



# REQUEST FOR PROPOSAL

## CONSTRUCTION OF A 3 STOREY BUILDING AT HULHULE' IASL ENGINEERING SITE

<b>Bid Number</b>	03/2022	<b>EOI Registration Date</b>	Before 24 <sup>th</sup> February at 10:00 hrs
<b>Bid Announcement Ref</b>	IAS/MIS/2022-363	<b>Information Session Date and Place</b>	<ul style="list-style-type: none"><li>• 27<sup>th</sup> February 2022 at 11:30 hrs.</li><li>• M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives</li></ul>
<b>Bid Submission Date</b>			
<b>Stage - 1 Bid Submission: <u>Submission of Technical Documents.</u></b>			
<ul style="list-style-type: none"><li>• <b>Date and Time:</b> 10<sup>th</sup> March 2022, 11:30Hrs</li><li>• <b>Venue:</b> Island Aviation Headquarters, Dar Al Ei-Man Building, Majeedhee Magu, Male'</li></ul>			
<b>Stage - 2 Bid Submission: <u>Submission of Financial Documents.</u></b>			
<ul style="list-style-type: none"><li>• <b>Date and Time:</b> 17<sup>th</sup> March 2022 at 11:30 Hrs</li><li>• <b>Venue:</b> Island Aviation Headquarters, Dar Al Ei-Man Building, Majeedhee Magu, Male'</li></ul>			
<b>Bid Submission Address</b>	M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives		

Island Aviation Services Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.

FEBRUARY 17, 2022

ISLAND AVIATION SERVICES LIMITED

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

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## 1. Invitation to Bid

### SUMMARY

Island Aviation Services Limited (IASL) is an incorporated limited liability company operating under the registration number **C-0830/2007** and having its registered office in **M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives**. 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 eligible bidders to submit their bids to construct a 3 storey building in Hulhule' IASL Engineering premises outlined in the RFB document.

Island Aviation Services invites sealed bids valid for **120** days from the date of opening the bids from Maldivian companies, for procuring requirement as detailed in this document. All bidders are advised to study the Bid Document carefully.

## 2. Information for Bidders

### 2.1. Goods / Services Required

IASL is seeking interested parties to submit their Bid for the Construction of a Storage Warehouse consisting of Storage and office spaces, on the empty space adjacent to IASL DHC-8 Hangar at Velana International Airport as per the requirement stated in this document.

### 2.2. Eligible Bidders

#### 2.2.1. Eligibility

- a) The bidder should be a company registered in Maldives, registered under the Companies Act (Law No.10/96) / a partnership registered under the Partnerships Act (Law No. 13/2011) of the Maldives for the last 3 years from the date of this RFP. The bidder must have its own operational office in Maldives and registered with Maldives Inland Revenue Authority (MIRA) and submit below documents:
- i. Company Registration Certificate
  - ii. GST Registration Certificate
  - iii. Audited Financials of (2018, 2019 and 2020)

#### 2.2.2. Compliance Statement

Proponents shall state that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.

#### 2.2.3. Evaluation of proposals

The Proposal will be evaluated by Bid Evaluation Committee. Points will be given to proposals according to the evaluation criteria in Section 2.6. All the proposals will be ranked in descending order based upon total score and the party who score highest points will be awarded the contract.

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#### 2.2.4. Language of Proposal

The proposal documents must be in written in English (UK).

#### 2.2.5. Clarifications about RFP

Prospective Bidder requiring any clarification on the Bidding documents may notify Island Aviation Services Ltd (IASL) in writing to the mentioned below addresses, **before 11<sup>th</sup> March 2022, 16:00Hrs.**

Email: [mooath.mohamed@iasl.aero](mailto:mooath.mohamed@iasl.aero); [procurement.admin@iasl.aero](mailto:procurement.admin@iasl.aero)

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

IASL will not be responding to any clarifications forwarded after the mentioned date and time. All questions and responses will be copied to all parties. (Bidder will not be identified).

#### 2.2.6. Communications

Except as provided in the preceding section relating to questions about this RFP, Proponents shall not contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents. We look forward to your innovative proposals to help assist us in developing a 3 Story building in Hulhule.

### 2.3. Guideline for BID Submission:

Bidders are required to attend the information session as per below details.

<b>Date of Information Session</b>	<b><u>27<sup>th</sup> February 2022, 11:30 Hrs</u></b>
<b>Venue For Information Session</b>	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.

Kindly note that attendance for the information session is **mandatory** and Bids will not be accepted of any party that does not attend the mentioned session on time.

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## 2.4. Bid Submission

Bids must be submitted in two stages as per below instructions. The purpose of two stage submission is to ensure all the technical documents are submitted with duly completed. After the stage one submission, evaluation committee will go through the technical documents of all the bidders and if there maybe any issues or missing documents by any bidders, IASL will inform the concerned bidder and will be given the opportunity to resubmit the correct documents during the stage two submission.

1. Bids must be submitted in two Stages as per below.
  - **Stage -1: Submission of technical documents**
    - i. Company Profile
    - ii. Cover Letter
    - iii. Company Registration Certificate
    - iv. GST Registration Certificate
    - v. Related Party Disclosure (Form B)
    - vi. Audited Financial Statements (2018, 2019 and 2020)
    - vii. Past Experience Letters

**Below is the date, time, and venue for the stage 1 submission. The submission will be held in the presence of all the bidders.**

<b>Venue for stage 1 Submission</b>	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.
<b>Date and Time</b>	<b><u>10<sup>th</sup> March 2022, 11:30Hrs (Local Time)</u></b>  <b>No party will be allowed after the mentioned time.</b>

- **Stage -2: Submission of Financials.**
  - viii. Bid Form (A)
  - ix. Cost Breakdown (Detail Bill of Quantities)
  - x. Proposal (Cost and Payment Terms)
  - xi. Implementation Plan/ Work Schedule
  - xii. Building Specification and Quality Plan

**Below is the date, time, and venue for the stage two bid submission. The submission of financials will be held in the presence of all the bidders.**

<b>Venue for Bid Submission</b>	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.
<b>Date and Time</b>	<b><u>17<sup>th</sup> March 2022, 11:30Hrs (Local Time)</u></b>  <b>No party will be allowed after the mentioned time.</b>

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**2.5. The Bid Proposal Document must comprise of the following:**

No.		
1	<b>Cover Letter</b>	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	<b>Company Profile</b>	Profile of the Firm including the firm's shareholding structure and details;
3	<b>Project Cost and Payment Terms</b>	<ul style="list-style-type: none"> <li>• The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.</li> <li>• Proposal must remain valid for a period of <b>120</b> days after the date of Proposal Submission.</li> </ul>
4	<b>Financial Capacity and Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Provide audited financial statements of 2018, 2019 and 2020 to indicate financial strength of the company to execute a project of this nature.</li> <li>• List of 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.</li> </ul>
5	<b>Building Specification, Implementation Plan, Quality Plan</b>	<ul style="list-style-type: none"> <li>▪ A detail Building specification, Implementation and a Quality Plan must be provided.</li> </ul>
6	<b>Cost Break Down</b>	<ul style="list-style-type: none"> <li>▪ Must provide the cost break down for the 3 Storey building as per the provided excel sheet with the RFB.</li> </ul>
7	<b>Bid Form (Form A)</b>	Bid Application Form, signed by with duly authorized personnel
8	<b>Related Party Disclosure (Form B)</b>	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).

- a) Island Aviation Services Ltd reserves the right to reject a Proposal in the following circumstances:
- i. If less than two total bids have been received, the IASL reserves the right to continue or reject the evaluation or request for a resubmission.
  - ii. If any of the required documents from No. 1 – 7 mentioned in section 2.5. is not submitted by a party, IASL has the right to reject the BID or request for a resubmission.
- b) Proposals shall be evaluated in accordance with the Party's demonstrated capacity and experience and expertise. The awarding criteria and weightage will be mentioned in section 2.6.



- c) 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.
- d) 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 the Party is successful or not.
- e) 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.
- f) 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.
- g) IASL will only accept one bid document from every bidder.
- h) 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.
- i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bidding document.
- j) 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.
- k) Upon furnishing by the successful bidder, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.

## 2.6. Evaluation Criteria

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%
Relevant Past Experience	20%
Delivery	20%
Strength/Reliability	10%

### 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.
2. Marks will be awarded under criteria for Strength/Reliability considering the submitted Audited financials for the latest three years.
3. The Contractor must provide a one-year warranty for the project.
4. A 5% from the total value of the project will be withheld by the client as Performance Retention for a period of 5 months from the date of completion.

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### 3. SCOPE OF WORK

#### DEVELOPMENT OF A 3 STOREY BUILDING IN HULHULE

##### 3.Introduction

This section sets out all the information that proponents will be required to submit as part of their proposal and explains the format that should be followed when doing so. Proponents will be required to explain their understanding of each of the requirements and elements detailed below and provide supporting information or documentation as part of their proposal. Proponents may be required to submit additional information as part of their proposals and this is also set out below.

##### 3.2 Information Required from Proponents

The overall scope of this project includes construction of a 3-story building in Hulhule IASL Engineering Premises as per the requirements given in the attached layout and BOQ.

##### 3.2.1 Essential Requirement for the 3 Storey Building

1- The Contractor is required to construct and deliver the 3-story building in Hulhule. Hence the proponent is required to confirm in the proposal that this essential requirement will be fulfilled to the minimum requirements / specification given in the RFB document. The flammable store shall meet the regulations set forth by MNDF for the storage of hazardous chemicals (2019/R-1057 and 2019/R-1072). In addition, the temperature at all of the storage facilities in the building shall be maintained at or below 22 °C.

The Contractor may also propose to improve upon the specifications provided in this document. In such case, any improvements to the minimum specifications shall be clearly stated in the proposal.

2- The development of the building must take place at an agreed upon time frame. Client expects the building to be delivered within a 10-month period from the approval of security pass to the site.

##### 3.4 Implementation Plan

A detail implementation plan and work schedule must be proposed.

##### 3.5 Quality Plan

Proponent must provide details of arrangements to be put in place in order to maintain the level of quality of the building. Proponent must also offer a statement on how they intend to manage quality aspects of the construction of the building.

Note: It is IASL's requirement that the material used for roofing must be of higher standard preferably Lysate (Colorbond) or of equivalent quality.

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### 3.6 Duration for the Project

The Building is required to be delivered within 10 months from the date of receiving the approval for the accessibility to the site.

### 3.7 Warranty

Minimum 1-year warranty should be provided for the building.

### 3.8 Other Services

Water and electricity will be provided by IASL. Toilet facility will not be available at the site hence the contractor has to arrange by their own means for the arrangement of the service.



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### Submission Check List

<b>REQUIRED DOCUMENTS</b>		<b>TICK IF SUBMITTED</b>	
1	Company Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
3	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
4	Project Cost and Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
5	Audited Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
6	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
07	Cost Break Down (BOQ)	<input type="checkbox"/>	<input type="checkbox"/>
08	Bid Form (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
09	Related Party Disclosure (Form B)	<input type="checkbox"/>	<input type="checkbox"/>
10	Implementation Plan / Work Schedule / Quality Plan	<input type="checkbox"/>	<input type="checkbox"/>

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### BID FORM (FORM A)

Description of Work:	<b>Construction of a 3 Storey Building at Hulhle' IASL Engineering Site</b>
Bid to:	<b>Island Aviation Services Ltd</b>
Address	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having examined the conditions of Contract, technical specifications, drawings and bill of quantities for the execution of above named works, I/we the undersigned, offer to construct and maintain the whole said work in conformity with the said conditions of contract, technical specifications, drawings and bill of quantities for the sum of MVR: \_\_\_\_\_

(\_\_\_\_\_).

We undertake, if our Bid is accepted, to commence the works as per the confirmed Implementation Plan and to complete whole of the works in the Contract.

We agree to abide by this bid for a period of 120 days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this bid, together with our written acceptance thereof, shall constitute a binding contract between us.

Yours sincerely,

Signed \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign bids for and on behalf of \_\_\_\_\_

\_\_\_\_\_ (Company Name & Stamp)

Date: \_\_\_\_\_

**Name & Address of Signatory**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**RELATED PARTY DISCLOSURE (FORM B)**

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

[Date]

Dear Sir/ Madam,

**Project: Construction of a 3 Storey Building at Hulhule' IASL Engineering Site**

**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]

**Note:**

1. Related parties for this purpose include:
  - 1.1. Employees or directors of the Company
  - 1.2. Close family members of any employee/ director of the Company. Close family members here refer 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).



**COMPANY INFORMATION FORM (EOI)**

Business Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No.	
Email Address	