
REQUEST FOR PROPOSAL

Project Name: IASL JUNCTION CLEANING SERVICE

Proposal Number	P-06-2022	Proposal Submission Date	20 th March 2022 at 14:00 HRS
Proposal Announcement Ref	IAS/MIS/2022-114		
Proposal Submission Address	Island Aviation Services Ltd, Dar Al Ei-man Building, Majeedhee Magu, Male' Maldives		

Island Aviation Services Ltd. is seeking proposals for Junction Cleaning Services as specified in this document. Interested parties are invited to submit their proposals for the services 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 proposals.

MARCH 5, 2022

ISLAND AVIATION SERVICES LIMITED

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

1. Invitation to Proposals

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 for a suitable party provide junction cleaning services on IAS Premises. Works must be carried out as per the instructions stated in the Scope of Work.

Island Aviation Services invites sealed proposals valid for 90 days from the date of opening the proposals from Maldivian / International companies, for procuring requirement as per attachment. All parties are advised to study the Proposals Document carefully.

2. Information for Participants

2.1. Goods / Services Required

To Clean the Junctions on IAS Premises on a monthly basis.

2.2. Eligible Participants

The Parties must submit relevant documents as per below details.

- a) Party must be a Business Entity providing such goods and services as attachment.
- b) The party 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) 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.

2.3. Guideline for PROPOSAL Submission:

Parties are required to attend an information session combined with a site visit as per below details.

2.3.1. INFORMATION SESSION AND SITE VISIT

Date of Information Session	9th March 2022, at 11:00 HRS.
Venue For Information Session	<u>Maldivian Seaplane Counter, Velana International Airport</u>

2.4. Proposal Submission

Venue for Proposal Submission	Island Aviation Services Ltd, Dar Al Ei-man Building, Majeedhee Magu, Male' Maldives
Date and Time	20th March, 2022 14:00 HRS Note: No party will be allowed after the mentioned time.

2.5. Documents Required with Proposal

The Proposals Proposal Document **must** comprise of the following:

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;
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 along with the Bill of Quantities. Proposal must remain valid for a period of 90 days after the date of Proposal Submission.
Relevant Experience	<ul style="list-style-type: none"> List of experience in similar projects with letters of completion. If experiences are not accompanied with an official letter of completion by the client, marks will not be awarded to that section.
Related Party Disclosure (Form A)	The form serves to justify that the party 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:
- If less than two total proposals received, the IASL reserves the right to continue or reject the evaluation or request for a resubmission.
 - If any of the required documents mentioned in section **2.5**. Is not submitted by a party, IASL has the right to reject the PROPOSALS 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 annexed to this document.
- 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.
- 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 proposals as non-responsive.

- g) IASL will only accept one proposals document from every party.
- h) To assist in the evaluation and comparison of proposals, IASL may, at its discretion, request any party for clarification of its proposals. This will be clarified in writing, but no change in substance or price of the proposals will be sought.
- i) IASL will evaluate and compare only those proposals determined to be responsive in accordance with requirements specified in the proposal.
- j) IASL will award the contract in writing to the party who scores the highest marks in compliance with the criteria decided by the Proposals Evaluation Committee.
- k) Upon furnishing by the successful party, IASL will promptly notify the other parties through telephone or email that their proposals have been unsuccessful.

2.6. Evaluation Criteria

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

Category	Details	Points
Price Offered	<p>Each party's price is used to identify their relative position on a 0 – 70 price scale. This is done by allocating the lowest priced qualified proposals 70 points and scaling-down the remaining party's score in relation to this, based on the price proposed by the party.</p> <p><i>Price percentage = 60 x (lowest price / quoted price)</i></p>	70%
Relevant Past Experience	Letters from clients stating the successful execution of similar tasks or evidence of related fiber optic works to attain marks for the "Past Experience" category.	30%

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.

3. Scope of Work

1.0 BACKGROUND AND PURPOSE

1.1 Island Aviation Services Ltd. Facilities has a requirement to clean the junctions on IAS premises on a routine basis

2.0 GENERAL REQUIREMENTS

2.1 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.

2.2 The Contractor shall not to 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.

2.3 The Contractor shall clear the work site upon completion of work.

3.0 SCOPE OF WORKS

3.1 Cleaning of junctions must be carried out in all IASL premises mentioned on a monthly basis

3.2 Monthly inspection to be carried out.

3.3 In case of blockage in the toilets, contractor must take immediate action within 4 hours upon informing

DETAILS	VOL	SIZE	LOCATION
Junction 1	22.5 ft ³	Approx. 3'x3'	Maldivian Seaplane Terminal
Junction 2	22.5 ft ³	Approx. 3'x3'	Maldivian Seaplane Terminal
Junction 3	50.0 ft ³	Approx. 5'x4'	Maldivian Seaplane Terminal
Junction 4	22.5 ft ³	Approx. 3'x3'	Maldivian Seaplane Hangar
Junction 5	22.5 ft ³	Approx. 3'x3'	Inflight Service Office (Near HIH)
Junction 6	22.5 ft ³	Approx. 3'x3'	Inflight Service Office (Near HIH)
Junction 7	50.0 ft ³	Approx. 5'x4'	Maldivian Engineering Hangar @ Airside
Junction 8	22.5 ft ³	Approx. 3'x3'	Maldivian Engineering Hangar @ Airside
Junction 9	22.5 ft ³	Approx. 3'x3'	Maldivian Engineering Hangar @ Airside
Junction 10	22.5 ft ³	Approx. 3'x3'	Maldivian Engineering Hangar @ Airside
Junction 11	22.5 ft ³	Approx. 3'x3'	Maldivian Engineering Hangar @ Airside

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	Proposal	<input type="checkbox"/>	<input type="checkbox"/>
4	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
5	Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
6	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>

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: IASL Junction Cleaning Services

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).