



REQUEST FOR PROPOSAL

Project Name: Repair and Maintenance Works at Hdh.Hanimaadhoo Kashima Lounge

Proposal Number	P-43-2021	Proposal Submission Date	19 TH June 2022 at 14:00 HRS.
Proposal Announcement Ref	IAS/MIS/2022-1298		
Proposal Submission Address	Hanimaadhoo Maldivian Office		

Island Aviation Services Ltd. is seeking proposals for Maintenance and Repair Works at HDh.Hanimaadhoo Kashima Lounge as specified in this document. Interested parties 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 proposals.



JUNE 8, 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 for the repair and maintenance works at Hdh.Hanimaadhoo Kashima Lounge. 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

Requirement of Repair and Maintenance Works at Hdh.Hanimaadhoo Kashima Lounge

2.2. Eligible Participants

The Parties must submit relevant documents as per below details.

- a) Party must be a Firm or Sole Proprietor Entity providing such goods and services as attachment
- a) The party must be a Maldivian business entity 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:

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

2.3.1. INFORMATION SESSION

Date of Information Session	14 TH JUNE 2022, at 14:00 HRS.
Venue For Information Session	<u>Maldivian Kashima Lounge Hdh.Hanimaadhoo</u>

2.3.2.SITE VISIT

A site visit session shall be conducted for all parties, kindly note that attendance for both the mentioned sessions are **mandatory** and proposals will not be accepted of any party that does not attend these sessions on time.

Date of Site Visit	14TH JUNE 2022, at 14:00 HRS.
Venue For Information Session	<u>Maldivian Kashima Lounge Hdh.Hanimaadhoo</u>

2.4. Proposal Submission

Venue for Proposal Submission	HDh.Hanimaadhoo Maldivian Office, Maldives
Date and Time	21st JUNE, 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.
Staff Strength	<ul style="list-style-type: none"> The number of Workers/ Labourers intended to allocate to carry out the requirement specified in this document should be mentioned to determine the staff strength of the company.
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) 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.
- b) 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.
- c) 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.

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"/>

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		DATE:	25 NOV 2021

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: Repair and Maintenance works at Hdh.Hanimaadhoo Kashima Lounge

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).