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# REQUEST FOR PROPOSAL

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PROJECT NAME: FUVAHMULAH CALL CENTER REFURBISHMENT WORK

<b>Proposal Number</b>	P-35-2022	<b>Proposal Submission Date</b>	17 <sup>th</sup> July 2022 14:00 hrs
<b>Proposal Announcement Ref</b>	IAS/MIS/2022-1300		
<b>Proposal Submission Address</b>	Island Aviation Services Ltd, Dar Al Ei-man Building, Majeedhee Magu, Male' Maldives		

Island Aviation Services Ltd. is seeking proposals for the Construction & Refurbishment of Call Center at Fuvahmuulah 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 28, 2022

ISLAND AVIATION SERVICES LIMITED

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

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## 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 Construction and refurbishment of call center at Fuvahmulah. 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

Island aviation services ltd has a requirement to carry out refurbishment and modification work at Fuvahmulah media center to cater as a call center.

#### **The Parties must submit relevant documents as per below details.**

- a) Party must be a firm or sole proprietor providing such goods and services as attachment.
- b) 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
  - c. Financial Statements of the past year
- 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.

### 2.2. Guideline for PROPOSAL Submission:

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

#### 2.2.1. INFORMATION SESSION AND SITE VISIT

<b>Date of Information Session &amp; Site Visit</b>	<b>Will be informed once EOI Deadline</b>
<b>Venue For Information Session &amp; Site Visit</b>	Fuvahmulah Media Center (Infront of Hospital)

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### 2.3. Proposal Submission

<b>Venue for Proposal Submission</b>	Island Aviation Services Ltd, Dar Al Ei-man Building, Majeedhee Magu, Male' Maldives
<b>Date and Time</b>	<p><b>17<sup>th</sup> July 2022 14:00 hrs</b></p> <p><b>Note: No party will be allowed after the mentioned time.</b></p>

### 2.4. Documents Required with Proposal

The Proposals 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>The Project Cost and Payment Terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes along with the Bill of Quantities.</li> <li>Proposal must remain valid for a period of <b>90</b> days after the date of Proposal Submission.</li> </ul>
<b>Relevant Experience &amp; Financial Strength</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Provide Past years' financial statements to indicate financial strength of the company to execute a project of this nature.</li> </ul>
<b>Related Party Disclosure (Form A)</b>	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).

- 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.
- 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.
- 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.

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**2.5. 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
<b>Price Offered</b>	<p>Each party’s price is used to identify their relative position on a 0 – 60 price scale. This is done by allocating the lowest priced qualified proposals 60 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>	<b>60%</b>
<b>Relevant Past Experience</b>	<p>Letters from clients stating the successful execution of similar tasks or evidence of related works to attain marks for the “Past Experience” category.</p>	<b>20%</b>
<b>Strength/Reliability</b>	<p>Marks will be awarded under criteria for Strength/Reliability considering the submitted financials for the last years (2021).</p>	<b>15%</b>
<b>Delivery</b>	<p>Estimated delivery period with number of days required for the works to be provided by the vendor.</p>	<b>15%</b>

**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.

**Submission Check List**

<b>REQUIRED DOCUMENTS</b>		<b>TICK IF SUBMITTED</b>	
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	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
6	Payment Terms	<input type="checkbox"/>	<input type="checkbox"/>
7	Related Party Disclosure (Form A)	<input type="checkbox"/>	<input type="checkbox"/>
8	Financial Statements	<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: Construction of Call Center at FVM**

**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).