

INVITATION TO BID

Bid No. 11-2021
 Date:31st May 2021

Summary

IASL is the National Airline of the Republic of Maldives and is wholly owned by the Government of Maldives. In addition to Air Transport Services, IASL offers various other aviation related services such as Air Cargo, Airport Management, Aircraft Engineering, and Ground Handling Services.

IASL is looking to develop a new Fuel Plant at N. Maafaru International Airport. IASL hereby invites local and foreign companies with financial capability and experience in Fabricating an Office Cubicle in a 40ft Shipping container as per the layout attached in Annexure-1.

Island Aviation Services invites sealed bids valid for 90days from the date of opening the bids from Maldivian / International companies, for procuring requirement as per Annexure -1. All bidders are advised to study the Bid Document carefully.

Tentative Project Timeline

Task Name	Start (M/D/Y)	Finish (M/D/Y)
RFB Confirmation	5/26/21	5/27/21
Announcement	5/31/21	6/4/21
Queries Clarification	5/31/21	6/17/21
Proposal Submission	6/21/21	6/21/21
Proposal Evaluation	6/22/21	6/26/21
Selection	6/26/21	6/26/21
Agreement Confirmation	6/27/21	7/2/21
Agreement Signage	7/2/21	7/3/21
Payment Settlement	7/4/21	7/6/21
Manufacturing	7/7/21	8/3/21
Shipping	8/3/21	10/4/21
Clearance	10/5/21	10/18/21
Inspection	10/19/21	10/20/21
Acceptance	10/21/21	10/21/21
Transportation to NMF	10/22/21	10/25/21
Completion of the Project	11/3/21	11/3/21

Note: Above project timeline is subject to change but IASL recommends all bidders to put their best effort to be consistent with above timeline.

Information for Bidders

Services/Goods Required:

Fabricating an Office Cubicle in a 40ft Shipping container as per the layout attached in Annex A.

Warranty Period: Minimum 1year.

Guideline for BID Registration:

Bidders are required to provide expression of interest by mailing the filled EOI Form to IASL procurement mail as per below mailing format:

To: procurement.admin@iasl.aero

Cc to: mohamed.ziyau@iasl.aero

Subject: EOI for IASL NMF Office Cubicle BID No:11-2021

Last date for EOI (Expression of interest) is 4th June 2021 on or before 14:00hrs local time in Maldives (GMT + 0500hrs).

BIDs will be accepted only from the bidders who express their interest as per above instructions and participate in the below proposal submission video conference.

Clarifications for queries will be open till 17th June 2021 on or before 14:00hrs local time in Maldives (GMT + 0500hrs). Queries must be mailed to below email addresses:

To: procurement.admin@iasl.aero

Cc to: mohamed.ziyau@iasl.aero; m.ali@iasl.aero / binarchdesign@gmail.com

BID Submission via Video Conference:

All the parties that meet the eligible criteria must submit their Bids not later than 21st June 2021. Bid submission time window will be open from 17:10 – 17:30hrs local time in Maldives (GMT + 0500hrs).

Proposal submission will be conducted through a video conference meeting held in IASL Head Office at 17:00hrs local time in Maldives (GMT + 0500hrs).

A link for joining the video conference meeting will be sent to each Bidders email address prior to one-hour of video conference commencement.

For uploading proposals, a 20-minute submission time window will be given for all bidders starting from 17:10 – 17:30hrs local time in Maldives (GMT + 0500hrs).

The latest time for joining the BID submission video conference will be till 17:10hrs local time in Maldives (GMT + 0500hrs). late Bidders will not be allowed to join proposal submission video conference.

Eligible bidders

The Bidders must submit relevant documents as per below details.

- a. Bidder must be a Business Entity providing such goods and services as attachment.
- b. If the bidder is a Maldivian Firm, they must have its own operational office at Maldives and registered with Maldives Inland Revenue Authority (MIRA) and submit below documents:
 - a. Company Registration Certificate
 - b. GST Registration Certificate
 - c. Audited Financials (2019 – 2020)
- c. Foreign bidder must submit a valid Tax Compliance Certificate of their origin country along with audited financials of (2019 -2020).
- d. The Application must be submitted in 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 valid registration details;
3. Project Cost and Payment Terms: The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) or in United States Dollar (USD) inclusive of all freight, insurance, and taxes.
4. Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
5. A detail cost breakdown of the Office Cubicle.
6. Proposed price must be quoted in all-inclusive CIF Sea Freight basis.
7. Implementation Plan: From Order confirmation to Manufacturing and Delivery Plan.
8. Information About Party's Technical and Financial Capacity and Relevant Experience:

- 8.1. Provide last 2 years' financial statements (audited) to indicate financial strength of the company to execute a project of this nature;
- 8.2. List of past experience in similar projects with letters of completion. If past experiences are not accompanied with an official letter of completion by the client, marks will not be awarded to that section; and
9. Related Party Disclosure (Form A):
 - 9.1. The form serves to justify that 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).

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

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

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.

- e. All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms may result in rejection of the bid as non-responsive.

- f. IASL will only accept one bid document from every bidder.
- g. To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of its bid. This will be clarified in writing, but no change in substance or price of the bid will be sought.
- h. IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bidding document.
- i. IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the criteria decided by the Bid Evaluation Committee.
- j. Upon furnishing by the successful bidder, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.

Evaluation Criteria:

- k. IASL intends to apply the following criteria for the selection of bids. The Bid will be evaluated by the Bid Evaluation Committee of IASL. Points will be given to proposals according to the evaluation criteria below.

Price Offered	50 %
Strength/Reliability	10 %
Relevant Past Experience	10 %
Delivery	30 %

NOTE:

- 1. Letters from clients stating the successful execution of similar tasks or evidence of Refuellers supplied by the bidder is required to attain marks for the “Past Experience” category.
- 2. Marks will be awarded under criteria for Strength/Reliability considering the **submitted audited financials** for the latest two years.

COMPANY INFORMATION FOR (EOI)	
Business Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	

RELATED PARTY DISCLOSURE (FORM A)

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

[Date]

Dear Sir/ Madam,

Project: RFB to

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]

Annexure -1

PRE-FABRICATED OFFICE SOLUTION

1. INTRODUCTION

The specification covers solution for prefabricated office in 40FT shipping container as per the basic Layout attached.

2. REQUIREMENTS

Office

Storage Room

Toilet / Shower

3. Exterior Construction

Tough marine grade Primer Coat + Fire Coat to be applied and 2 x Finished Coat in White.

4. Interior Construction

Interior of the Office to be constructed accordingly or in a higher quality manner.

Office

- Prior to construction marine tough coat primer to be applied
- Walls and Ceiling fitted with 50mm glass wool, timber framing and 9mm PVC finishing Boards or Equivalent.
- Flooring 18-20mm treated plywood with timber/C-purlins framing at 450 c/c - BW and finished with Parquet or Vinyl Flooring

Storage Room

- Prior to construction marine tough coat primer to be applied
- Walls and Ceiling fitted with 50mm glass wool, timber framing and 9mm PVC finishing Boards or Equivalent.
- Flooring 18-20mm treated plywood with timber/C-purlins framing at 450 c/c - BW and finished with Vinyl Flooring.
- 1 x Ventilation Fan

Toilet & Storage Room

- 1 x Toilet
- 1 x Sink vanity with mirror Prior to construction marine tough coat primer to be
- 1 x Shower
- 1 x Ventilation Fan
- Flooring 18-20mm treated plywood with timber/C-purlins framing at 450 c/c - BW
- Floor and Walls to be Vinyl waterproof or equivalent waterproof material.
- Exterior Plumbing connections

5. Doors

- All the doors and windows shall be Fire rated
- Insulated Doors and windows shall be UL 10C confirming to NFPA80 and 1-hour fire protection.

6. Electricals & Air Handling

Electrical wiring to be connected to Wall Mounted DB, each Power Outlet shall be connected to SP MCB, Light Circuit upto maximum 4 nos to be connected to SP MCB the DB shall be fitted with din rail mounted MCB, MCCB and ELCB.
Power Cable shall be laid to the duct as per the drawing.

Office

- 1 x 12000BTU Split Air Conditioner (inverter Type)
- 4 x LED Ceiling Light Recessed
- Light to be connected to 4gang switch
- 3 x Waterproof Outdoor Light-Ex rated (in front of the Doors)
- 7 x Duplex power outlet 13A
(Power outlet for each workstation and ethernet switch and 2 x spare)
- 1 x 15Amps Power Outlet for AC

Storage Room

- 1 x LED Ceiling Light Recessed
- 2 x Duplex power outlet 13A
- 1 x Ventilator Fan

Toilet

- 1 x LED Ceiling Light Recessed
- 1 x Ventilator Fan

7. LAN Wiring

“LAN” - Local Area Network.” To be laid to the workstation.

Wiring to be done using Category 5 UTP cables to link your computers and devices to an Ethernet hub or Network switch.

8. Approvals

All materials used shall be pre-approved by the Client / Consultant Engineer before the construction.

9. Warranty

Workmanship and components installed and delivered materials shall carry 12 months Warranty.

10. Delivery

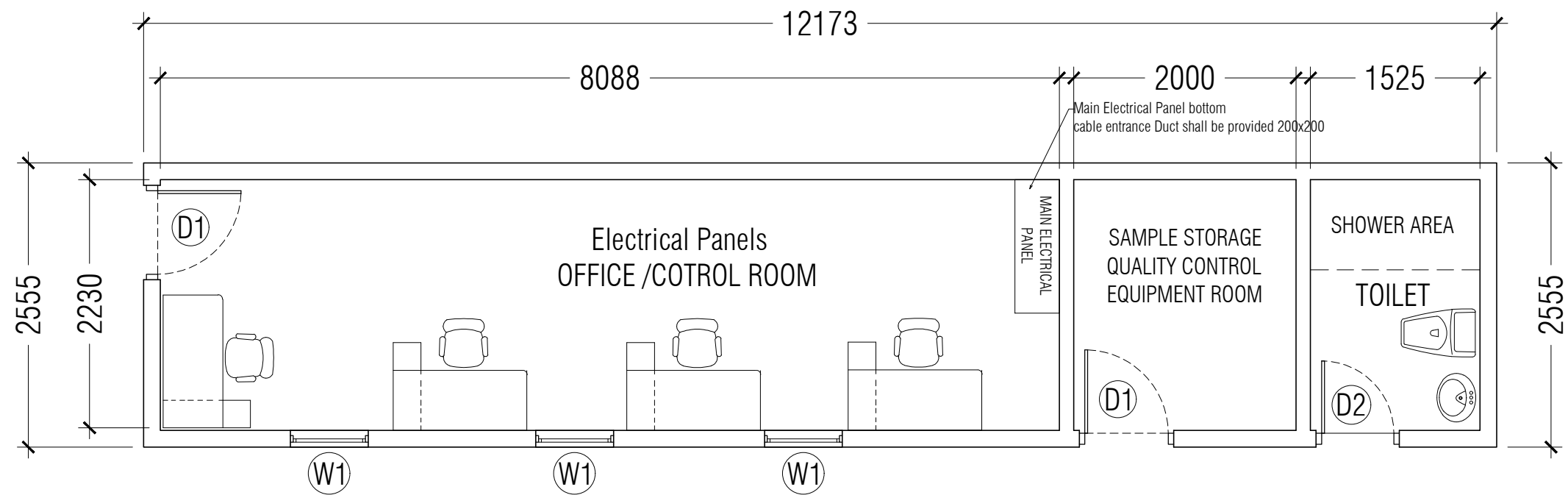
General

The Manufacturer shall arrange CIF delivery to the Maldives.

Packing

Necessary packing for seaborne cargoes to be applied.

Suitable material and anti-corrosion agents to be applied for protection of the Container and its components from the exposure for salinity for shipping.



OFFICE BLOCK FLOOR PLAN

SCALE 1:50

REVISION:

PROJECT :
PROPOSED
N.MAAFARU AIRPORT FUEL FARM
N.MAAFARU
MALDIVES

DRW TITLE : OFFICE CONTAINER
FLOOR PLAN

CLIENT : IASL

OWNER : IASL

CONTACT : -

DESIGNED : -

ARCH. CHECKER : -

DESIGN ENG : -

CHECKED ENG : Niyaz

DRAWN : Samyr

SCALE: AS MENTIONED

DIMENSION: MM

CONTRACTORS MUST CHECK ALL
DIMENSIONS ON SITE BEFORE STARTING
ANY WORK OR SHOP DRAWINGS.
FIGURED DIMENSIONS TO TAKE
PRECEDENCE OVER SCALE READINGS

DATE: APR 2021

PAGE No.

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PR NO. : -

Bid Documentation Check List

- Cover Letter
- Company Profile
- Payment Terms
- Related Party Disclosure
- Audited Financials
- Company Registration Certificate
- MIRA Registration Certificate (For Local Companies Only)
- Tax Compliance Certificate
- List of past experience in similar projects with letters/certificates of completion.
- Implementation Plan / Production and Delivery Schedule