

## INVITATION FOR PROPOSAL

Date: 16<sup>th</sup> 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 looking to Consultancy Service for Terminal Extension of N. Maafaru International Airport as per the requirement stated 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 attachment. All bidders are advised to study the Bid Document carefully.

### **Information for Participants**

#### **Services/Goods Required:**

Consultancy Service for Terminal Extension of N. Maafaru International Airport as per the requirement stated in Annexure -1.

#### **Guideline for Proposal Registration:**

Participants 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](mailto:procurement.admin@iasl.aero)

Cc to: [mohamed.ziyau@iasl.aero](mailto:mohamed.ziyau@iasl.aero)

Subject: EOI for [*Consultancy for Extension of N.Maafaru International Airport Terminal*]

Last date for EOI (Expression of interest) is **22<sup>nd</sup> June 2021, 15:00hrs (local time)**.

An information session will 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.

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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 proposals 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 must be a Maldivian Firm with 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 (2018 - 2019)
- c. 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 Must be in Maldivian Rufiyaa (MVR) inclusive of all taxes. Proposal must remain valid for a period of 90 days after the date of Proposal Submission.

4. Information About Party's Technical and Financial Capacity and Relevant Experience:
  - 4.1. Provide last 2 years' financial statements (audited) to indicate financial strength of the company to execute a project of this nature;
  - 4.2. 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
5. Related Party Disclosure (Form A):
  - 5.1. 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.

- d. 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.
- e. IASL will only accept one proposal document from every participant.
- f. 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.
- g. IASL will evaluate and compare only those proposals determined to be responsive in accordance with requirements specified in the proposal document.
- h. IASL will award the contract in writing to the participant who scores the highest marks in compliance with the criteria.
- i. Upon furnishing by the successful Proposal, IASL will promptly notify the other participants through telephone or email that their bids have been unsuccessful.

**Evaluation Criteria:**

- j. IASL intends to apply the following criteria for the selection of bids. Points will be given to proposals according to the evaluation criteria below.

Price Offered	<b>60 %</b>
Relevant Past Experience	<b>20 %</b>
Delivery	<b>20 %</b>

**NOTE:**

- 1. Letters from clients stating the successful execution of similar projects or evidence of similar projects is required to attain marks for the “Past Experience” category.

<b>COMPANY INFORMATION FORM (EOI)</b>	
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

### 1. INTRODUCTION

The project is to extend the existing terminal in a similar way maintaining the current concept and design using a prefabricated structure.

### 2. PROJECT DETAILS

- 2.1 Total area to be adjoined: 28.65m x 19.75m – 565.84SQM
- 2.2 Structure: Steel
- 2.3. Maximum Height: 7.2 meters (2 floors)

The project is designing as an energy efficient, contemporary building with green sustainable strategies. The designer is expected to provide the necessary consultancy during the course of design stage to incorporate green sustainable strategies into the design. Following are the features that the Employer requires the Designer to explore within the course of the design, however the Designer will have the flexibility to decide and recommend the most relevant and cost effective features to this building;

#### 3.1 Green strategies

- 3.1.1 Solar/PV cells sufficient to power common areas (The concept should be designed to facilitate Solar /PV setup if required)
- 3.1.2 Central AC system
- 3.1.3 Energy efficient cladding (E.g. Low E, tinted glass)
- 3.1.4 Sun screen louvre system of exterior walls (Where required)
- 3.1.5 Natural light and Ventilation
- 3.1.6 Project Implementation Plan

The employer will propose a basic concept design. The designer shall not deviate his detail from this concept by the employer, however can propose methods in detail design to improve the project. (Please find attached concept drawings for further details). Employer will provide the support to give clarification to any queries which the designer would require at any stage.

The designer is required to submit a work schedule indicating the important milestones of Design Stage considering the review period (Feedback period) within two days of signing the contract.

## Scope of Work.

With the submission of required documents, the IASL would provide the necessary feedback. In giving feedbacks we would check whether it fits the design guidelines, function, aesthetics, materials, façade etc. and a two-way dialogue attain satisfactory level of work.

The designer shall complete the Required documents in the order given “3.1 Required documents”. The time of completion for the project shall be **maximum 30 calendar days** from which within the first **15 days’** designer has to submit documents 3.2.1 to 3.2.4 under “3.1 Required documents”.

### 3.2 Required Documents

- 3.2.1 Basic Architectural Drawings (Floor plans, Sections, Elevations, Exterior and interior material finishes)
- 3.2.2 2D rendered floor plans for each floor highlighting unit type and area
- 3.2.3 Exterior 3D renders
- 3.2.4 Interior 3D renders
- 3.2.5 Detailed Architectural Drawings & Structural drawings
- 3.2.6 Material schedule (In MS Word & PDF Format)
- 3.2.7 Design Specifications (In MS Word & PDF Format)

#### 3.2.8 Services drawings

- 3.2.8.1 Plumbing drawings (referring to the latest MWSC guidelines)
- 3.2.8.2 Electrical drawings (referring to the latest STELCO guidelines)
- 3.2.8.3 Fire (approved as per the latest MNDF fire guidelines)

#### 3.2.9 Landscaping Details design

- 3.2.10 Environmental Impact Assessment Report
- 3.2.11 Structural calculations
- 3.2.12 Protection method
- 3.2.13 Inspection report
- 3.2.14 Bill of quantities both priced and unpriced (In MS Excel & PDF format)



3.2.15 Final exterior and interior render as per the final detail drawings

3.2.16 3D walkthrough animation/video

Please note that the designer can start preparation of Environment impact assessment and (E.I.A) send for approval to the relevant authorities for approval once the documents 3.1.1 to 3.1.4 has been approved by the employer.

For any further information, please refer to the attached guideline/concept drawings for further

1.3 Onsite Supervision during construction period

#### **4. Qualification/Experience Required**

**Section 1 - Statement of Qualifications** Proposer must include the following elements in response to this RFP:

- (a) Name and address of firm Telephone and fax numbers. Names, titles, and e-mail address of two people authorized to represent the firm on this project, and answer any questions presented by the IASL.
- (b) Year firm was established.
- (c) Quantity and type of licensed and/or certified professionals in office that will support this project.

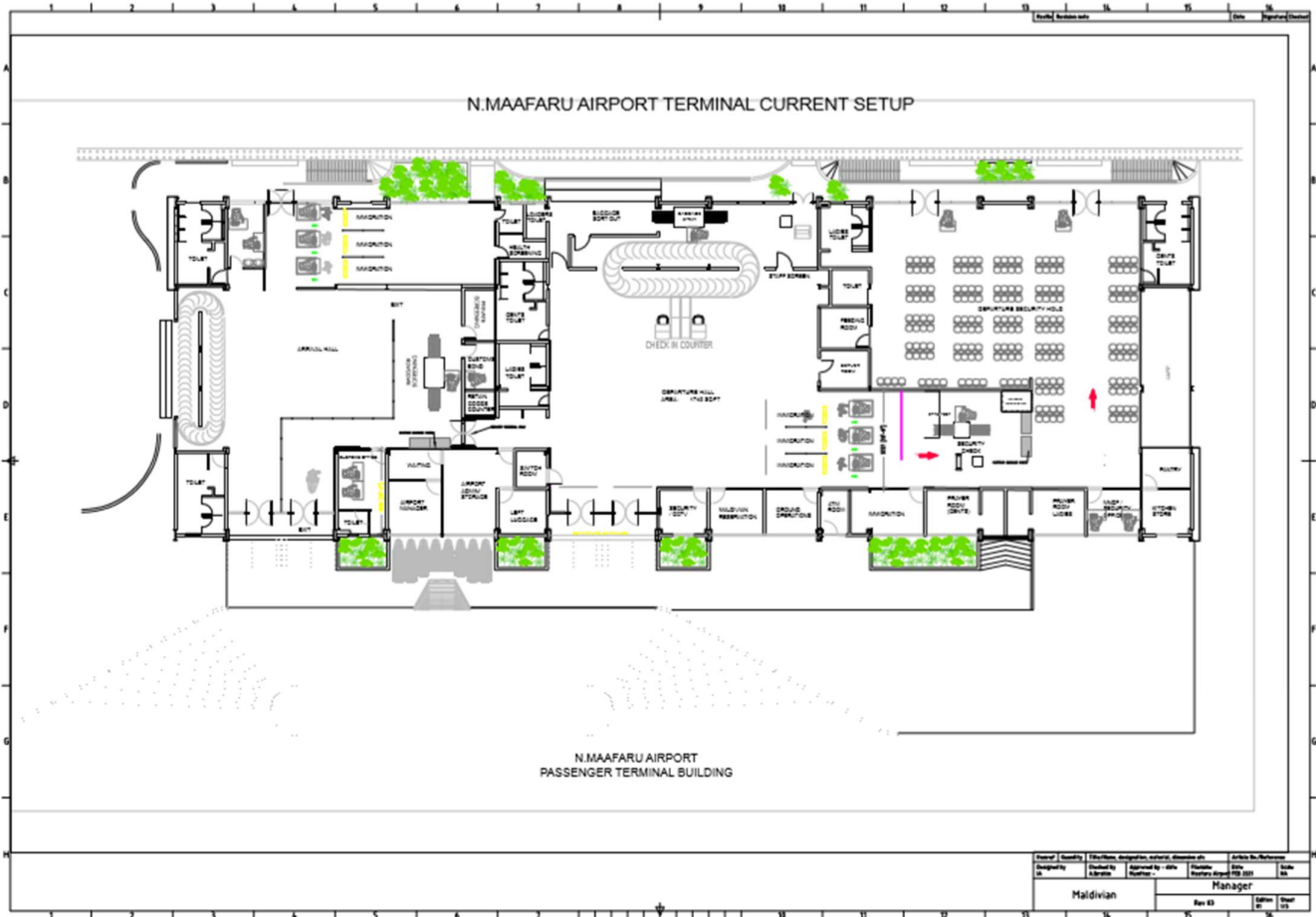
**Section 2 - Project Experience** Proposer must describe the technical services provided by the firm for a project similar to this one. Each project description (not to exceed 2 pages) should include:

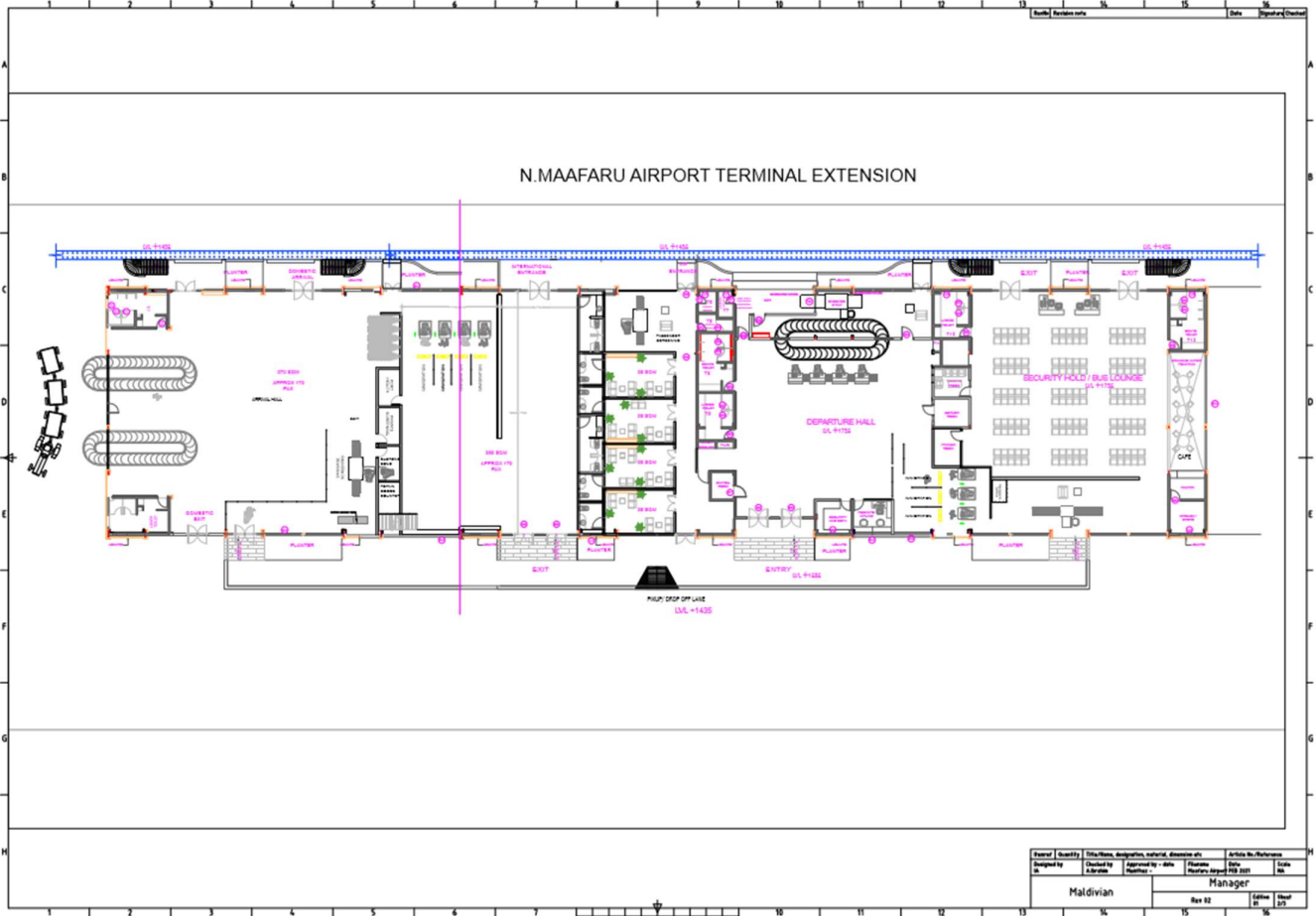
- (a) Customer's name and address
- (b) Total contract cost.
- (c) Type of contract; design-build, construction management, Guaranteed Maximum Price, Cost Plus, shared savings, etc.
- (d) Name and telephone number of references for the project. (IASL presumes permission to contact).

**Section 3 – Staffing Plan** This section should include a complete description of the individual experience and qualifications of the proposed project staff. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project.

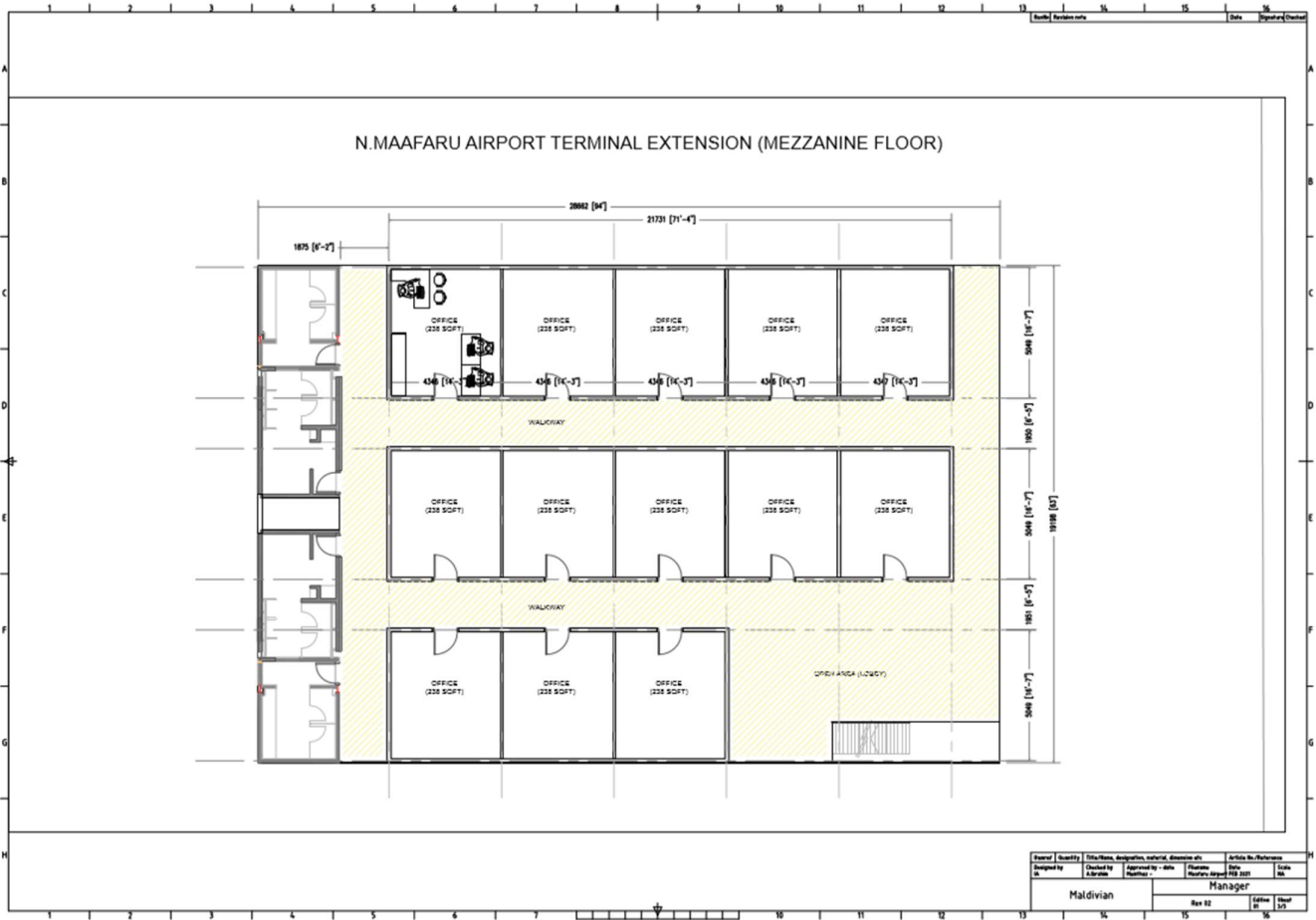
Identify members of the proposed project team involved with the sample projects listed in Section 2 and their current primary office location.

**DRAWINGS**





Drawn	Quantity	Checked	Designation	Material	Dimension	Area	Volume	Weight
Designed by		Checked by		Approved by	- date	Revised	Scale	
Maldivian				Manager				
						Rev 02		
								Sheet 025





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		