

## INVITATION FOR PROPOSAL

Services/Goods Required:

Requirement for providing Scenting Service at IASL Moonima Lounge at Velana International Airport.

Date and time for Information Session: **16<sup>th</sup> February 2021 at 11:00 Hrs.**

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

Date and time for Proposal Submission: **22<sup>nd</sup> February 2021 at 11:00 Hrs.**

Venue for Opening of Proposals:

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

### **1. Eligible Vendors**

#### **1.1. The Vendor must submit relevant documents as per below instructions.**

- a. Vendor must be a Maldivian firm or individual providing such services as attachment.
- b. The vendor shall furnish the following documentary evidence.
  - a. 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.
  - b. The project estimate and rates must be quoted in Maldivian Rufiyaa inclusive of all taxes and clearing charges.
  - c. A detail proposal as per the requirement detail given on this RFP.
  - d. 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).
- e. Company registration certificate

- f. GST registration certificate
- g. Reference letter of relevant services provided for other clients.
- h. Proposal must remain valid for a period of 60 days.

**2- Requirement Details of Scenting Service:**

Area	30,000 Cubic feet
Preferred method	Diffusing Air system
Schedule of scenting	Scent to be dispensed every 15 minutes
Preferred variety	Ginger- lemongrass & Citrus-sage
Frequency of refill	Monthly

2.1 For Clarifications, please write to below email addresses:

- [mohamed.ziyau@iasl.aero](mailto:mohamed.ziyau@iasl.aero) / [procurement.admin@iasl.aero](mailto:procurement.admin@iasl.aero)

**3- REJECTION AND DISQUALIFICATION OF PROPOSAL**

- If any of the documents mentioned under Eligible Vendors is missing in the proposal the company has the right to reject or request for a resubmission

# Proposal Documentation Check List

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- 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