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# REQUEST FOR BID

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## Leasing of Ifuru Airport Shop

<b>Bid Number</b>	16/2022	<b>Bid Submission Date</b>	Date and time will be disclosed to all parties that submit the EOI on time
<b>Bid Announcement Ref</b>	IAS/MIS/2022-1402		
<b>Bid Submission Address</b>	Procurement Office – H.SilverSand 1 <sup>st</sup> Floor, Kalaafaanu Hingun, Male'		

Island Aviation Services Ltd. is seeking bids for the requirement specified in this document. Please ensure that all proposal submissions comply with the instructions provided. Failure to comply with the instructions may result in disqualification of the bid.

JUNE 23, 2022

ISLAND AVIATION SERVICES LIMITED  
M.Dar-Al-Eiman Building | Majeedhee Magu | K.Male' | Maldives

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## 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 to lease Ifuru Domestic Airport staff shop

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

General goods including different variety of drinks, snacks, as well as cosmetics at affordable rates with staff discount for Island Aviation staff.

### 2.2. Eligible Bidders

**The Bidders must submit relevant documents as per below details.**

- a) Bidder must be a Business Entity providing such goods and services as attachment.
- b) If the bidder 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
  - c. Financials Statement of the last 12 months (May 2021 to April 2022)
- 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.

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### 2.3. Guideline for BID Submission:

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

#### 2.3.1. INFORMATION SESSION

<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>	Held online via Teams

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.

### 2.4. Bid Submission

<b>Venue for Bid Submission</b>	Procurement Office – H.SilverSand 1 <sup>st</sup> Floor, Kalaafaanu Hingun, Male’
<b>Date and Time</b>	Date and time will be disclosed to all parties that submit the EOI on time

### 2.5. Documents Required with Proposal

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

<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;
<b>Company Profile</b>	Profile of the Firm including the firm’s shareholding structure and details;
<b>Project Cost and Payment Terms</b>	<ul style="list-style-type: none"> <li>• Rent offered for the Shop</li> <li>• Staff discount rate offered</li> <li>• Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.</li> </ul>
<b>Financial Capacity and Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Financials 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>
<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.

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- 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 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 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.

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## 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/Price Offered</b>	<p>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.</p> <p><i>Price percentage = 50 x (lowest price / quoted price)</i></p>	<b>50</b>
<b>Staff Discount Offered</b>	Percentage of discount offered for Island Aviation Staff	<b>20</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>10</b>
<b>Relevant Past Experience</b>	Letters from clients stating the successful execution of similar tasks or evidence of operation of a Shop by the bidder is required to attain marks for the "Past Experience" category.	<b>10</b>
<b>Delivery</b>	Duration required for Service Commencement	<b>10</b>

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## Anexxure-1

# Leasing of Ifuru Airport Shop

### General Requirement of the Project

- Client expects a minimum rent of MVR 2,000 per month for the shop.
- The project scope includes to operate a shop at Ifuru Domestic Airport.
- Good quality products should be available during all operational hours.
- Shop should be open for long hours (0800-2200).
- Shop should be open during all flight movements.
- Shop should have cosmetics, laundry items, fruits & other essential items available.
- A list of products to be sold should be included in the bid, along with the rates offered (rate offered must be quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes.
- The percentage of discount to be offered to Island aviation staff. Discount should be deducted from original price.
- Stock should be maintained accordingly

## 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	Rent / Staff discount rate offered for IASL staff	<input type="checkbox"/>	<input type="checkbox"/>
6	Financials Statement of the last 12 months (May 2021 to April 2022)	<input type="checkbox"/>	<input type="checkbox"/>
7	Related Party Disclosure (Form A)	<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 staff shop at Ifuru Domestic 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).