

INVITATION FOR PROPOSAL

Services/Goods Required:

Manage and Operate a Café at Maldivian Seaplane Terminal to cater to company staff and passengers/visitors and catering to Huvandhuma Lounge – Refer to Appendix A and B.

Deadline to Register for Interest: **16th September 2021 on or before 11:30 hrs.**

Date and time for Submission of Proposal: **22nd September 2021 at 14:30 Hrs.**

Venue opening of Proposals:

M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives

Instructions for Site Visit and Information Session

- **Attendance is mandatory for these sessions and no party will be allowed after the mentioned time. Proposals will not be accepted of those parties that do not attend the Site Visit Session.**
 - **Please note that delays may occur at the airport while obtaining the necessary permits for the site visits. We would appreciate your patience and support during the time.**
1. Information Session with Site Visit is arranged at IASL Seaplane Terminal on **18th September 2021**. In order to obtain access to site all the participants will be required to have Airport Security Pass. Time of the mentioned session will be disclosed to all parties that submit their expression of interest before the given deadline.
 2. For site visit a security pass will be required for the persons interested in visiting the location where service will be provided. The company will facilitate the security pass upon request. To obtain the security pass, interested persons must submit (email) their ID copies (For foreigner's visa card) to moohath.mohamed@iasl.aero and procurement.admin@iasl.aero on or before **16th September 2021 at 11:30 hrs.**

Contact Information:

Name: Moohath Mohamed

Position: Senior Procurement Coordinator

Telephone: 3331230 / 3024763

Email:

To: moohath.mohamed@iasl.aero / procurement.admin@iasl.aero

CC To : mohamed.ziyau@iasl.aero

Eligible Vendors

The Vendor must submit relevant documents as mentioned below,

- a. Vendor must be a Maldivian firm or individual providing such services as attachment and must submit the below documents:
 - Company Registration Certificate
 - GST Registration Certificate
 - Audited Financials / Financial Statements (2018-2019)
- b. The vendor shall furnish the following documentary evidence.
 - If vendor is a firm, Profile of the Firm including the firm's shareholding structure and details.
 - 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).
- c. All information provided will be subjected to verification by IASL.
- d. Proposal must remain valid for a period of 60 days.
- e. IASL intends to apply the following criteria for the selection of a party. The proposal will be evaluated by the procurement committee of IASL. Points will be given to proposals according to the evaluation criteria below.

Manu Rates Offered for Café'	-	35%
Menu Rates Offered for Lounge Catering	-	35%
Strength and Reliability	-	10%
Past experience	-	10%
Café' Concept Design	-	10%

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.

2. 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.

3. Menu and rates should be listed separately for the following categories

- ♣ Staff
- ♣ Passengers/Visitors
- ♣ Huvandhumaa Lounge Catering

4. 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 financial documents for the latest two years.

5. FDA grading must not be less than B grade and should hold a valid food serving approved certificate issued by FDA.

f. The proposal submitted must contain the following. Failure to do so may result in disqualification.

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. FINANCIAL DOCUMENTS

3. MENU RATES

- The menu rates offered must be quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.

4. DISCLAIMER

- A letter stating if 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).

5. REJECTION AND DISQUALIFICATION OF PROPOSAL

- If any of the documents mentioned under Clause (s) is missing in the proposal the company has the right to reject the evaluation or request for a resubmission

Annexure -1

Rent and Commissions

- No commission and rent will be charged from the allocated premises.

Utility Fee

- MVR 5,000 will be charged for monthly utilities

Agreement

- The café will initially be leased for a duration of 3 years. The contract will then be reviewed and extended up to 2 years, based on the performance of the contractor
- Within the agreement period, the Service awarded party will not be allowed to sell the investment to any other party.
- Café shall be set up within 20 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

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

Proposal Documentation Check List

- Proposal
- Company Profile
- Proposal Cover Letter
- Disclaimer Letter
- Memorandum and Articles of Association
- Company Registration Certificate
- GST Registration Certificate
- Audited Financials / Financial Statements
- Reference of past experience and work completion letter or certificates
- Detail BOQ (Bill of Quantities) of the Proposal
- Project Delivery Period

Required

Not Required



The diagram shows a floor plan with two main areas. On the left is an indoor area, which is a stepped polygon with a total area of 500 square feet. On the right is a larger outdoor area, which is a polygon with a total area of 1220 square feet. The two areas are separated by a narrow gap, and the outdoor area extends further to the right and bottom.

INDOOR AREA
500FT²

OUTDOOR AREA
1220FT²

Project Title:
Seaplane Cafe

Dwg title:
Plan

Location:
Seaplane Base (VIA)

Department:
Facilities and Maintenance

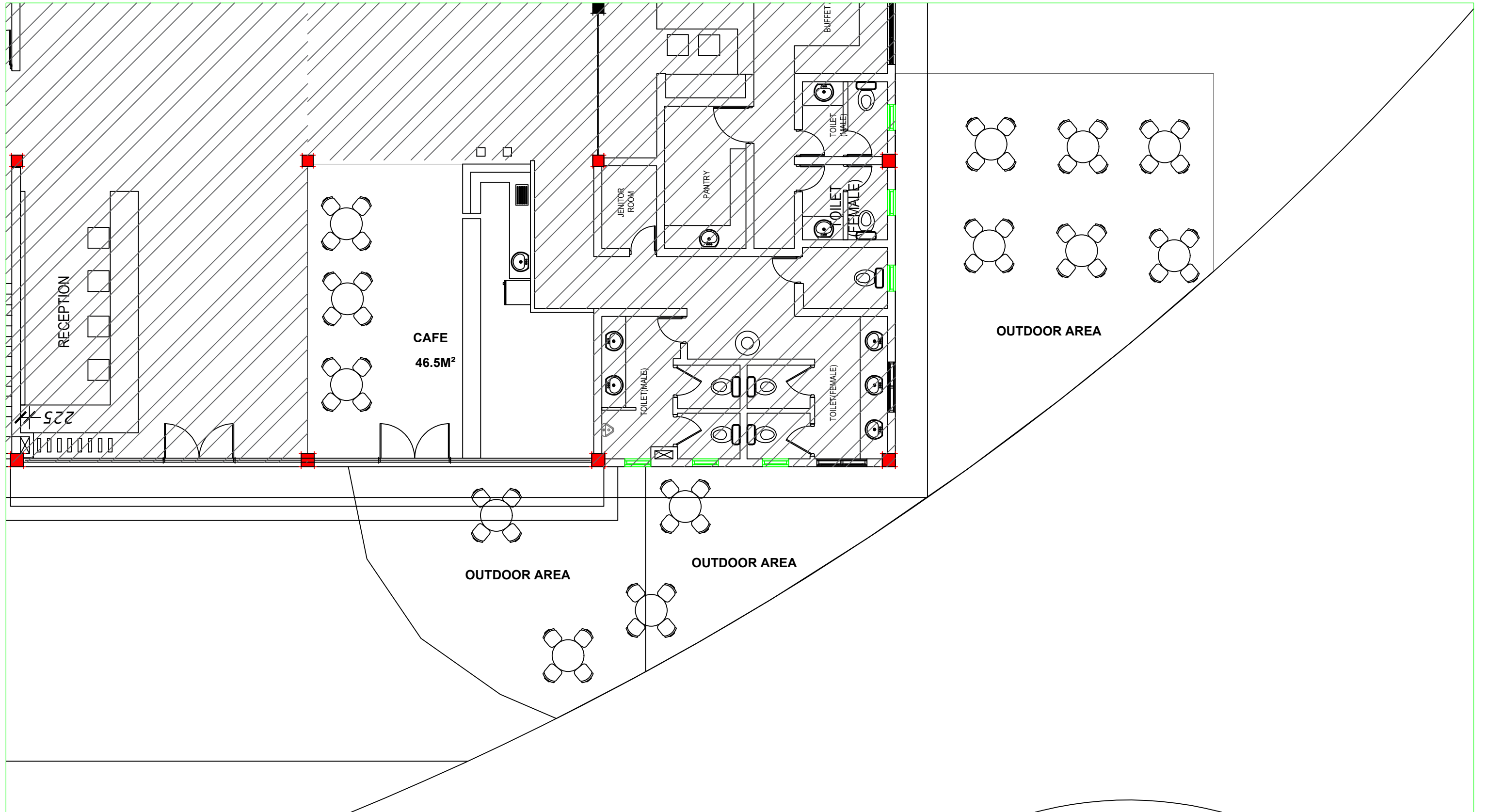
Design & Drawn:
M.Shifau

Date:
May 06, 2021

Scale:

Dwg No: IAS/SPL/B02
Rev No: ---

Maldivian
FACILITIES AND MAINTENANCE



Project Title:
SEAPLANE CAFE

Dwg title:
CAFE FLOOR PLAN

Location:
SEAPLANE TERMINAL

Department:
FACILITIES & MAINTENANCE

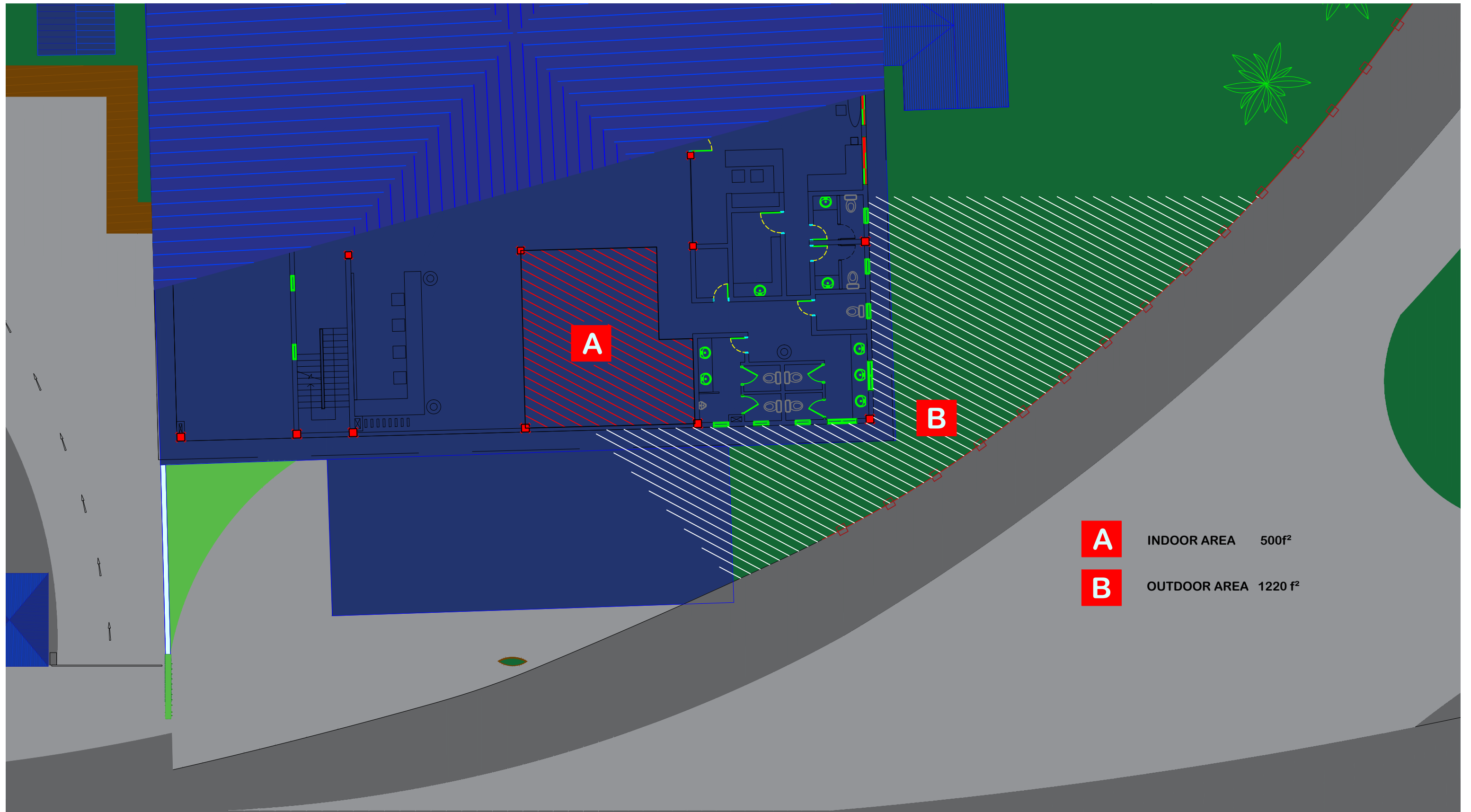
Design & Drawn:
SHIFAU

Date:
18/02/2021

Scale:

Dwg No: STER/CAF/001

Maldivian
FACILITIES AND MAINTENANCE



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