



[Design, build, manage and operate a Cafe at Maldivian Seaplane Terminal to cater to company staff and passengers/visitors and catering to Huvandhuma Lounge – Bid No: 03/2021]

INVITATION TO BID

Bid No: 03/2021

Date: 6th June 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 seeking interested parties to submit their Bid to design, build, manage and operate a Café' at Maldivian Seaplane Terminal to cater to company staff and passengers/visitors and catering to Huvandhuma Lounge as per the requirement stated in Annexure -1 and Annexure - 2.

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 attachment. All bidders are advised to study the Bid Document carefully.

Information for Bidders

Services/Goods Required:

Design, build, manage and operate a Cafe at Maldivian Seaplane Terminal to cater to company staff and passengers/visitors and catering to Huvandhuma Lounge as per the requirement stated in Annexure -1 and Annexure - 2.



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Guideline for BID Registration:

Bidders are required to provide expression of interest by mailing to IASL procurement mail as per below mailing format (Email should include the business name, contact information and address of the interested party):

To: procurement.admin@iasl.aero

Cc to: mohamed.ziyau@iasl.aero

Subject: (EOI for Seaplane Café/Huvandhuma Lounge Catering – Bid No: 03/2021)

Last date for EOI (Expression of interest) is [10th June 2021, 12:00hrs local time.

An information session and site visit session shall be conducted for all parties that express their interest before the deadline mentioned in the Gazette Announcement. The date and time for the sessions will be disclosed to all parties that express their interest within the mentioned deadline.

Information Session will be conducted via video conference and instructions will be given to all parties after the deadline for expression of interest.

Kindly note that attendance for both the sessions is mandatory and Bids will be accepted only from the bidders who express their interest as per above instructions and participate in the mentioned below Proposal submission video conference.

Proposal Submission via Video Conference: (date and time, along with instructions will be disclosed during the information session)

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.
- 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 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. Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
4. Proposed price must be quoted in all-inclusive CIF Sea Freight basis.
5. Implementation Plan: From Order confirmation to Manufacturing and Delivery Plan.
6. Information About Party's Technical and Financial Capacity and Relevant Experience:
 - 6.1. Provide last 2 years' financial statements (audited) to indicate financial strength of the company to execute a project of this nature;
 - 6.2. 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
7. Related Party Disclosure (Form A):
 - 7.1. 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 B 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.

Staff Menu & Rates Offered	30%
Rent Offered	05%
Passenger/Visitor Menu & Rates Offered	7.5%
Pre-order Menu & Rates Offered (Huvandhuma Lounge)	7.5%
Café and Kitchen Concept Design	15%
Strength/Reliability	10%
Relevant Past Experience	10%
Monthly Sales Commission offered on percentage of revenue	15%

NOTE:

- Letters from clients stating the successful execution of similar tasks or evidence of operation of a café' or restaurant by the bidder is required to attain marks for the "Past Experience" category.
- Marks will be awarded under criteria for menu and rates offered considering:
 - The list of items and intended selling prices (inclusive of GST and any other charges) submitted to be served in the Café and the catering items.
- Menu and rates should be listed separately for the following categories
 - Staff
 - Passengers/Visitors
 - Huvandhumaa Lounge
- Marks will be awarded under criteria for café/kitchen concept considering:
 - The Concept Design submitted for both Café and Kitchen space. Submission of 3D Rendering is preferred
 - Total number of staff to be employed
 - Investment value and details including furniture & fitting, equipment list, cutleries and tools
- Marks will be awarded under criteria for Strength/Reliability considering the submitted audited financials for the latest two years.
- Note: FDA grading must not be less than B grade and should hold a valid food serving approved certificate issued by FDA.



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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

Seaplane Café'

Rent

- Rent offered shall not be less than MVR 15,000.00 per month

Agreement

- The café will initially be leased for a duration of 3 years. The contract will then be reviewed and extended up to 5 years, based on the performance of the contractor
- Within the agreement period, the Bid awarded party will not be allowed to sell the investment to any other party.
- Café shall be set up within 65 days of agreement signing

Opening & closing hours and number of staffs

- Café to be open by 0500hrs or latest by 0530hrs (working hours starts at 0500hrs).
- On average total 120-130 staffs will be working every day between 0530-2100hrs.
- From 0500hrs to 0800hrs, the estimate number of staff working will be 45-50 staff.
- From 1800hrs to 2100hrs, number of staff working will be 15-20 staff.

Most of the staff doesn't require dinner, therefore cafe closure timings at 1930hrs is acceptable

Breakfast Packages (Preferred Price – less than MVR 35)

- Continental
- Local Dishes (Roshi, Mashuni, Kulhimas, baked beans, Fish curry etc.)
- Healthy items (cereals, fruits etc.)
- Sandwiches/ Pastries

Continental/Local Dishes are a mandatory requirement for breakfast options

Lunch Set menu (Preferred Price – less than MVR 45)

- Set menu rice/ noodles/kotthu (chicken/beef/fish) with side dish option (gravy/salad/meat)
- Spaghetti/ pasta options
- Healthy menu (meat/ veggies) / Salads (chicken/tuna)
- Fruit platter/ cup

Two choices shall be available for lunch

Evening tea

- Varieties of short eats (Preferred Price range from MVR 2 to MVR 5 per short eat)
- Sandwiches and pastries (Preferred Price – less than MVR 30)

Beverages (Price range should not be greater than 5% compared to retail shops)

- Soft Drinks (Coca Cola, Fanta, Coffee, Granini/Fruit Juice etc.)
- Energy drinks (Red bull, XL)
- Instant Coffee (Preferred Price – less than MVR 15)
- Premium Coffee (Preferred Price – less than MVR 25)



Additional Note

- Pre-packed food items can be sold by the Bid awarded party at the site
- Kitchen space of 576 sq. Ft. will be provided by the company
- Open flames will not be allowed. Therefore, kitchen will have to be managed with electric induction cookers
- Separate meter for water and electricity. Monthly water and electricity cost shall be borne by the Bid awarded party

Annexure -2

Huvandhuma Lounge Catering

- Catering service to commence under on call basis model, where an order will be raised and the caterer will be notified for delivery within a 24-hour time frame
- The caterer shall be responsible for delivering the items to the seaplane terminal as per our requirement and expectation

Opening hours of lounge and capacity

- Current capacity of lounge at a time: 50 pax
- Lounge operating time: 6am – 6pm.
- Current average of number pax using lounge: 35-50 pax daily (note that this is a tentative figure based on current utilization and is subject to change)

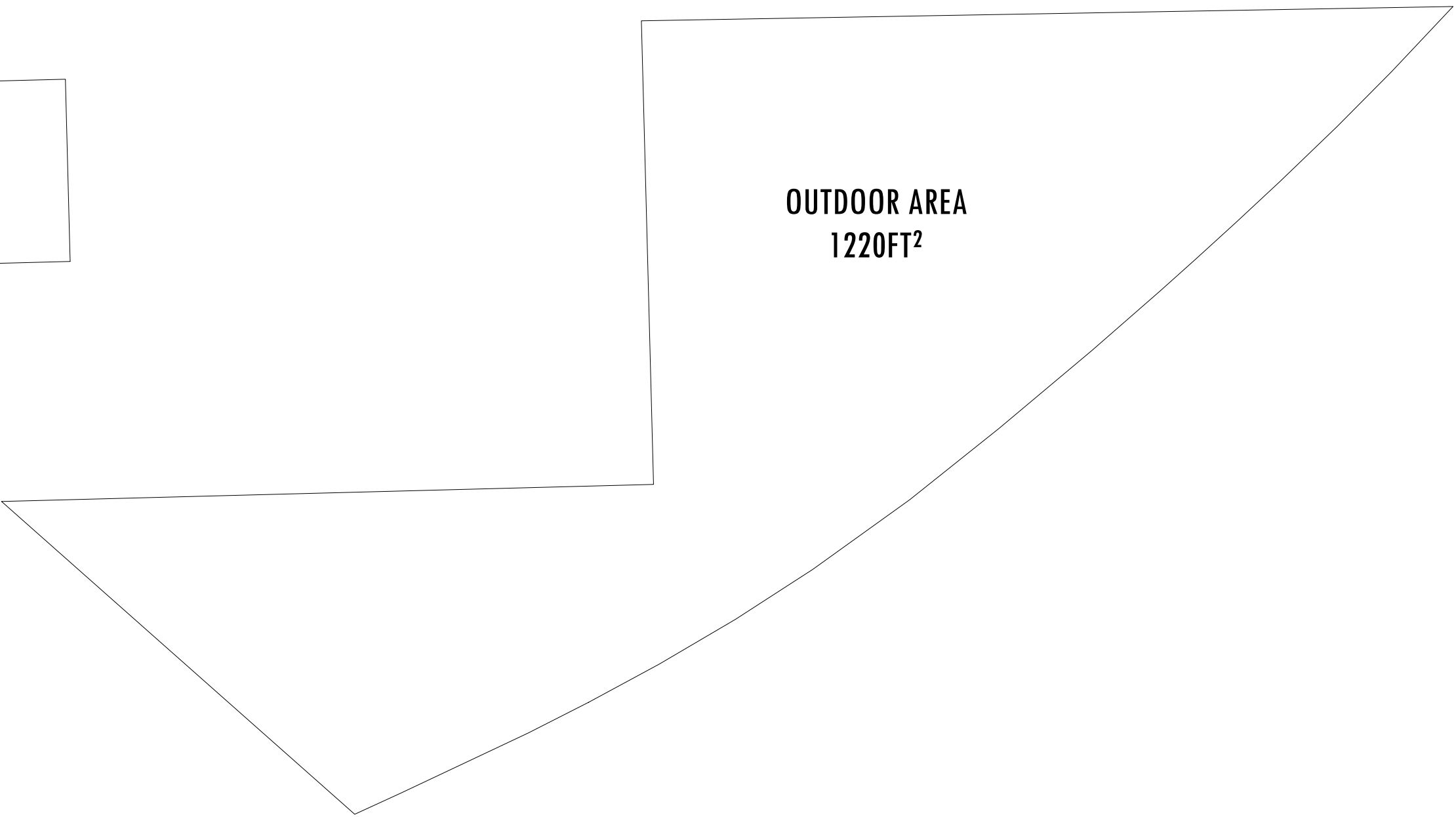
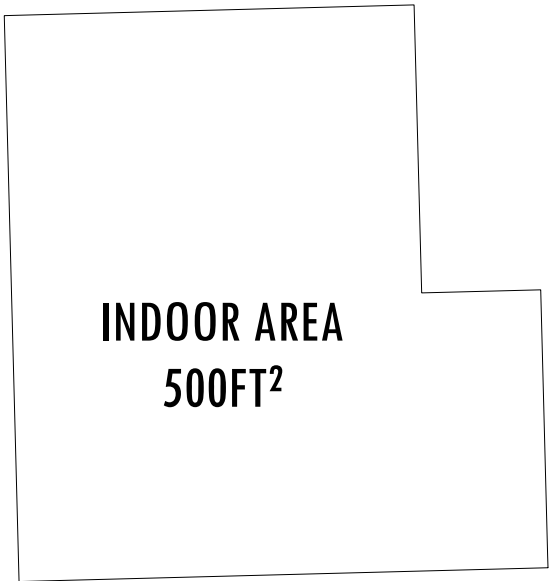
Menu

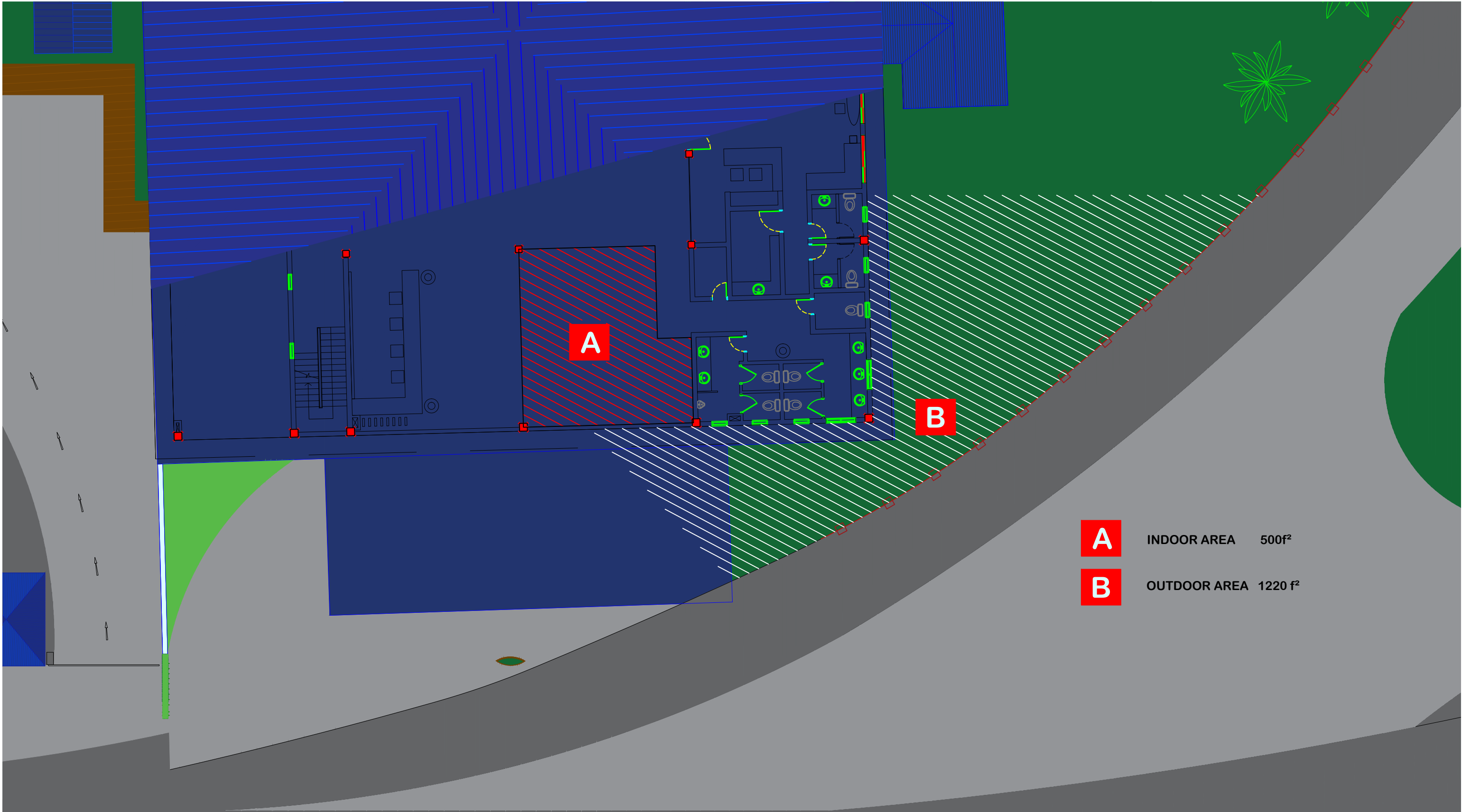
- Estimated Monthly Quantity Requirement
 - Item No 1 – 1050 Nos
 - Item No 2 – 750 Nos
 - Item No 3 – 750 Nos

Menu 1	Sandwiches (Tuna/Chicken/Vegetables)	Croissants	Muffins
Menu 2	Chicken/Veg Quiche	Onion potato Tarts	Macaroon
Menu 3	Chicken/Veg Puffs	Kulhi Boakiba	Doughnut
Menu 4	Mini Pizza	Chicken/fish buns	Chocolate Eclairs

Bid Documentation Check List

- ☐ Cover Letter
- ☐ Company Profile
- ☐ Payment Terms/Rent/Commercial Terms
- ☐ Disclaimer Letter
- ☐ Audited Financials
- ☐ Company Registration Certificate
- ☐ MIRA Registration Certificate (For Local companies Only)
- ☐ List of past experience in similar projects with letters/certificates of completion.
- ☐ Implementation Plan
- ☐ Café'/Kitchen concept Design
- ☐ Investment Details
- ☐ Tax Compliance Certificate





Project Title:
Maldivian Seaplane Base

Dwg title:
Cafe

Location:
Seaplane Base (VIA)

Department:
Facilities and Maintenance

Design & Drawn:
M.Shifau

Date:
April 27, 2021

Scale:

Dwg No: IAS/SPL/B01
Rev No: ---

maldivian
FACILITIES AND MAINTENANCE