

INFORMATION SHEET FOR BIDDERS

1. Bid			
a) Bid reference number	AIA-I1/IL/2021/043		
b) Project Name	Procurement of SS Pipe and Accessories		
	Date	Time	Place/Venue
c) inquiries	20 th December 2021	12:00 hrs	
d) Bid Submission	23 rd December 2021	11:00 hrs	Admin Office Meeting Room Addu International Airport Pvt Ltd Gan, Addu City Maldives
	Bidders shall have the option of submitting the bids electronically to tenders@ganairport.aero . Bidder shall ensure that the bid documents are well received to the Employer prior to the deadline.		

2. Scope of Work

Addu International Airport Pvt Ltd requires quotations from interested and eligible bidders for the procurement of the following goods.

Descriptopn	Size	Quantity	Length
SS Pipe (3mm width) HP	4"	12 NOS	6 meters
SS Elbow (3mm width) HP	4"	12 NOS	
SS Flange(12mm width) HP	4"	10 NOS	
SS "Y" Fitting (3mm width) HP	4"	05 NOS	
SS Ball Valve (3mm width) HP	4"	01 NOS	

The required SS grade is SS 316.

3. Currency of the bid

3.1 The quotation shall be in Maldivian Rufiyaa (MVR)

4. Bid Price /Quotation

- 4.1. Bidder shall submit Bid Submission Sheet with the total price quoted for all the works including GST charges.
- 4.2. Bidder shall also submit a separate Quotation for all **the items** required. Failure to do so will result in rejection of the Bidder. Bidder shall quote all the items required. Bidder shall indicate payment terms in the quotation
- 4.3. Price should be Doorstep delivery to Gan International Airport and indicate inland transportation charges separately.

4.4. In the event that AIA feels that the bid prices are higher or unrealistically lower than industry estimates, it reserves the right to cancel the bids and seek quotations elsewhere.

5. Delivery Period

5.1. Bidder shall propose a delivery period. Failure to do so will lead to disqualification of the bidder.

5.2. The duration shall be in calendar days (including weekends and public holidays)

6. Bid Validity

6.1. Bids shall be valid for a period of 60 days from the date of submission of bids.

7. Documents to be submitted

7.1. Checklist as in Appendix 1 (Bid document should in the same order)

7.2. Bid Submission sheet - Appendix 2

7.3. Quotation duly signed with delivery period

7.4. Technical Specification of the products

7.5. Documents for the Bidder

- a) Business profile – shall include workforce and the number of staff proposed to be allocated for the project
- b) Business registration copy
- c) GST registration copy
- d) Tax clearance report (not more than 06 months)
- e) Board Resolution/Power of Attorney to commit the bid including details of authorized person to execute the bid

7.6. Similar Experience (for the past 05 years supported with Reference letters from clients)

7.7. Ongoing projects – in tabular format

7.8. bank reference letter

7.9. Declaration on Ethical Conduct and Fraud and Corruption

8. Evaluation Criteria

Bids shall be evaluated based on the following. Only responsive bidders shall be evaluated.

Price	60	(Lowest Price Proposed / Price Proposed) x 60	
Duration	20	(Shortest Duration Proposed /Duration Proposed) x 20	
Experience and Capability	20		
	<i>Number of years in business</i>	5	<i>01 point for each year. Maximum 05 points</i>
	<i>Similar experience</i>	10	<i>02 point per each reference letter. (maximum 10 points) Reference letters for similar experience over the past years provided in the clients' letterheads shall be provided. Notification of award or agreements shall not be considered.</i>
	<i>Financial capability</i>	5	<i>Bidder shall submit a bank reference letter indicating average balance over the past 6 months</i> <ul style="list-style-type: none"> - 90% or more of the project value - 5 - 75% - 89% of the project value - 4 - 60% - 74% of the project value - 3 - 45% -59% of the project value - 2 - 30% -44% of the project value - 2 - Below 30% - 0

9. Preparation of Bid Document

- 9.1. Bid document shall be in the order provided in Clause 7 above.
- 9.2. Bid document shall be enclosed in an envelope. The envelope shall clearly mention the bid reference number and project and the bidder's name.
- 9.3. Employer shall not be responsible for misplacement of documents if the envelope is not properly sealed.

10. Bid Submission

- 10.1. Bids shall be submitted to the address stated on or before the submission deadline mentioned in Clause 1 of this Information Sheet.

10.2. Bidders shall have the option of submitting the bids electronically to tenders@ganairport.aero. Bidder shall ensure that the bid documents are well received to the Employer prior to the deadline.

10.3. Only bidders who registered will be allowed to submit their bids.

11. Bid Opening

11.1. Bids shall be opened immediately after the deadline for submission of bids.

11.2. Bids shall be opened in the presence of the bidders and bidders' representative who attended the bid opening session. Bidders may join the bid opening session via video conference. A link for the meeting shall be sent to the bidders prior to the meeting. Bidder shall indicate their intention to submit bid prior to submission deadline.

11.3. A copy of record of the bid opening with signatures of all attendees shall be shared with all the attendees.

12. Award

12.1. Bid shall be awarded to the bidder who score the maximum points as per the bid evaluation criteria stated above.

13. Notification of Award

13.1. Employer shall inform all the bidders whether their bid was successful or not.

13.2. A notification of winning bidder shall be sent to the Winning Bidder. This notification of award will constitute the formation of the Contract, until a formal contract is signed.

13.3. Employer shall send the contract agreement upon receipt of Bidder's acceptance of the Award Letter. Contract shall be signed within 05 days of receipt of the same.

13.4. If the bidder fails to sign the contract within the stipulated time after the Award Letter has been send, the bidder's bid shall be cancelled, and bidder may be suspended from participating in future projects of the company. Project shall be awarded to the bidder with the second highest points.

14. Bid security

14.1. Bid Security is not required for the project

15. Advance Payment

15.1. No advance payment shall be released for the project

16. Performance Bank Guarantee

16.1. Performance Guarantee is not required for the project.

17. Liquidated Damages

17.1. Bidder shall be charged liquidated damages if the Bidder fails to complete the project within the duration proposed.

17.2. Formula for calculating liquidated damages is

$$\text{Liquidated Damages} = \text{Contract price} \times \text{Excess Period in Days} \times 0.5\%$$

17.3. Total liquidated damages shall not exceed 10% of the Contract Price. Contract shall be cancelled if the total liquidated damages exceed 10% of the Contract Price.

18. Clarification

18.1. For further clarification regarding the bid please e-mail to

Mariyam Zeena Shathir

Procurements Department

Addu International Airport Pvt Ltd

e-mail : tenders@ganairport.aero

Appendix 1- Check list

#	Document to be submitted	Bidder	Employer
The following documents are mandatory, and bidder shall be disqualified for non-submission			
	Bid Submission Form (Appendix 2)		
	Quotation (as per format provided in Appendix 3)		
	Profile of the Bidder		
	Business Registration Copy		
	GST registration copy (if registered)		
	Power of Attorney/BR authorization		
	Declaration on Ethical Conduct and Fraud and Corruption (Appendix 4)		
Experience			
	Ongoing works and works completed (tabular sheet)		
	Experience Letter (Marks will not be given if experience letters not submitted)		
Documents required before contract			
	Tax clearance report (MIRA)		
Completion of the documents			
	All pages signed by authorized person and stamped		

Appendix 2- Bid Submission Sheet

1. Information of the Bidder			
1.1	Name		
1.2	Address		
2. Project Details			
2.1	Project Name		
2.2	Announcement No. :		
3. Cost and Duration			
3.1	Proposed Cost		
	GST applicable		
	Total Cost (in numerical numbers and words)		
3.2	Duration		
4. Declaration			
We the undersigned, declare that			
<ul style="list-style-type: none"> a) we have examined and have no reservations to the bid documents. b) We offer to carry out the Works in conformity with the bid documents c) We undertake to commence Works, promptly upon receipt of Award and completion of agreement formalities. d) Our bid validity is.....from the date of bid submission 			
5. On behalf of the Bidder			
Signature		(Stamp)	
Name			
Designation			
Date			

Appendix 3 - Declaration on Ethical Conduct and Fraud and Corruption

[The Bidder shall fill in and submit this form with the Bid]

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to the Employer.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow the Employer to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of the the Company, Client or Employer.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Phone Number: _____

Fax Number: _____



Addu International Airport Pvt Ltd