



REQUEST FOR BID

CONSTRUCTION OF SEAPLANE SERVICE BUILDING FOR ENG STORE AND GROUND OFFICES AT
VELANA INTERNATIONAL AIRPORT

Bid Number	05/2022	EOI Registration Date	1 st March 2022, at 10:00Hrs
Bid Announcement Ref	IAS/MIS/2022-419	Information Session Date and Place	<ul style="list-style-type: none">• 2nd March 2022, at 11:30Hrs• M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives
Bid Submission			
Stage - 1 Bid Submission: <u>Submission of Technical Documents.</u>			
<ul style="list-style-type: none">• Date and Time: 16th March 2022, at 11:30Hrs.• Venue: Island Aviation Headquarters, Dar Al Ei-Man Building, Majeedhee Magu, Male'			
Stage - 2 Bid Submission: <u>Submission of Financial Documents.</u>			
<ul style="list-style-type: none">• Date and Time: 23rd March 2022, at 11:30 Hrs.• Venue: Island Aviation Headquarters, Dar Al Ei-Man Building, Majeedhee Magu, Male'			
Bid Submission Address	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 looking for a suitable party to Construct Seaplane Service Building for Engineering Stores and Ground Offices at Velana International Airport Seaplane Facilities.

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 Seaplane Service Building for Engineering Stores and Ground Offices at Velana International Airport Seaplane Facilities.

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 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 16th March 2022, 10:00Hrs.**

Email: moohath.mohamed@iasl.aero; procurement.admin@iasl.aero

Copied to: 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.

2.3. Guideline for BID Submission:

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

Date of Information Session	<u>2nd March 2022, 11:30Hrs (Local Time)</u>
Venue For Information Session	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.

2.4.1 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.

Venue for stage 1 Submission	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.
Date and Time	<u>16th March 2022, 11:30Hrs (Local Time)</u> No party will be allowed after the mentioned time.

- **Stage -2: Submission of Financials.**
 - viii. Cost Breakdown (Detail Bill of Quantities)
 - ix. Proposal (Cost and Payment Terms)
 - x. Implementation Plan/ Work Schedule

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.

Venue for stage 2 Submission	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.
Date and Time	<u>23rd March 2022, 11:30Hrs (Local Time)</u> No party will be allowed after the mentioned time.

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

No.		
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	Profile of the Firm including the firm's shareholding structure and details;
3	Project Cost and Payment Terms	<ul style="list-style-type: none"> The Project Cost and Payment Terms and arrangements quoted 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	Financial Capacity and Relevant Experience	<ul style="list-style-type: none"> Provide last 3 years' (2018, 2019, 2020) financial statements (audited) to indicate financial strength of the company to execute a project of this nature. 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.
5	Cost Break Down	<ul style="list-style-type: none"> Must provide a detail cost break down of the project
6	Related Party Disclosure (Form A)	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 – 5 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

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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 in the stage 2 final submission 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.

2.5. 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.

Category	Details	Points
Price Offered	Each bidder's price is used to identify their relative position on a 0 – 50 price scale. This is done by allocating the lowest priced qualified bid 50 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder. <i>Price percentage = 50 x (lowest price / quoted price)</i>	50
Strength/Reliability	Marks will be awarded under criteria for Strength/Reliability considering the submitted Audited financials for the latest three years. Staff strength (please fill the provided sheet) (5 marks) Machineries list (please fill the provided list) (5 marks)	15
Relevant Past Experience	Letters from clients stating the successful completion of similar Projects	15
Delivery	Duration from execution to completion. (timeline)	20

NOTE:

- 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.

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Scope of work

BOQ

Drawings

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1. General Requirement of the Project.

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SCOPE OF WORK

FOR

**CONSTRUCTION OF SEAPLANE SERVICE BUILDING FOR ENG STORE
AND GROUND OFFICES AT VELANA INTERNATIONAL AIRPORT**

NOV 2021



Ismail Agleem / Manager Projects

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Content

- a. Background and Purposes
- b. General
- c. Procedurals & Instructions
- d. Worksite guideline
- e. BOQ
- f. Drawing / construction plan

a. BACKGROUND AND PURPOSE

- 1.1 Island Aviation Service Ltd. has a requirement to construct Seaplane Service building for Engineering stores and Ground offices at Velana International Airport Maldivian Seaplane Facilities.

b. GENERAL

- 1.1 The Contractor shall provide personnel, material, equipment, and supervision to complete the technical requirements in this scope of work. The contractor shall be responsible for hiring labor, equipment vendors and shall follow safety and security directives.
- 1.2 The Contractor shall not be admitted to areas of the property outside the areas designated for the project except with permission. The Contractor shall address the impact of the consequent disruption caused by the proposed work.
- 1.3 The Contractor shall always clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness.
- 1.4 Required measurements shall be taken during the Site visit.
- 1.5 All finishing materials shall be approved by employer prior installation.
- 1.6 Nor variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.

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c. PROCEDURALS & INSTRUCTIONS

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Section 1 - Scope of Works

The contractor shall carry out the following works

- Site Management
- Site Preparation
- Clean-up
- Ground works
- Concrete Works
- Masonry
- Wall cladding and roofing
- Plumbing
- Electrical wiring & network wiring
- Doors and Windows and metal gate fabrications and installation
- Air conditioning

The contract comprises the provision of labor, materials, tools, transportation, instrumentation and all things necessary to construct the permanent works in accordance with the contract drawings and to the quality standards set in the contract specifications, inclusive of material and performance tests where these are specified.

The Contractor shall submit in the tender that the method of working, equipment and program which are compatible with constructions aligned with the technical specifications mentioned in this scope. The reliance being placed upon the Contractor shall be deemed to be in respect of the Contractor's skill, care and diligence as an experienced contractor executing workmanship and not in respect of any design expertise the Contractor may possess.

The following points shall also be taken into consideration by the contractor

1. All foreign employees must possess valid work permit. And shall obtain security clearance by Aviation Security Command.
2. All employees of the contractor shall wear a uniform outfit or at least safety vest visible with contractor's label to ensure authorized access for the safety of both employer and the contractor.
3. All material to be used shall be presented before commencement and nor substitution will be allowed prior approval.
4. All wiring and electrical fittings shall comply latest British Standards.
5. Comprehensive work schedule with daily tasks including timing which will be carried on a sequence that does not interrupt daily operation shall be presented prior commencement to circulate through airport operational authorities.
6. If the quality workmanship is below the acceptable standard, the contractor shall rectify the situation

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- to the satisfaction of the employer at his own expense
7. Electricity and water required for the project will be supplied by the employer.
 8. It is contractors' responsibility to obtain all the permits required (from regulatory authorities' service providers etc.) for construction.
 9. Toilets at passenger terminal will not be allowed for contractor's employees.
 10. Any damage to adjacent wall/partition/panels or wirings and installation at site shall be rectified on contractors' cost. Any contingencies shall be taken in to consideration during construction.
 11. As build drawing of partition and wiring shall be submitted upon completion of said work
 12. The metric system of units shall be used throughout.

Section 2 - General Requirements

2.0 General Requirements

2.1. General

The Conditions of Contract, Bill of Quantities and the Detailed Drawings shall be read in conjunction with the Specifications Matters referred to, shown or described in any one of these documents are not necessarily repeated in others. Notwithstanding the subdivision of the specifications in various headings, every part is to be deemed supplementary to every other part and various parts are to be read with each other, so far as it may be practical to do so or when the context so warrants.

2.2. Standards and Workmanship

In various places throughout this specification and the Bills of Quantities reference is made to the Standards if applicable. If any standard is mentioned in any product/material, such shall be approved prior commencement of procuring process. Any product/material, which standard or specification is mentioned and not available in the market, such shall be submitted to the employer for approval.

2.3. Drawings and Specifications

Drawings: Drawings and Specifications are intended to complement each other, so that if anything is shown on the Drawings, but not mentioned in the specifications or vice versa, it is to be furnished and built as though specifically set forth in all three. If any discrepancies, errors, ambiguities or omissions occur in the Drawings or Specifications, the same shall be referred to the Employer before proceeding with the Works, and the Employers representative decision on such discrepancies, errors, ambiguities or omissions shall be final in writing.

Specifications: In addition to the Drawings, BOQ and Specifications attached hereto, the Employer will during the progress of the Works furnish additional Drawings, Specifications, and instructions as may be necessary, in the opinion of the Employer, for the purpose of the proper and adequate execution and maintenance of the Works, and the Contractor shall make his work conform to these. Such drawings and instructions shall be deemed to be part of the Contract Documents.

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2.4. Transportation to the Site

The Contractor shall provide all necessary transport, handling and storage of all materials, components and the like to their points of installation on site including transport to and from storage. The Contractor shall provide all necessary transport of labour to and from the site. The contractor shall use routes specified by the island authorities for transporting heavy and oversized goods to the site.

2.5. Schedule and Execution Plan

The Contractor shall prepare and submit to the Employer for approval the construction schedule and an execution plan of temporary facilities, stock yards, etc., before the start of the Works.

2.6. Repairing and Correction

Any breakage(s) or defect(s) of existing buildings, roads utilities, or part(s) of them caused by the Works including transportation for the works shall be repaired or corrected by the Contractor with his responsibility.

2.7. Materials, Goods and Workmanship

Materials, goods and workmanship shall be of the best quality of their respective kinds and, as far as applicable, shall comply in every respect with the requirements of the quoted Standards, Codes of Practice and Specifications or any other National Standard approved by the Employer. Preambles and descriptions of materials, goods and workmanship given in any one section of the specifications shall apply throughout the whole of these specifications unless otherwise described. The substitution of materials, goods, workmanship and the like from that specified shall only be permitted with the written approval of the Consultant.

All workmanship shall be of the best standard. All goods and materials to be incorporated in the Works must be new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract.

2.8. Samples

The Contractor shall furnish for approval with reasonable promptness, all samples as directed by the Employer. The Employer shall check and approve such samples with reasonable promptness only for conformance with the design concept of the Works and for compliance with the information given in Contract Documents. The work shall be in accordance with the approved samples.

All samples shall be delivered to the Employer with all charges in connection therewith paid by the Contractor and deemed to be included in the contract price.

Duplicate final approved samples, in addition to any required for the Contractor's use, shall be furnished to the Employer, one for office use and one for the Site.

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Samples shall be furnished so as not to delay fabrication, allowing the Employer reasonable time for consideration of sample submitted.

Each sample shall be properly labelled with the name and quality of the material, name of the project, the Contractor's name and date of submission, and the specification article number to which the sample refers.

2.9. Ordering Materials

The Bills of Quantities shall not be used as a basis for ordering materials and the Contractor is entirely responsible for assessing the quantities of materials to be ordered. Upon receipt of the Employer's order to commence the Works, the Contractor shall immediately place orders for all required materials and will be held responsible for any delays occurring due to the late placing of such orders. Prior to finalizing material orders, the Contractor shall advise the Employer and await the Employer's written approval to complete the same. The Contractor shall pay all expenses, taxes and dues etc. incurred on the procurement of materials from abroad.

2.10. Protection

The Contractor shall have the Works and adjoining properties protected from inclement weather. Any loss or damage caused by weather, carelessness or lack of skill of workers, accident or otherwise shall be of such property that is affected. The Contractor shall provide all necessary dust sheets, barriers and guard rails and clear away at completion.

The work shall be suspended for such time as may be directed and/or approve by the Consultant if the specified quality of work is difficult to maintain during inclement weather.

2.11. Cutting and Patching

The Contractor shall be responsible for all cutting and patching and making good required for all trades for all work and his prices will be deemed to include for all such cutting and patching and making good.

2.12. Electricity for the Works

The Contractor shall make all necessary arrangements and provide all artificial lighting and power (maintaining a generator if necessary) for the proper execution and security of the Works and its protection, with all meters, temporary wiring and fittings, pay all charges and alter adapt and maintain the temporary work as necessary and remove and make good at completion.

2.13. Working Platform

Any temporary platforms shall be secured and safe and shall be covered with safety nets where necessary to avoid falling objects. Temporary platforms shall not be moved without proper footing and sliding equipment's and shall avoid any scratches at the floor and sidewalls or any damage to the surrounding.

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2.14. Interference with Access to Properties and Apparatus

Before interfering with access to any property, the Contractor shall make adequate alternative arrangements for the occupiers.

The Contractor shall not obstruct access to any apparatus or utilities of any service or utility.

2.15. Procedure for Complaints and Damage Claims

Details of complaints received by the Contractor as a result of work he is carrying out shall be passed to the Employer without delay. The Employer shall likewise pass to the Contractor details of complaints, which may be submitted directly to him.

A similar exchange of information shall be made in relation to all claims and intended claims, which may be received.

2.16. Protection against Damage

The Contractor shall avoid causing unwarranted damage to streets, pathways, land, property, trees and other features. He shall deal promptly with any complaints from owners or occupiers.

The Contractor shall avoid damage to apparatus or utilities of other undertakers, and shall temporarily support or work around any such apparatus, which crosses or runs alongside his works. In the event of damage, the Contractor shall notify the Employer and the Undertaker.

2.17. Apparatus of Statutory Undertakers

The Contractor shall liaise with all relevant statutory Undertakers before commencing any demolition, and shall satisfy himself of the exact position of existing apparatus, which may be affected by the works.

The Contractor shall notify the Employer in advance of any diversion or removal of apparatus or utilities required for his own convenience or proposed method of working and shall comply with any requirements of the Employer with respect to them.

2.18. Work Standard

Works should be carried out according to professional standard acceptable to Employer. The contractor shall reimburse Employer the cost of material lost or damaged due to faulty installation within the warranty period mentioned in the contract.

Risk management is the identification, measurement and economic control of risks. A qualitative assessment of risk is essential in order to gain an appreciation of the relative importance of the various issues and to determine a risk management strategy during the demolition and construction.

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2.19. Tidiness of the Site

The Contractor shall be responsible for the proper up keeping and maintenance of the site and the works and shall remove from the site rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

2.20. Care of Works

The Contractor shall take all necessary and reasonable precautions to protect the existing utilities, properties, and structures etc. in which his is carrying out his activities and make good, at his own cost, any loss or damage that he might cause.

2.21. Security

The contractor shall ensure that the site is secure during the period of work and shall be liable for any loss or damage sustained as a result of their failure to comply with this condition.

Where the works are in close proximity to passenger movement, walls or other existing structures, the contractor shall take adequate measures to prevent any damage. In addition, before commencing work the Contractor shall submit details in writing of his proposed method of carrying out these measures and shall not commence operations until these are approved in writing.

2.22. As-Built Drawings / Detail Drawings

The Contractor should note that the Drawings and Quantities in the Tender Documents, whilst detailed, have to be considered as preliminary, and only provide an indication of the locations, layouts and scope of works. The contractor should produce all the relevant as built drawings including the profiles. The locations, layout and scope of works may be altered and in such cases the Contractor shall not be entitled to any claim whatsoever for such alterations over and above the measured works or measured variations at the tendered rates except in accordance with the provisions of relevant Clauses of the Conditions of Contract.

Subject to the above limitation, design detail will be provided by the employer in advance of the Contractor's intended commencement of construction as indicated in his approved construction programme or as otherwise agreed with the employer.

Should any Contractor's proposals for the any specialised items differ in entirely or substantially from that of the employers or should it affect another component of the element or item of work beyond permissible variations from it, then the Contractor shall, at his own cost, be responsible for redesign to provide a complete acceptable system before approval of any part thereof. For such works, the Contractor shall furnish, at his own expense, the employer with copies of all design calculation, sketches, working drawings and similar information in as much detail as the employer may reasonably require for his full information and subsequent approval.

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Such approval of the Contractor's design shall not relieve the Contractor from any of his duties, responsibilities or obligations under the Contract.

The above work to be undertaken by the Contractor or his approved subcontractor shall be in accordance with current practice generally using accepted design techniques as specified in the relevant Tender Document all to the approval of the Employer.

Contractor shall prepare the working drawings/shop drawings and documents, including diagrams and schedules shall show the details of proposals for the execution of the works and shall include everything necessary for the following purposes:

- To illustrate in detail the arrangement of the various section of the works and to identify the various components.
- To integrate the various sections of the works.

Working drawings and documents shall be made available sufficiently early so that the Employer gets sufficient time to check and correct them.

The Contractor shall liaise with the employer for the period required for any approval, which shall be a maximum of two weeks. Delay in obtaining approval of working drawings shall not be a reason for requesting extension of time.

The Contractor shall ensure that all items to be ordered by him can be accommodated in the positions shown on the drawings and for taking all necessary dimensions on site together with any supporting information which may be necessary for preparing working drawings.

Materials or equipment shall not be ordered nor the construction of the associated works be commenced until such approval has been obtained from the Employer.

The Contractor shall be deemed to have obtained a full and proper understanding of the Employer's design and design intents and to have satisfied himself with their accuracy and suitability. In this respect, the Employer will meet all reasonable requests made by the Contractor in furnishing design information and other information to the Contractor. No claim in respect of lack of knowledge will be admissible.

2.23. Sample

The Contractor shall submit samples of all necessary required materials and goods for inclusion in the works to the Engineer and only those approved by the Engineer and to the standards specified elsewhere in the Contract may be ordered for supply. Samples shall be submitted promptly in order not to delay the works.

All work executed shall be of equal standard in all respects to the approved samples and the employer may reject any work which, in his opinion, does not comply with the approved samples.

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2.24. Site Safety

2.28.1 Safety on Site

The Contractor shall ensure that the works are carried out in a safe manner to a accepted guidelines on safe working procedures and to the satisfaction of the Employer.

The following requirements shall be complied with by the Contractor:

- (a) Scaffolding - Suitable and sufficient scaffolds shall be provided and properly maintained for all work that cannot safely be carried out from the ground or from part of the structure or from a ladder.

Every scaffold shall be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used. Unless designed as an independent structure, every scaffold shall be rigidly connected to a part of the structure which is of sufficient strength to afford safe support. Protective headgear shall always be worn.

- (b) Correct fencing-off of the site and all appropriate security measures. This should be specified under contractor work methodology.

The safety equipment which shall be made available shall include but not limited to:

- Lifting harness with ropes.
- Protective head gear.
- First Aid Box
- Fire Extinguishers.
- Safety sign boards

2.28.2 Traffic Management

Before commencement, contractor shall specify dates which movements of vehicle for removal of debris/construction waste and movement of material to Maldivian Seaplane which may require to utilize main entrance and pathway.

2.25. As Built Records

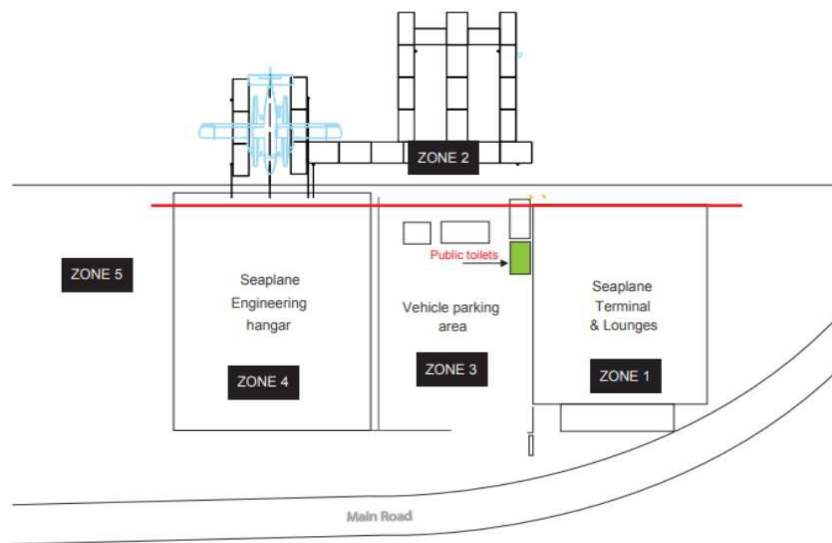
Upon completion of work as in the stages of the Programme of Works, at the direction of the Engineer, the Contractor shall prepare detailed drawings and other records, as required, of the works executed. The Contractor is required to submit the soft copy as well as three hard copies of the as built records to the scale advised by the employer.

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d. Worksite guideline

The following standards apply to all Island Aviation Services Limited (Maldivian) hereafter referred as "IASL", contractors, subcontractors engaged in civil and maintenance related works. The term "worksite(s)" is used in its broadest sense and includes all company owned and/or leased sites, property, facilities, trailers, equipment, machinery, vehicles, parking areas and company provided housing. The guidelines establish expectations regarding appropriate worksite conduct;



Zone 1 - Seaplane Departure Terminal

Zone 2 - Airside

Zone 3 - Vehicle parking & luggage loading/unloading

Zone 4 - Seaplane Hangar

Zone 5 - Workshops and other area

1- General:

1. All authorized/visitors/contractors must obtain a valid airport access pass issued by Aviation Security Command and must be displayed at all times in terminal area and site.
2. Information of site manager/ supervisors name and contact details must be displayed at worksite.
3. During any project at ZONE 3, all workers/laborers including material, garbage or any entrance/exit must be practice via main gate at southern side.

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4. During the project period, contactors/workers shall keep caution during lifting/ transferring materials through hallways/alleyways. Any damage caused during the event shall be reported and rectify immediately.

2. Restricted areas and gate protocol:

1. Once the worksite is finalized, access to that specific area including public areas can be access granted by IASL representative.
2. During any project at ZONE 3, all guest area at terminal ground floor including ZONE 2 (airside) ZONE 4 & 5 is restricted to that specific contractor/visitor engaged in that specific project.
3. During the contracted period, if the contractor requires access to any delivery vehicle via Male'/Hulhumale', 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
4. During the contracted period, if the contractor requires access to any vessel via sea to harbor area, 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
5. During any delivery/withdraw, any personal that access the site for loading or unloading, including driver/drivers assistants shall leave site immediately with that specific vehicle or vessel.
6. In any circumstance, no personnel shall use ZONE 1 guest entrance (main entrance/ south entrance) for any purpose.

3. Use of washroom/toilets.

1. Public washroom/toilet is located in ZONE 3 mentioned as "public toilets" in the given chart.
2. Bathing or cleaning equipment's and cloths are not permissible in washroom.
3. Always keep toilet bowls and washbowl clean after use.

4. Smoking:

1. Smoking is prohibited in worksite and in any area that is not labeled as designated smoking area.
2. Always keep designated smoking area clean.
3. Any employee of contractor found smoking in restricted and unauthorized area will be deemed to remove from the site and hold the security pass.

5. Trash:

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1. Any trash or material leftover shall be kept within the parameter of that project worksite and shall not be exposed to public.
2. All trash or material leftover has to be withdrawn from site during or before site handover.
3. Food waste or any trash that might decay or produce bad smell shall be dumped to designated area or shall be cleared from work site immediately.

Any issue that is not address in this worksite guideline will be informed during an event of such activity and will be informed via email to respective personal in charge.

Any complaints, queries during the project shall be informed via telephone during an emergency to Seaplane administration duty mobile **+960 7914242** or IASL Supervisor appointed for the project.

Or via email to: admin.seaplane@iasl.aero and agleem@iasl.aero

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(BOQ)

(Please see attachment)

DRAWING

(Please see attachment)

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STAFF STRENGTH AND MACHINERIES

Staff strength

*Foreign employees must hold valid work
visa/permit*

	Rank	Number of staffs
1	Site supervisor	
2	Carpenter	
3	Welder	
4	Mason	
5	Bar bender	
6	Laborer	

List of Machineries for construction

Company inventory machineries only

	Machinery	Please tick
1	Concrete mixer (min 350Ltrs)	
2	Metal Cut off machine	
3	Bar bender machine	
3	Concrete vibrator	
4	Circular saw	
5	Miter Saw	

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Submission Check List

REQUIRED DOCUMENTS		TICK IF SUBMITTED	
1	Company Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	GST Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
3	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
4	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Cost and Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
5	Audited Financial Statement (Latest 3 years)	<input type="checkbox"/>	<input type="checkbox"/>
7	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
8	Cost Break Down (BOQ)	<input type="checkbox"/>	<input type="checkbox"/>
9	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
10	Implementation Plan/Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>

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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: CONSTRUCTION OF SEAPLANE SERVICE BUILDING FOR ENG STORE AND GROUND OFFICES AT VELANA INTERNATIONAL AIRPORT

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).