



REQUEST FOR PROPOSAL

Project Name: Graphics Retainer

Project Number	P-02/2022	Bid Submission Date	23 rd March 2022 14:00 hrs
Bid Announcement Ref	IAS/MIS/2022-112		
Bid Submission Address	M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives		

Island Aviation Services Ltd. is seeking proposals for a Retainer to prepare graphic artworks and videos monthly. Interested bidders are invited to submit their proposals for the supply of the goods and 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 bid.

MARCH 9, 2022

ISLAND AVIATION SERVICES LIMITED

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

1. Invitation to Bid

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 for a Retainer.

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

2. Information for Bidders

2.1. Goods / Services Required

Four⁺ Art Works / Week (Video, Graphics, Info graphic)

One Video / Month for a contract duration of 1 year.

2.2. Eligible Participants

The Participant must submit relevant documents as per below details.

- a) Participant must be a Business Entity/Individuals providing such goods and services as attachment.
- b) If the Participant is a Maldivian Firm, they must have 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
- d) 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:

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

2.3.1. INFORMATION SESSION

Date of Information Session	<u>To be informed.</u>
Venue For Information Session	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.

An information session shall be conducted for all parties, 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.

2.4. Bid Submission

Venue for Bid Submission	Island Aviation Services Ltd (Head Office), M.Dar-Al-Eiman Building, Majeedhee Magu, K.Male', Maldives.
Date and Time	23rd March 2022, 1400hrs No party will be allowed after the mentioned time.

2.5. Documents Required with Proposal

The Bid Proposal Document must comprise of the following:

Company Profile/Individual Profile	Profile of the Firm including the firm's shareholding structure and details;
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.
Relevant Experience	<ul style="list-style-type: none"> 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.

- a) Island Aviation Services Ltd reserves the right to reject a Proposal in the following circumstances:
- i. If less than two total proposals 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 mentioned in section 2.5. Is not submitted by a party, IASL has the right to reject the Proposal 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 shared written or verbally with the Parties, in connection with this Request for Proposal is to be treated as strictly confidential. The Parties 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 bid as non-responsive.
- g) IASL will **only** accept one proposal document from every participant.
- h) To assist in the evaluation and comparison of proposals, IASL may, at its discretion, request any party for clarification of its participant. This will be clarified in writing, but no change in substance or price of the proposal will be sought.
- i) IASL will evaluate and compare only those proposals determined to be responsive in accordance with requirements specified in the bidding document.
- j) IASL will award the contract in writing to the participant who scores the highest marks in compliance with the criteria specified in this document.
- k) Upon furnishing by the successful participant, IASL will promptly notify other participants 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	Each participant's price is used to identify their relative position on a 0 – 60 price scale. This is done by allocating the lowest priced qualified bid 60 points and scaling-down the remaining proposal's score in relation to this, based on the price proposed by the party. <i>Price percentage = 60 x (lowest price / quoted price)</i>	60%
Relevant Past Experience	Letters from clients stating the successful execution of similar tasks or evidence of operation is required to attain marks for the "Past Experience" category.	30%

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.

Anexxure-1

Project Name: Graphics Retainer

General Requirement of the Project

1. 1.1 Scope of Service

The project scope includes to conceptualize and design art works including high quality innovative, creative marketing materials. Create infographics and illustrations for web-based communications as requested by our company.

2. Requirements

2.1. General Terms and Conditions

- Minimum 2 years of experience in graphic design and related artistic/ creativity skills
- Excellent knowledge of graphic design software along with proven experience of graphic production and videography

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	Company Profile/Individual Profile	<input type="checkbox"/>	<input type="checkbox"/>
4	Proposal with Payment Terms (Proposed Monthly Rates)	<input type="checkbox"/>	<input type="checkbox"/>
5	Portfolio Showcasing Previous Design Materials	<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: Graphics retainer for Island Aviation Services Ltd

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).