

INVITATION FOR PROPOSALS (IFP)

“Lease of a Tuck for operation at Hanimadhoo Airport Premises”

IFP no: RACL/IUL(PROC)/2022/32

Issued on: August 4, 2022

Proposal submission deadline: August 25, 2022



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Section 1. Letter of Invitation

Regional Airports Company Limited (RACL) hereby invites sealed Proposals from interested parties, to this Invitation for Proposal (IFP) for the **“Lease of a Tuck Shop for operation at Hanimadhoo Airport premises”**.

This IFP document includes all the sections specified below,

- Section 1: Letter of Invitation
- Section 2: Instruction to Proponents
- Section 3: Proposal Data Sheet (PDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements
- Section 6: Returnable Proposal Forms
 - Form A: Proposal Submission form
 - Form B: Proposed lease
 - Form C: Conformance to Schedule of Requirement
 - Form D: Proposal Securing Declaration

If you are interested in submitting a Proposal in response to this IFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this IFP and submit it by the Deadline for Submission of Proposals set out in Proposal Data Sheet.

RACL looks forward to receiving your Proposal and thank you in advance for your interest in RACL procurement opportunities.

Issued by:



Name: Abdulla Mizan

Title: General Manager, Procurement

Date: August 4, 2022

Section 2: Instructions to Proponents

| A. GENERAL PROVISIONS | | | |
|-----------------------|----------------------|-----|--|
| 1. | Scope of Proposal | 1.1 | Regional Airports Company Limited (RACL) hereinafter called and referred as “the Lessor” issues this invitation for proposal to invite sealed proposals from interested and eligible proponents for the “Lease of a Tuck Shop for operation at Hanimadhoo Airport Premises” . |
| | | 1.2 | Throughout this IFP: |
| | | a) | the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax) |
| | | b) | “Day” means calendar day. |
| 2. | Fraud and Corruption | 2.1 | It is a requirement for the Lessor to ensure that its staff, potential proponents/suppliers/contractors observe the highest standards of ethics during IFP process and execution of the works. In pursuance of this policy, the Lessor, <ul style="list-style-type: none"> • Defines, “Corrupt practice” as the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and • Defines, “Fraudulent practice” as misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Lessor and includes collusive practice among proponents (prior to or after proposal submission) designed to establish proposal prices at artificial noncompetitive levels and to deprive the Lessor of the benefits of free and open competition. |
| | | 2.2 | In pursuance of this policy, the Lessor: |
| | | a) | Will reject a proposal if it determines that the proponent has engaged in corrupt or fraudulent practices in competing for the contract in question. |

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| | | | b) | Will declare a proponent ineligible, either indefinitely or for a stated period, to be awarded a contract (from the Lessor) if it at any time determines that the proponent has engaged in corrupt or fraudulent practices in competing for, or in executing, the Lessor contract. |
| | | | c) | Will terminate the contract after having given fourteen (14) days' notice to the proponent. |
| 3. | Eligibility | 3.1 | | This IFP is open to sole proprietorships, partnerships, and companies, local and foreign. Individuals submitting Proposals shall be at least 18 (Eighteen) years of age on the Proposal opening date. |
| | | 3.2 | | A Proponent should not be suspended, debarred, or otherwise identified as ineligible by a state institution. Proponents are required to disclose to the Lessor whether they are subject to any sanction or suspension imposed by a state institution. |
| 4 | Conflict of Interest | 4.1 | | A Proponent shall not have a conflict of interest. Any Proponent found to have a conflict of interest shall be disqualified. A proponent is found to have a conflict of interest for the purpose of this IFP, if |
| | | | a) | The proponent directly or indirectly controls another proponent, or is controlled by or is under common control with another Proponent; or |
| | | | b) | The proponent has a relationship with another Proponent, directly or through common third parties, that puts it in a position to influence the Proposal of another Proponent, or influence the decisions of the Purchaser regarding this Proposal process; or |
| | | | c) | Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Proposal; or |

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| | | | d) | Any of its affiliates has been hired (or is proposed to be hired) by the Lessor for the contract implementation; or |
| | | | e) | Has a close business or family relationship with a staff of the Lessor who: <ul style="list-style-type: none"> (i) is directly or indirectly involved in the preparation of the proposals or specifications of the contract, and/or the Proposal evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such contract. (iii) is a member of the senior management staff of the Lessor |
| | | 4.2 | | A Proponent shall not participate in more than one proposal. This includes participation as a subcontractor. Such participation shall result in the disqualification of the Proposal. |
| B. PREPARATION OF PROPOSALS | | | | |
| 5. | Cost of Preparation of Proposals | 5.1 | | The Proponent shall bear all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal is selected or not. The Lessor shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. However, upon submission of the Proposal to the Company, the Proposal will become absolute property of the Company, and the Proponent will not have any right to claim back any of the documentation or material comprising the Proposal. |
| 6. | Language | 6.1 | | The Proposal, as well as all related correspondence exchanged by the Proponent and the Lessor, shall be written in the language(s) specified in the PDS. |
| 7. | Documents Comprising the Proposal | 7.1 | | The Proposal shall comprise of the following documents and related forms. |
| | | | a) | Standard Documents |
| | | | 1. | Company background/profile |

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| | | | 3. | Certificate of Business registration |
| | | | 4. | GST registration certificate |
| | | | 5. | Tax clearance report (past 6 months) |
| | | b) | Proposal submission Form (Form A) | |
| | | c) | The business proposal (Refer clause 9 of this IFP) | |
| | | d) | Proposed Lease (Form B) | |
| | | e) | Conformance to Schedule of Requirements (Form C) | |
| | | f) | Proposal Securing Declaration (Form D) | |
| 8. | Proposal Submission Form | 8.1 | The Proponent shall submit a completed Proposal Submission Form. Failure to submit the Proposal Form and an incomplete submission of a Proposal Submission Form shall lead to a disqualification of the Proposal. | |
| 9. | The Business Proposal | 9.1 | <p>The Business Proposal shall address/meet the requirements specified under section 5; Schedule of Requirements of this IFP. Non-submission of the business proposal will lead to disqualification.</p> <p>At minimum, the business proposal shall include the following,</p> <ul style="list-style-type: none"> - Operational and Management Plan - Financial forecast (Projected sales for the two-year period) - Proposed rent (Monthly/Yearly rent for the two-year period). | |
| 10. | Currency | 10.1 | All prices shall be quoted in the currency or currencies indicated in the PDS. If prices are quoted in a currency not specified in the PDS, the Proposal shall be disqualified. | |
| 11. | Only One Proposal | 11.1 | The Proponent shall submit only one Proposal. | |
| | | 11.2 | Proposals submitted by two (2) or more Proponents shall all be rejected if they are found to have any of the following: | |
| | | | a) | they have at least one controlling partner, director, or shareholder in common; or |

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| | | | b) | they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of another Proponent regarding this IFP process; |
| | | | c) | they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proponent: |
| 12. | Proposal Validity Period | 12.1 | Proposals shall remain valid for the period specified in the PDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period shall be rejected by the Lessor and rendered non-responsive. | |
| 13. | Extension of Proposal Validity Period | 13.1 | In exceptional circumstances, prior to the expiration of the Proposal validity period, the Lessor may request Proponents to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal. | |
| | | 13.2 | If the Proponent agrees to extend the validity of its Proposal, it shall be done without any change to the original Proposal. | |
| | | 13.3 | The Proponent has the right to refuse to extend the validity of its Proposal, in which case, the Proposal shall not be further evaluated. | |
| 14. | Clarification of Proposal (from the Proponents) | 14.1 | Proponents may request clarifications on any of the IFP documents no later than the date indicated in the PDS. Any request for clarification must be sent in writing in the manner indicated in the PDS. If inquiries are sent other than specified channel, even if they are sent to the Lessor's staff member, the Lessor shall have no obligation to respond or confirm that the query was officially received. | |
| | | 14.2 | The Lessor will provide the responses to clarifications through the method specified in the PDS. | |

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| | | 14.3 | The Lessor shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of the Lessor to extend the submission date of the Proposals, unless Lessor deems that such an extension is justified and necessary. |
| 15. | Amendment of Proposals | 15.1 | At any time prior to the deadline of Proposal submission, the Lessor may for any reason, modify the IFP in the form of an amendment to the IFP. Amendments will be made available to all prospective proponents. |
| | | 15.2 | If the amendment is substantial, the Lessor may extend the Deadline for submission of Proposal to give the Proponents reasonable time to incorporate the amendment into their Proposals. |
| 16. | Pre-Proposal meeting | 16.1 | When appropriate, a pre-proposal meeting will be conducted at the date, time and location specified in the PDS. All Proponents are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proponent. No verbal statement made during the meeting shall modify the terms and conditions of the IFP, unless specifically incorporated in the Minutes of the Proponent's meeting or issued/posted as an amendment to IFP. |
| C. SUBMISSION AND OPENING OF PROPOSALS | | | |
| 17. | Sealing and Marking of the proposals | 17.1 | The Proponent shall submit a signed and complete Proposal comprising the documents and forms in accordance with the requirements of the PDS. The Proposal shall be delivered using the method specified in the PDS. |
| | | 17.2 | The Proposal shall be signed by the Proponent or person(s) duly authorized to commit the Proponent. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proponent, or a Power of Attorney, accompanying the Proposal. |

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| 18. | Hard Copy | 18.1 | Hard copy (manual) submission shall be governed as follows | |
| | | | a) | The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the PDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. |
| | | | b) | All the pages of the Original Proposal and Copies of the proposal must be bound together, and all pages must contain the page number and the stamp of the proponent. |
| | | | c) | Proposals shall be sealed in an envelope, which shall: |
| | | | i. | Bear the name of the Proponent; |
| | | | ii. | Bear the name of the Proposal. |
| | | If the envelope with the Proposal is not sealed and marked as required, the Lessor shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. | | |
| 19. | Deadline for Submission of Proposals and Late Proposals | 19.1 | Complete Proposals must be received to the Lessor in the manner, and no later than the date and time, specified in the PDS. The Lessor shall only recognize the actual date and time that the proposal was received by the Lessor. | |
| | | 19.2 | The Lessor shall reject any Proposal that is received after the deadline for the submission of Proposals. | |
| 20. | Proposal opening | 20.1 | The Lessor will open the Proposal in the presence of an ad-hoc committee formed by Lessor of at least two (2) members. | |
| | | 20.2 | The Proponents' names, prices, and any other information that the Lessor deems relevant will be announced at the proposal opening. | |
| | | 20.3 | No Proposal shall be rejected at the proposal opening stage, except for late submissions, in which case, the Proposal shall be returned unopened to the Proponents. | |

D. EVALUATION AND COMPARISON OF PROPOSALS

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| 21. | Confidentiality | 21.1 | Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proponents or any other persons not officially concerned with the process, even after publication of the contract award. |
| | | 21.2 | Any effort by a Proponent or anyone on behalf of the Proponent to influence the Lessor in the examination, evaluation and comparison of the Proposals or contract award decisions may, result in the rejection of its Proposal and may subsequently be subject to the application of the Lessor's vendor sanctions procedures. |
| 22. | Evaluation of Proposals | 22.1 | The Lessor will conduct the evaluation solely based on the Proposals received. |
| | | 22.2 | Evaluation of Proposals shall be carried out according to the criteria provided in Section 4. (Evaluation Criteria). |
| | | 22.3 | proposals will be opened in the presence of Proponents or their representatives who choose to attend |
| 23. | Due Diligence | 23.1 | The Lessor reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Proponent. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: |
| | | a) | Verification of accuracy, correctness and authenticity of information provided by the Proponent; |
| | | b) | Validation of extent of compliance to the IFP requirements and evaluation criteria based on what has so far been found by the evaluation team; |
| | | c) | Inquiry and reference checking with Government entities with jurisdiction on the Proponent, or with previous clients, |

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| | | | or any other entity that may have done business with the Proponent; |
| | | d) | Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; |
| | | e) | Other means that the Lessor may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| 24. | Clarification of Proposals | 24.1 | To assist in the examination, evaluation, and comparison of Proposals, the Lessor may, at its discretion, request any Proponent for a clarification of its Proposal. This includes asking for a demonstration of the products/services proposed by the proponent. |
| | | 24.2 | The Lessor's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by the Lessor in the evaluation of the Proposals, in accordance with the IFP. |
| | | 24.3 | Any unsolicited clarification submitted by a Proponent in respect to its Proposal, which is not a response to a request by the Lessor, shall not be considered during the review and evaluation of the Proposals. |
| 25. | Responsiveness of Proposals | 25.1 | The Lessor's determination of a proposal's responsiveness will be based on the contents of the proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, specifications, and other requirements of the IFP without material deviation, reservation, or omission. |
| | | 25.2 | If a proposal is not substantially responsive, it shall be rejected by the Lessor and may not subsequently be made responsive by the |

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| | | | Proponent by correction of the material deviation, reservation, or omission |
| 26. | Nonconformities, Reparable Errors and Omissions | 26.1 | Provided that a Proposal is substantially responsive, the Lessor may waive any non-conformities or omissions in the Proposal that, in the opinion of the Lessor, do not constitute a material deviation. |
| | | 26.2 | The Lessor may request the Proponent to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proponent to comply with the request may result in the rejection of its Proposal. |
| | | 26.3 | For the proposals that have passed the preliminary examination, the Lessor shall check, and correct arithmetical errors as follows: |
| | | a) | if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Lessor, there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; |
| | | b) | if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and |
| | | c) | if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. |
| | | 26.4 | If the Proponent does not accept the correction of errors made by the Lessor, its Proposal shall be disqualified. |

E. AWARD OF CONTRACT

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| 27. | Right to Accept, Reject, Any or All Proposals | 27.1 | The Lessor reserves the right to accept or reject any proposal, to render any or all the proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proponent(s) of the grounds for the Lessor's action. The Lessor shall not be obliged to award the contract to the lowest priced offer. |
| 28. | Award Criteria | 28.1 | Prior to expiration of the period of Proposal validity, the Lessor shall award the contract to the qualified and eligible Proponent that is found to be responsive to the Schedule of Requirements and Technical Specification and has offered the lowest price. |
| 29. | Contract Signature | 29.1 | Within five (5) days from the date of receipt of the Contract, the successful Proponent shall sign and date the Contract and return it to the Lessor. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, the Lessor may award the Contract to the Second highest rated or call for new Proposals. |
| 30. | Performance Security | 30.1 | A performance security, if required in the PDS, shall be provided in the amount specified in PDS |
| 31. | Liquidated Damages | 31.1 | If specified in the PDS, the Lessor shall apply Liquidated Damages for the damages and/or risks caused to the Lessor resulting from the Contractor's delays or breach of its obligations as per Contract. |

Section 3. Proposal Data Sheet (PDS)

| PDS No. | Reference to Section 2. | Data | Specific Instructions/Requirements |
|---------|-------------------------|--|---|
| 1 | IFP 6 | Language of the Proposal | English |
| 2 | IFP 16 | Pre-proposal meeting | Not required |
| 3 | IFP 12 | Proposal Validity Period | 90 days |
| 4 | | Proposal Security | Not required |
| 5 | IFP 31 | Liquidated Damages | The Lessee shall pay the rent due with a penalty charge at the rate of 0.05% of the rent per day from the due date onwards until the date of payment. |
| 6 | IFP 30 | Performance Security | Not required |
| 7 | IFP 10 | Currency of Proposal | Maldivian Rufiyaa |
| 8 | IFP 14 | Deadline for submitting requests for clarifications/questions | Date: August 14 th , 2022, Time: 09:00 am. |
| 9 | IFP 14 | Contact Details for submitting clarifications/questions | Abdulla Mizan General Manager, Procurement tender@airports.mv |
| 10 | IFP 14 | Manner of disseminating supplemental information to the IFP and response/clarifications to queries | Will be emailed to the proponents |
| 11 | IFP 19 | Proposal submission Date/Time | Date: August 25 th , 2022 Time: 09:00 am |
| 12 | IFP 19 | Manner of Submitting Proposals | 1 hard copy |
| 13 | IFP 19 | Proposal Submission Address | 6 th Floor, H. Suez Ameer Ahmed Magu Male, Maldives |
| 14 | IFP 20 | Date, time, and venue for the opening of proposal | Date: August 25 th , 2022 Time: 09:00 am Venue: 6 th Floor, H. Suez Ameer Ahmed Magu Male, Maldives |
| 15 | IFP 22 | Evaluation Method for the Award of Contract | As per the evaluation criteria mentioned in Section 4. Evaluation Criteria |
| 16 | | Duration of contract | The lease period is 2 calendar years. |

Section 4. Evaluation Criteria

This section provides details of the criteria that the Lessor shall use to evaluate the proposals received for this IFP.

1. Preliminary Examination Criteria

Proposals will be examined to determine whether the documents mentioned in Section 2 (Clause 7) - Documents Comprising the Proposal have been fully completed and submitted. **Failure to fully complete and submit any of these documents shall make the proposal unresponsive and hence the proposal will be rejected.**

2. Eligibility Criteria

Eligibility will be evaluated on a Pass/Fail basis. Failure to pass any of the below criterion will make the proponent ineligible and the proposal will be rejected.

| Subject | Criteria | Document Requirement | Submission |
|----------------------|---|-----------------------------|------------|
| ELIGIBILITY | | | |
| Eligibility | Proponent is not suspended, debarred, or otherwise identified as non-eligible by the Government of Maldives or any other state institution. | Form A: Proposal Submission | |
| Conflict of Interest | No conflict of interest in accordance with IFP 4. | Form A: Proposal Submission | |

3. Technical Evaluation

The technical evaluation of the proposals will be based on the **business proposals** submitted by the proponents: Section 2, clause 9 of this IFP.

- All the proponents shall ensure that all the documents specified under this clause is submitted. Non submission of any documents specified here, will make the proposal unresponsive and the proposal will be rejected.
- The business proposals submitted shall address/adhere to the guidelines provided under Section 5 (Schedule off requirements of this IFP)-

Technical evaluation would be based on Pass or Fail basis.

4. Final Evaluation

| Subject | Criteria | Form | Marks |
|------------------|--|------------------------|-------|
| Final Evaluation | Rent- Highest Rentals/Lease payments proposed for the 2-year period shall receive the highest marks. Remaining competent proposals shall receive marks on a pro-rata basis. | Form B: Proposed Lease | 100 |



Section 5. Schedule of Requirements

The Proponents must fully comply with the following conditions.

| 5.1 General Conditions of Lease | |
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| 5.1.1 | Setting up the facility & building guideline |
| | a) The term of the lease is 2 calendar years. The total area of the tuck shop is 20ftx14.ft Space of the shop is 280 sqft. Map of the shop unit is attached in Annex 1 of this IFP. |
| | b) A maximum duration of 1 month will be given for the set-up of the shop. Rent shall not be levied during this period. Rent will be effective from 2 nd month onwards. |
| | c) Rent for the space shall be paid direct to the Lessor. |
| 5.1.2 | Operational Guideline |
| | a) The selected party (Lessee) will be responsible for the operation of the shop |
| | b) Manpower needed to operate the shop must be arranged by the Lessee |
| | c) The shop must be open 3 hours before flight departure and should be open till the flight leaves the runway. |
| | d) Keeping the shop open at any time except for the above is optional to the Lessee |
| | e) Open / close board must be always visible |
| | f) Lights must be ON during operational hours, if required |
| | g) Air – conditioner must be ON during operational hours |
| | h) No space outside the facility can be used for any other purpose |
| | i) Cash counter must be equipped with <ol style="list-style-type: none"> 1. Computer system 2. Cash drawer 3. Receipt printer 4. Barcode reader |
| | j) Receipt must be given to the customers after each transaction |
| | k) Stock must be kept at closed spaces and must not leave in open public |
| | l) Electricity & water will be charged separately and is not part of the rent |
| 5.1.3 | Service Guideline |
| | a) Minimum 1 staff must be employed at each shift |
| | b) Staff must meet the cleanliness and hygiene standards of respective authorities |
| | c) Staff working in the shop must be neat, tidy, and well groomed, preferably wear a uniform or same color code of cloth. |
| | d) Staff working in the shop must be able to communicate in English or Dhivehi. |
| | e) The following products are allowed to sell. |
| | - Bottled water |
| | - Canned food |
| | - Cereal |
| | - Cookies, snacks, and candy |
| | - Biscuits and wafers |

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| | | - Tissues and wipes |
| | | - Household cleaning supplies |
| | | - General medicine |
| | | - Health & Beauty |
| | | - Personal care/grooming |
| | | - General necessities |
| | | - Takeaway coffee |
| | | - Pastries (takeaway and packed) |
| | | - Cooked food ((takeaway and packed) |
| | | - Phone reloads and bill services |
| | | - 1.5ltr water bottle |
| | | - 500ml water bottle |
| | | - Over the counter medicine |
| 5.1.4 | Product pricing and condition guideline | |
| | a) | Prices must be displayed on all products sold in the shop |
| | b) | Price displayed should include Goods and Service tax (GST) |
| | c) | Prices must not be higher than the average market rates |
| | d) | Cooked food sold in the shop must be packed and in good condition |
| | e) | Expired goods shall not be sold in the shop |
| | f) | Any type of food preparation is not allowed in the shop, except for takeaway coffee, tea or beverages that are produced using machines |
| | g) | Lessee should get written approval from the Lessor to sell foods that are not listed in this IFP |
| 5.1.5 | Cleanliness, repair, and maintenance | |
| | a) | Any expenses related to repair and maintenance of the machineries and equipment's used in the shop must be borne by the Lessee |
| | b) | Any expenses related to the repair of the shop must be borne by the Lessee |
| | c) | Equipment's and machineries to operate the shop must be arranged by the Lessee |
| | d) | Inventory shall be arranged by the lessee |
| | e) | Waste should be disposed once in every 24 hours |
| | f) | A dustbin must be kept inside the shop |
| | g) | The floor of the shop must be kept clean and tidy at all times. |
| | h) | Shop display glasses should be kept clean at all times |
| | i) | Shop racks and other customer access area must be kept clean at all times |
| | j) | The Lessee must follow any other cleanliness guideline provided by the Lessor |
| | k) | Cleaning expenses must be managed by lessee. |
| | l) | If you notice any structural damage, it must be reported to airport manager immediately |
| 5.1.6 | Promotional Activities | |
| | a) | Lessee is NOT allowed to paste any advertisements outside the premises. |

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| | b) | All racks & display materials must be kept inside the shop and within given area. |
| | c) | Any type of promotional activity other than product pricing must be communicated to the Lessor's marketing department. |
| | d) | The Lessor's name must be displayed in the shop (space will be provided by the Lessor) |
| | e) | Lessee is not allowed to put any advertisement or signage of other brand outside the shop, other than the name board |
| | f) | Any display items such as racks, signage and mascots must be kept inside the shop |
| 5.1.7 | | All potential Bidders are encouraged to inspect the space allocated (shop) and verify that the space allocated is suitable for the purpose for which the space allocated is tendered. Submission of a Proposal for the lease of the shop shall be deemed as acceptance on the part of the Bidder that the space is suitable for the purpose for which the space is tendered. |
| 5.1.8 | | The Lessor shall not be liable for any claim by a Bidder on the grounds that the space is not suitable or appropriate for the operation of the shop on any grounds. |



Section 6. Returnable Proposal Forms/Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Proposal Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Any alteration to these forms will lead to rejection of the proposal.

| Have you duly completed all the Returnable Proposal Forms? | <i>Please tick (to be filled by the proponent)</i> | <i>Reference to page number in Proposal (to be filled by the proponent)</i> |
|--|--|---|
| Form A: Proposal Submission Form | | |
| Form B: Proposed Lease | | |
| Form C: Conformance Schedule of Requirement | | |
| Form D: Proposal Securing Declaration | | |



FORM A: PROPOSAL SUBMISSION FORM

| | |
|---|------------------|
| Name of Proponent | |
| Registration No | |
| Registered Address | |
| Proponent's Authorized Representative Information | Name: |
| | Title: |
| | Contact numbers: |
| | Email: |
| Contact Person that RACL may contact for requests for clarifications during Proposal Evaluation | Name: |
| | Title: |
| | Contact numbers: |
| | Email: |

We, the undersigned, offer to **“Lease of a Tuck Shop for Operation at Hanimaadhoo Airport Premises”** in accordance with your Invitation for Proposal No. *[Insert IFP Reference Number]* and our Proposal. We hereby submit our Proposal.

I/We undertake, if our Proposal is accepted, to develop and operate the tuck shop on the (space provided) in accordance with the relevant laws and regulations within a maximum of 1 (One) month from the date of signing the Lease Agreement.

I/We agree to abide by this Proposal for a period of 90 (Ninety) calendar days from the Proposal Opening Date under IFP Clause 12.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby declare that our firm,

- a) has not been suspended, debarred, sanctioned, or otherwise identified as ineligible by any state institution in the Republic of Maldives.
- b) have no conflict of interest in accordance with IFP clause 4.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by RACL.

Our Proposal shall be valid and remain binding upon us for the period specified in the Proposal Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by *[Insert Name of Proponent]* to sign this Proposal and bind it should RACL accept this Proposal.

Name:

Title:

Date:

Signature:

Corporate seal:



FORM B: PROPOSED LEASE

| Year | Monthly Rent (in MVR) | Annual rent (in MVR) |
|--------|-----------------------|----------------------|
| Year 1 | | |
| Year 2 | | |

| | |
|---|--|
| Total Lease for the 2-year period (in MVR) | |
|---|--|

FORM C: CONFORMITY TO SCHEDULE OF REQUIREMENTS

I/We understand the importance of fully complying with the Schedule of Requirements provided by RACL in Section 5 of this Document and hence,

| | |
|------|---|
| Tick | |
| | Agree to fully comply with the Schedule of Requirements |



FORM D: PROPOSAL SECURING DECLARATION

| | |
|---|---|
| Date: | [insert as day/month/year] |
| Invitation to Proposal Number: | [insert number] |
| To: Regional Airports Company Limited | |
| We, the undersigned, declare that: | |
| We understand that, according to your conditions, Proposals must be supported by a Proposal-Securing Declaration. | |
| We accept that we will automatically be suspended from being eligible for submitting proposals in any contract with Regional Airports Company Limited for the period of 1 year starting on the date that we receive a notification from Regional Airports Company Limited, if we are in breach of our obligations under the proposal conditions, because we | |
| (a) have withdrawn our Proposal during the period of proposal validity specified in the Letter of Proposal; or | |
| (b) having been notified of the acceptance of our Proposal by Regional Airports Company Limited during the period of proposal validity, | |
| (i) fail or refuse to execute the Contract, if required; or | |
| (ii) fail or refuse to furnish the Performance Security, in accordance with the IFP. | |
| We understand that this Proposal-Securing Declaration shall expire if we are not the successful Proponent, upon the earlier of (i) our receipt of your notification to us of the name of the successful Proponent; or (ii) 28 days after the expiration of our Proposal. | |
| Signed: | [insert signature of person whose name and capacity are shown] |
| In the Capacity of: | [insert legal capacity of person signing the Proposal-Securing Declaration] |
| Name: | [insert name of person signing the Proposal-Securing Declaration] |
| Duly authorized to sign the proposal for and on behalf of: | [insert complete name of the Proponent] |
| Date: | day of, [insert date of signing] |
| Corporate Seal: | |

Annex 1:

Location

