department  Addu International Airport Pvt Ltd  Building no. 100  Gan, Addu City, 19070  Maldives  Tel: 6898010  Email: [misbah@ganairport.aero](mailto:misbah@ganairport.aero) ; Sawad@ganairport.aero |
| 6 | Language of bid | English |
| 7 | Bid Currency | The bid currency shall be in Maldivian Rufiyaa (MVR) for the Goods and Services Tax (GST) |
| 8 | Period of Bid validity | 60 Calendar days from the date of bid submission. |
| 9 | Amount of Bid Security | Not required |
| 10 | Pre-bid Meeting and clarification | 07th February 2021 11:00 hrs |
| Bidders can send written queries via email to [misbah@ganairport.aero](mailto:misbah@ganairport.aero); sawad@ganairport.aero before 14th February 14:00hrs |
| 11 | Content of the bid document | The Tender Documents are those stated below, and should be read in conjunction with any Addenda issued   1. Instruction/Information to Bidders 2. Employer’s Requirement 3. Bidding Forms 4. Contract |
| 12 | Amendment to Bid Documents | 1. Employer may amend the bid documents at any time prior to submission of bids by issuing addendum and these shall be part of the Bid document. 2. Any addendum shall be communicated in writing or by cable to all those who attended the bid information session. 3. Employer may extend bid submission deadline to give reasonable time to bidders to incorporate the requirements of the addendum. |
| 13 | Documents Comprising the Bid | 1. The form of bid 2. Documents required under Clause 4 of this document (eligibility, qualification and experience) |
| 12 | Deadline and Venue for Submission of Bid: | The bidder must submit the bid at 11:00hours on 18th February 2021 at the following location  Addu International Airport Pvt Ltd  Building no. 100  Gan, Addu City, 19070  Maldives |
| 14 | Bid Evaluation and Awarding method | 14.1 Items will be awarded collectively as per Evaluation Criteria below |
|  |  | * 1. All proposals shall be examined to determine completeness of the bid before evaluation * Whether all required documents are submitted. * All documents are properly signed.   1. Only substantially responsive bids shall be evaluated. |
| 15 | Evaluation of Proposal | All Bids shall be evaluated on the following basis for a total maximum of 100 points (pts). Points shall be given according to the following.  Items will be evaluated collectively     |  |  | | --- | --- | | Criteria | Points/Weight | | 1. Technical Qualification (St)   1. Company Profile and Key Team Members 15%   (CVs of team/individuals supported by letters or individual portfolio showcasing personal work experience)  b) Similar Experience 25%  (Portfolio showcasing previous work of similar assignments with reference letters indicating total contract value).  Reference letters of similar experience over the past 03 years shall be submitted.  Letter of awards and list of work without supporting reference letters completed shall not be counted as experience for awarding points. | 40% | | 2. Price | 40% | | 3. Delivery duration and work plan | 20% |   A tender may be rejected if AIA feels the price is too high  A tender may be rejected if AIA feels the price is too low to be credible. |
| 16 | Other instructions | * Each bidder can submit only one bid * Bidders/suppliers/contractors, shall observe the highest standard of ethics during the procurement and execution of works. In pursuance of this policy and should refrain from corrupt or fraud practice. AIA will reject a proposal if any bidder is engaged in a corrupt or fraudulent practice in competing for this contract and declare the bidder ineligible for a period of 06 months. * AIA reserves the right to cancel the bid at any time before execution of the agreement. |