

## **INVITATION FOR PROPOSAL**

Services/Goods Required:

To provide Consultancy Service for the Design and Engineering towards developing an Office Building.

Date and time for Information Session Project: **27<sup>th</sup> May 2021 at 14:00 HRS.**

Information Session will be held through video conferencing.

**\*Note, every party is to be present on time for the information session.**



Island Aviation Services Limited

# REQUEST FOR PROPOSAL

DESIGN, ENGINEERING AND  
MANAGEMENT CONSULTANCY SERVICE  
TOWARDS DEVELOPING AN OFFICE  
BUILDING

DATE: MAY 20, 2021

## SUMMARY

Island Aviation Services Ltd (IASL) is a hundred percent government owned limited liability company established by a presidential decree on 13th of April, 2000. The company was initially established as an airline catering for the ever-growing demand for a domestic transport network. During a span of more than twenty-one years, the company has managed to become an established business operating an International airline all while providing a variety of services within the aviation industry.

Island Aviation Services Limited is the owner and operator of the National Airline of the Maldives, *Maldivian*, and is a hundred percent government owned limited liability company. The company operates its flights out of its primary hub in Velana International Airport (IATA: MLE; ICAO: VRMM).

The company initially provided domestic air transfer services to the regional airports within Maldives, along with being the handling agent for passenger, baggage, cargo & CIP lounge at Velana International Airport (VIA).

The company now wishes to centralize operations of the company through the Development of an Office Building at the location detailed in this RFP

In order to comply with IASL's fleet plan, we now invite all interested parties to submit proposals for the Design, Engineering and Management Consultancy Service Towards Developing the Office Building.



### TENTATIVE PROCUREMENT SCHEDULE

The tentative procurement schedule for this procurement is as follows:

Date	Item
May 20, 2021	Request for Proposal Circulated
May 27, 2021	Information Session
June 24, 2021	Request for Proposal Submission Deadline
July 01, 2021	Evaluation, Shortlisting and Informing Shortlisted Parties
July 01, 2021	Bid Awarding
July 29, 2021	Conceptual Design Submission
August 01, 2021	Management Approval of Conceptual Design
August 29, 2021	Detail Design/ Engineering Design Submission
August 31, 2021	Management Approval of Detail Design/ Engineering Design
September 28, 2021	Project Management Plan Submission
September 30, 2021	Management Approval of Project Management Plan
September 30, 2021	Deadline for Approvals for Design and Building Permits
October 03, 2021	Contractor Bidding Process
October 31, 2021	Contractor Bidding Submission Deadline
November 10, 2021	Contractor Selection
December 01, 2021	Construction Phase Start
June 18, 2023	Construction Phase End
June 30, 2023	Building Inspection, Acceptance and Handover Deadline

The above schedule is subject to change. All changes shall be communicated to Parties through email.

This document contains instructions on the preparation and submission of the Application. All tender documents will be posted in <https://maldivian.aero/media/>



**PROJECT TIMELINE**

#	Task	Start Date	End Date
<b>1</b>	<b>Phase 1 - Preparation &amp; Award of Contract</b>		
a	Board approval	May 01, 2021	May 15, 2021
b	Appointment of Engineer/Consultant	May 20, 2021	Jul 01, 2021
c	Design and Consultancy	Jul 01, 2021	Sep 30, 2021
d	Approval for Design and Building Permits	Sep 01, 2021	Sep 30, 2021
e	Appointment of Contractor	Oct 03, 2021	Nov 10, 2021
<b>2</b>	<b>Phase 2 - Mobilization/Ground Works/Preliminaries</b>		
a	Demolition & Site Clearance	Dec 01, 2021	Dec 22, 2021
b	Fencing & Site security	Dec 22, 2021	Dec 27, 2021
c	Excavation & Water Proofing	Dec 28, 2021	Jan 18, 2022
d	Foundation form Works	Jan 19, 2022	Jan 26, 2022
<b>3</b>	<b>Phase 3 - Concrete</b>		
3.1	Foundation	Jan 28, 2022	Jan 31, 2022
3.2	Ground Floor Concrete	Feb 04, 2022	Feb 25, 2022
a	MEP/Screed	Feb 12, 2023	Mar 05, 2023
b	Panel Board	Jun 05, 2022	Jun 26, 2022
c	Doors/windows	Mar 12, 2023	Mar 19, 2023
d	Floor/Ceiling	Mar 21, 2023	Apr 11, 2023
e	Airconditioning	Apr 13, 2023	Apr 27, 2023
f	Fire Safety installation	Apr 12, 2023	Apr 19, 2023
g	Fixtures and Fittings	Apr 20, 2023	May 04, 2023
3.3	1 <sup>st</sup> Floor Concrete	Mar 01, 2022	Mar 15, 2022
a	MEP/Screed	Apr 21, 2022	May 12, 2022
b	Doors/windows	May 15, 2022	May 22, 2022
c	Floor/Ceiling	May 23, 2022	Jun 13, 2022
d	Airconditioning	Jul 03, 2022	Jul 24, 2022
e	Fire Safety installation	Jul 03, 2022	Jul 17, 2022
f	Fixtures and Fittings	Jul 03, 2022	Jul 17, 2022
3.4	2 <sup>nd</sup> Floor Concrete	Mar 19, 2022	Apr 02, 2022
a	MEP/Screed	May 14, 2022	Jun 04, 2022
b	Doors/windows	May 23, 2022	May 30, 2022
c	Floor/Ceiling	May 31, 2022	Jun 21, 2022
d	Airconditioning	Jul 25, 2022	Aug 08, 2022
e	Fire Safety installation	Jul 18, 2022	Aug 01, 2022
f	Fixtures and Fittings	Jul 18, 2022	Aug 01, 2022
3.5	3 <sup>rd</sup> Floor Concrete	Apr 06, 2022	Apr 20, 2022
a	MEP/Screed	Jun 06, 2022	Jun 27, 2022



b	Doors/windows	May 31, 2022	Jun 07, 2022
c	Floor/Ceiling	Jun 22, 2022	Jul 13, 2022
d	Airconditioning	Aug 09, 2022	Aug 23, 2022
e	Fire Safety installation	Aug 02, 2022	Aug 16, 2022
f	Fixtures and Fittings	Aug 02, 2022	Aug 16, 2022
3.6	4 <sup>th</sup> Floor Concrete	Apr 24, 2022	May 08, 2022
a	MEP/Screed	Jun 28, 2022	Jul 19, 2022
b	Doors/windows	Jun 08, 2022	Jun 15, 2022
c	Floor/Ceiling	Jul 14, 2022	Aug 04, 2022
d	Airconditioning	Aug 24, 2022	Sep 07, 2022
e	Fire Safety installation	Aug 17, 2022	Aug 31, 2022
f	Fixtures and Fittings	Aug 17, 2022	Aug 31, 2022
3.7	5 <sup>th</sup> Floor Concrete	May 12, 2022	May 26, 2022
a	MEP/Screed	Jul 20, 2022	Aug 10, 2022
b	Doors/windows	Jun 16, 2022	Jun 23, 2022
c	Floor/Ceiling	Aug 05, 2022	Aug 26, 2022
d	Airconditioning	Sep 08, 2022	Sep 22, 2022
e	Fire Safety installation	Sep 01, 2022	Sep 15, 2022
f	Fixtures and Fittings	Sep 01, 2022	Sep 15, 2022
3.8	6 <sup>th</sup> Floor Concrete	May 30, 2022	Jun 13, 2022
a	MEP/Screed	Aug 11, 2022	Sep 01, 2022
b	Doors/windows	Jun 24, 2022	Jul 01, 2022
c	Floor/Ceiling	Aug 27, 2022	Sep 17, 2022
d	Airconditioning	Sep 23, 2022	Oct 07, 2022
e	Fire Safety installation	Sep 16, 2022	Sep 30, 2022
f	Fixtures and Fittings	Sep 16, 2022	Sep 30, 2022
3.9	7 <sup>th</sup> Floor Concrete	Jun 17, 2022	Jul 01, 2022
a	MEP/Screed	Sep 02, 2022	Sep 23, 2022
b	Doors/windows	Jul 02, 2022	Jul 09, 2022
c	Floor/Ceiling	Sep 18, 2022	Oct 09, 2022
d	Airconditioning	Oct 08, 2022	Oct 22, 2022
e	Fire Safety installation	Oct 01, 2022	Oct 15, 2022
f	Fixtures and Fittings	Oct 01, 2022	Oct 15, 2022
3.10.	8 <sup>th</sup> Floor Concrete	Jul 05, 2022	Jul 19, 2022
a	MEP/Screed	Sep 24, 2022	Oct 15, 2022
b	Doors/windows	Jul 10, 2022	Jul 17, 2022
c	Floor/Ceiling	Oct 10, 2022	Oct 31, 2022
d	Airconditioning	Oct 23, 2022	Nov 06, 2022
e	Fire Safety installation	Oct 16, 2022	Oct 30, 2022
f	Fixtures and Fittings	Oct 16, 2022	Oct 30, 2022



3.11	9 <sup>th</sup> Floor Concrete	Jul 23, 2022	Aug 06, 2022
a	MEP/Screed	Oct 16, 2022	Nov 06, 2022
b	Doors/windows	Jul 18, 2022	Jul 25, 2022
c	Floor/Ceiling	Nov 01, 2022	Nov 22, 2022
d	Airconditioning	Nov 07, 2022	Nov 21, 2022
e	Fire Safety installation	Oct 31, 2022	Nov 14, 2022
f	Fixtures and Fittings	Oct 31, 2022	Nov 14, 2022
3.12	10 <sup>th</sup> Floor Concrete	Aug 10, 2022	Aug 24, 2022
a	MEP/Screed	Nov 07, 2022	Nov 28, 2022
b	Doors/windows	Jul 26, 2022	Aug 02, 2022
c	Floor/Ceiling	Nov 23, 2022	Dec 14, 2022
d	Airconditioning	Nov 22, 2022	Dec 06, 2022
e	Fire Safety installation	Nov 15, 2022	Nov 29, 2022
f	Fixtures and Fittings	Nov 15, 2022	Nov 29, 2022
3.13	11 <sup>th</sup> Floor Concrete	Aug 28, 2022	Sep 11, 2022
a	MEP/Screed	Nov 29, 2022	Dec 20, 2022
b	Doors/windows	Aug 03, 2022	Aug 10, 2022
c	Floor/Ceiling	Dec 15, 2022	Jan 05, 2023
d	Airconditioning	Dec 07, 2022	Dec 21, 2022
e	Fire Safety installation	Nov 30, 2022	Dec 14, 2022
f	Fixtures and Fittings	Nov 30, 2022	Dec 14, 2022
3.14	Terrace Floor	Sep 15, 2022	Sep 29, 2022
a	Lift Room/Stairwell/toilets	Dec 21, 2022	Jan 11, 2023
b	Safety Railing	Aug 11, 2022	Aug 18, 2022
c	Doors/windows	Aug 11, 2022	Sep 01, 2022
d	Floor finish	Dec 21, 2022	Jan 11, 2023
e	Fire Safety installation	Dec 15, 2022	Jan 05, 2023
f	Fixtures and Fittings	Dec 15, 2022	Jan 05, 2023
<b>4</b>	<b>Phase 4 - Interior Setup &amp; Completion</b>		
a	Lift Installation	Jan 11, 2023	Feb 10, 2023
b	Façade	May 24, 2022	Sep 21, 2022
c	Network Commissioning	Dec 14, 2022	Jan 13, 2023
d	CCTV Installation	Jul 17, 2022	Dec 29, 2022
e	Furniture Setup	May 05, 2023	May 12, 2023
f	Ground Floor Counter & Setup	May 05, 2023	Jun 04, 2023
g	Signage	Jun 11, 2023	Jun 18, 2023
<b>5</b>	<b>Phase 5 – Acceptance and Handover</b>		
a	Building Acceptance Inspection	Jun 19, 2023	Jun 25, 2023
b	Building Handover and Moving in	June 26, 2023	June 30, 2023

### INSTRUCTION TO PARTIES

Island Aviation Services invites sealed Proposals valid for 90 days from the date of opening the Proposals from companies operating in the Maldives, for procuring requirement as per this document. All Parties are advised to study the RFP carefully.

Interested parties that meet the eligibility criteria shall submit the Proposals clearly marked “RESPONSE TO RFP TO DESIGN, ENGINEERING AND MANAGEMENT CONSULTANCY SERVICE TOWARDS DEVELOPING AN OFFICE BUILDING” in the Proposal in person along with the supporting documents on June 24, 2021 at 1400hrs local time in Maldives (GMT + 0500hrs) as per the Tentative Procurement Schedule.

Venue Opening of Proposals:

Island Aviation Services Ltd (Head Office), M. Raaverige, Majeedhee Magu, Male’ 20345, Republic of Maldives.

The Application must be submitted in the English language. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Proposal may be rejected.

The Application document should comprise of the following:

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. Company Profile: If vendor is a firm, Profile of the Firm including the firm’s shareholding structure and details;
3. Project Cost and Payment Terms: The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. Proposal must remain valid for a period of 90 days after the date of Proposal;
4. Implementation Plan: Project implementation plan and schedule for the whole project;
5. Information About Party’s Technical and Financial Capacity and Relevant Experience:
  - 5.1. Provide information about the Party’s capacity and experience of similar projects in the attached form (Form D);
  - 5.2. Provide last 3 years financial statements (audited) to indicate financial strength of the company to execute a project of this nature;
  - 5.3. List of past experience in similar projects with letters of completion. If past experiences are not accompanied with an official letter of completion marks will not be awarded to that section; and
  - 5.4. Provide documents related to the experience, education and approvals from the relevant authorities of the employees.
6. Signed RFP Application Form (Form A) along with documents included in the checklist;
7. Declaration on Pending Litigation (Form B); and
8. Related Party Disclosure (Form C).

Island Aviation holds the right to reject a Proposal in the following circumstances:

1. If less than two Parties have been submitted from each category, the IASL has the right to continue or reject the evaluation or request for a resubmission of that category.
2. If any of the documents mentioned above in the documents required is missing from the Proposal the IASL has the right to reject the evaluation or request for a resubmission

Applications shall be evaluated in accordance with the Party’s demonstrated capacity and experience and expertise. The awarding criteria’s and weightage will be annexed to this document.

Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for Proposal. Applications shall not be modified or withdrawn after the deadline.



Parties shall bear all costs associated with the preparation and submission of the Application and Island Aviation will not in any case be responsible and liable for the costs incurred.

All information given in writing to or verbally shared with the Party's in connection with this Request for Proposal is to be treated as strictly confidential. The Party's shall not share or invoke such information to any third party without the prior written approval of IASL. This obligation shall continue after the procurement process has been completed whether or not the Party is successful.

All materials submitted in Response to the Request for Proposal shall become the property of IASL. Proposals and supporting materials will not be returned to the Party.

IASL further reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Party's or any obligation to inform the affected Parties of the ground for Island Aviation's action.



**PROPOSALS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA**

Technical Evaluation of the Proposal shall be based on the following criteria. The Technical Evaluation Panel shall conduct the evaluation objectively as specified here in:

Category	Points
Strength and Reliability	40%
Past Experience	40%
Delivery Period	20%

Financial Evaluation of the Proposal shall be based on the formula:

$$\text{Financial Score} = \frac{\text{Lowest Proposal (MVR)}}{\text{Proposal in Question (MVR)}} \times 100 \text{ (Maximum Point)}$$

Total Points computation shall be as per the following formula:

$$\text{Total Points} = (\text{Technical Points} \times 40\%) + (\text{Financial Points} \times 60\%)$$

## SCOPE OF WORK

1. Conceptual Design
  - 1.1. Concept plan of the Building
  - 1.2. Layout plan and schematic design
2. Engineering Design
  - 2.1. Initial surveying maps and layouts
  - 2.2. Detail conceptual drawings
  - 2.3. Architectural drawings and details
  - 2.4. Structural and Civil drawings and details
  - 2.5. Services design and details
  - 2.6. Technical drawings and details
  - 2.7. As-built drawings and details
  - 2.8. Detailed Bill of Quantities
  - 2.9. Approvals for the drawings
  - 2.10. Obtaining approvals and permits from the relevant authorities
3. Project Management Plan
  - 3.1. Project Master Schedule/Plan
  - 3.2. Contractor Hiring Plan
  - 3.3. Contractor Performance Management Plan
  - 3.4. Procurement Plan
  - 3.5. Quality Management Plan
  - 3.6. Change Management Plan
  - 3.7. Cost Control and Monitoring Plan
  - 3.8. Document Control and Records Management Plan
  - 3.9. Defects Liability Management plan
  - 3.10. Construction phase closeout and handover Plan
4. Construction Phase
  - 4.1. Tender Preparation for Contractor Selection
  - 4.2. Tender Technical Evaluation
  - 4.3. Contractor Performance Management in the Construction Phase
  - 4.4. Procurement Management in the Construction Phase
  - 4.5. Quality Management in the Construction Phase
  - 4.6. Change Management in the Construction Phase
  - 4.7. Cost Control and Monitoring in the Construction Phase
  - 4.8. Document Control and Records Management in the Construction Phase
  - 4.9. Finalize as-built drawings
  - 4.10. Construction phase closeout



**REQUEST FOR PROPOSAL APPLICATION FORM (FORM A)**

<b>COMPANY INFORMATION</b>	
Company Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	

<b>COMPANY OPERATION</b>	
Business Sector	
Details of Business / Work	
No. of Employees	
Completed Projects / Works / Previous Experience	



REQUIRED DOCUMENTS		TICK IF SUBMITTED	
		PARTY	IASL
1	Company Registration Certificate		
2	Cover Letter		
3	Company Profile		
4	Project Cost and Payment Terms		
5	Project Implementation Plan		
6	Documents showing experience in field (i.e. project completion certificate, reference letter)		
7	Key Employee Education and Experience		
8	Audited Financial Statement of the past 3 years		
9	Signed RFP Application Form		
10	Declaration on Pending Litigation		
11	Related Party Disclosure		

**DECLARATION ON PENDING LITIGATION (FORM B)**

Island Aviation Services Limited  
M. Dar Al-Eiman Building,  
Majeedhee Magu,  
Male' 20345,  
Republic of Maldives

[Date]

Dear Sir/ Madam,

**Project: RFP to Design, Engineering and Management Consultancy Service Towards Developing an Office Building**

**Subject: Declaration on Pending Litigation**

I hereby declare that there is no action, suit, proceeding, investigation or litigation pending or, to our knowledge, threatened, which either in any one instance or in the aggregate, if determined adversely to us would materially and adversely affect the execution or progression of the Project, or our ability to perform its obligations under the Agreement/Contract for the execution of the Project. I hereby declare under penalty of perjury that the foregoing is true and correct.

Yours sincerely,

[Name of signatory]

[Title]

Note: 1. This document is required to be notarized from a registered Notary Public.



**RELATED PARTY DISCLOSURE (FORM C)**

Island Aviation Services Limited  
M. Dar Al-Eiman Building,  
Majeedhee Magu,  
Male' 20345,  
Republic of Maldives

[Date]

Dear Sir/ Madam,

**Project: RFP to Design, Engineering and Management Consultancy Service Towards Developing an Office Building**

**Subject: Related Party Disclosure**

With the exception of the below specified, I hereby declare that, we, the party is in no way, shape or form related to Island Aviation; created either through an employer-employee agency relationship between employees or directors of Island Aviation or by way of ownership of Island Aviation.

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]

[Title]

- Note:
1. This document is required to be notarized from a registered Notary Public.
  2. Related parties for this purpose include:
    - 2.1. Employees or directors of the Company
    - 2.2. Close family members of any employee/ director of the Company. Close family members here refer 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).

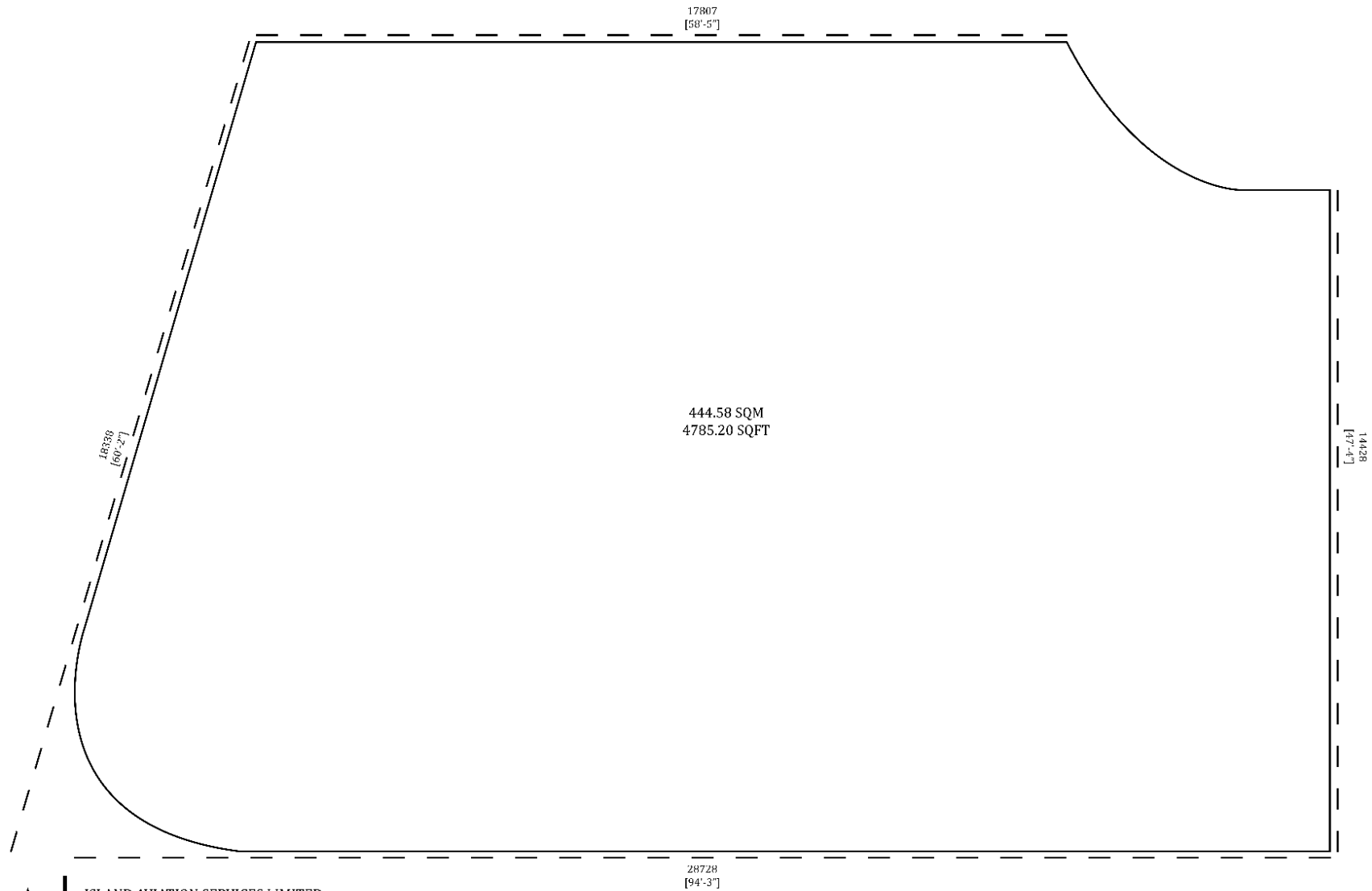
**PROJECT INFORMATION SHEET (FORM D)**

PROJECT DETAILS	
Client Name	
Client Address and Contact Details	
Name of Project & Location	
Scope of Project (Inc highlights)	
Estimated & Final Cost of Project	
Consultancy & Other Services Provided	
Key Personnel Involved in Consultancy (Their Names, Qualifications & Experience)	
Start Date of Consultancy	
End Date of Consultancy	

- Note:
1. Use separate sheet for each eligible project.
  2. Supporting Documents: Client certificate and any other pertinent supporting documents for each project shall be included.
  3. If supporting documents are in a language other than English certified English translations of the documents are required.
  4. Attach additional pages for scope of project/consultancy provided with necessary documentary evidence



**APPENDIX I – PLOT LAYOUT**



ISLAND AVIATION SERVICES LIMITED  
HEAD OFFICE PLOT LAYOUT  
M. RAAVERIGE, MAJEEDHEE MAGU, MALE' 20345