



# REQUEST FOR PROPOSAL

## OPERATION OF A CAFÉ AT IFURU AIRPORT

<b>Bid Number</b>	15/2022	<b>EOI Registration Date</b>	29 <sup>th</sup> June 2022, 10:00 Hrs
<b>Bid Announcement Ref</b>	IAS/MIS/2022-1401	<b>Information Session Date and Place</b>	Date and time will be disclosed to all parties that submit the EOI on time
<b>Bid Submission Date</b> <ul style="list-style-type: none"><li>Date and time will be disclosed to all parties that submit the EOI on time</li></ul>			
<b>Bid Submission Address</b>	H.Silver Sand First Floor, Kalaafaanu Hingun, 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.

JUNE 23, 2022

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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 operate a Café' at R. Ifuru Airport.

Island Aviation Services invites sealed bids valid for **90** 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 Operation of a Café at Ifuru Airport.

### 2.2. Eligible Bidders

#### 2.2.1. Eligibility

- a) The bidder should be a Business Entity registered in Maldives, registered under the Business Registration Act 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. Financial Statement of the last 12 months (May 2021 to April 2022)

#### 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.

#### 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

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Services Ltd (IASL) in writing to the mentioned below addresses,  
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)

**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.**

<b>Date of Information Session</b>	Date and time will be disclosed to all parties that submit the EOI on time
<b>Venue For Information Session</b>	Session will be conducted online via Teams

**2.4. Bid Submission**

<b>Venue for Bid Submission</b>	H.Silver Sand First Floor, Kalaafaanu Hingun, K.Male', Maldives.
<b>Date and Time</b>	Date and time will be disclosed to all parties that submit the EOI on time



**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; Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.
2	<b>Company Profile</b>	Profile of the Firm including the firm's shareholding structure and details;
3	<b>Rent and Staff Discount Rate Offered</b>	<ul style="list-style-type: none"> <li>• Details of rent and staff discount rate offered for the Café</li> <li>• Proposal must remain valid for a period of <b>90</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 Financial Statement of the last 12 months (May 2021 to April 2022)</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>Related Party Disclosure (Form A)</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, 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 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 under 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.

Category	Details	Points
<b>Rent Offered</b>	Each bidder's price is used to identify their relative position on a 0 – 30 price scale. This is done by allocating the lowest priced qualified bid 30 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder.  <i>Price percentage = 30 x (lowest price / quoted price)</i>	<b>30%</b>
<b>Discount Offered for IASL Staffs</b>	Marks will be awarded under criteria for Staff Rate Offered considering the Discount Rate offered for staff working at the airport.	<b>30%</b>
<b>Strength/Reliability</b>	Marks will be awarded under criteria for Strength/Reliability considering the submitted Financials Statement of the last 12 months (May 2021 to April 2022)	<b>15%</b>
<b>Relevant Past Experience</b>	Letters from clients stating the successful execution of similar tasks or evidence of operation of a café' or restaurant by the bidder is required to attain marks for the "Past Experience" category.	<b>10%</b>
<b>Service Commencement</b>	Duration required for service commencement	<b>15%</b>

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### Annexure 1

- The rent to be proposed on Bidder's discretion.
- Duration required by the party for service commencement should be mentioned in the Bid document.
- The café will be leased for a duration of 5 years.
- Proposed menu should include a list of items on the menu with details, and the maximum cost of items on sale. The menu rates offered must be quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.
- Contractor shall bear all the cost for the operation and management of the café', including the replacement of any machinery or equipment.
- Within the agreement period, the service awarded party will not be allowed to sell the investment to any other party.
- Party should hold any necessary certificates or permits required by concerning authorities when service commences for the Café

**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	Financial Statement of the last 12 months (May 2021 to April 2022)	<input type="checkbox"/>	<input type="checkbox"/>
6	Relevant Past Experience	<input type="checkbox"/>	<input type="checkbox"/>
7	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
8	Proposed Menu and discount rate offered for IASI Staff.	<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: Operation of a Café at R.Ifuru 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).





**COMPANY INFORMATION FORM (EOI)**

Business Name

Correspondence Address

Registered Address

Date of Incorporation

Name of Representative

Designation of Representative

Contact No.

Email Address

ROAD



