

# **INVITATION FOR PROPOSALS (IFP)**

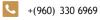
"Lease of a Tuck for operation at Hanimadhoo Airport Premises"

IFP no: RACL/IUL(PROC)/2022/39

Issued on: September 8, 2022

Proposal submission deadline: September 29<sup>th</sup>, 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: Conformity 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: September 8, 2022





# Section 2: Instructions to Proponents

-	A. GENERAL PROVI	SIONS			
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". 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		
		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	2.1	It is a requirement for the Lessor to ensure that its staff, potential		
	Corruption		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> <li>Defines, "Corrupt practice" as the offering, giving,</li> </ul>		
			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.
			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
			comp	anies, local and foreign. Individuals submitting Proposals
			shall	be at least 18 (Eighteen) years of age on the Proposal opening
			date.	
		3.2	A Pro	ponent should not be suspended, debarred, or otherwise
			identi	fied as ineligible by a state institution. Proponents are
			requi	red to disclose to the Lessor whether they are subject to any
			sanct	ion or suspension imposed by a state institution.
4 (	Conflict of Interest	4.1	A Pro	ponent shall not have a conflict of interest. Any Proponent
			found	I to have a conflict of interest shall be disqualified. A
			propo	onent is found to have a conflict of interest for the purpose of
			this IF	P, if
			a) T	he proponent directly or indirectly controls another
			р	roponent, or is controlled by or is under common control with
			a	nother Proponent; or
			b) T	he proponent has a relationship with another Proponent,
			d	irectly or through common third parties, that puts it in a
			р	osition to influence the Proposal of another Proponent, or
			ir	nfluence the decisions of the Purchaser regarding this
			Р	roposal process; or



					Any of its affiliates participated as a consultant in the			
				c)				
					preparation of the design or technical specifications of the			
					goods that are the subject of the Proposal; or			
				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:			
					(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	AF	roponent shall not participate in more than one proposal. This			
				inc	ludes participation as a subcontractor. Such participation shall			
				res	ult in the disqualification of the Proposal.			
E	B. PREPARATIC	ОИО	F PROF	POSALS				
5.	Cost	of	5.1	The	Proponent shall bear all costs related to the preparation			
	Preparation	of		and	d/or submission of the Proposal, regardless of whether its			
	Proposals			Pro	posal is selected or not. The Lessor shall not be responsible or			
				lial	ole for those costs, regardless of the conduct or outcome of the			
				pro	ocurement process. However, upon submission of the Proposal			
				to t	he Company, the Proposal will become absolute property of the			
				Co	mpany, and the Proponent will not have any right to claim back			
				any	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)			
				spe	ecified in the PDS.			
				<u> </u>				



7.	Documents	7.1	The Proposal shall comprise of the following documents and		
	Comprising the		related forms.		
	Proposal		a) Standard Documents		
	rioposar		1. Company background/profile		
			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) Conformity to Schedule of Requirements (Form C)		
			f) Proposal Securing Declaration (Form D)		
8.	Proposal	8.1	The Proponent shall submit a completed Proposal Submission		
	Submission Form		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	9.1	The Business Proposal shall address/meet the requirements		
	Proposal		specified under section 5; Schedule of Requirements of this IFP.		
			At minimum, the business proposal shall include:		
			- Operational/Management Plan		
			This shall include details of how the proponent wishes to develop,		
			operate and provide the service. The items/products that would be		
			sold in the shop		
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	11.1	The Proponent shall submit only one Proposal.		
	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		



proposal.	<ul> <li>have</li> <li>osal of</li> <li>or a</li> <li>oposal</li> <li>PDS,</li> <li>sals. A</li> <li>Lessor</li> <li>oposal</li> <li>nd the</li> </ul>			
12.Proposal Validity Period12.1Proposals shall remain valid for the period specified in the commencing on the Deadline for Submission of Proposal and rendered non-responsive.13.Extension of Proposal Validity Period13.1In exceptional circumstances, prior to the expiration of the Pro- validity period, the Lessor may request Proponents to exter period shall be made in writing and shall be considered integral proposal.	osal of or a oposal PDS, sals. A Lessor oposal nd the			
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c)they are subcontractors to each other's Proposal, subcontractor to one Proposal also submits another Pro- under its name as lead Proponent:12.Proposal Validity Period12.1Proposals shall remain valid for the period specified in the commencing on the Deadline for Submission of Proposal Proposal valid for a shorter period shall be rejected by the and rendered non-responsive.13.Extension of Proposal Validity Period13.Extension of Proposal Validity Period13.In exceptional circumstances, prior to the expiration of the Proposal validity period, the Lessor may request Proponents to exter period of validity of their Proposals. The request and the resp shall be made in writing and shall be considered integral proposal.	e PDS, sals. A Lessor			
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shall be made in writing and shall be considered integral proposal.	oonses			
proposal.				
	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,	If the Proponent agrees to extend the validity of its Proposal, it shall			
be done without any change to the original Proposal.	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 f	urther			
evaluated.				
14. Clarification of 14.1 Proponents may request clarifications on any of the IFP docu	ments			
Proposal (from the no later than the date indicated in the PDS. Any reque	est for			
Proponents) 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 ha	ve no			
obligation to respond or confirm that the query was of	ficially			
received.				
14.2 The Lessor will provide the responses to clarifications throug	gh the			
method specified in the PDS.				



	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.
Amendment of	15.1	At any time prior to the deadline of Proposal submission, the Lessor
Proposals		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.
Pre-Proposal	16.1	When appropriate, a pre-proposal meeting will be conducted at
meeting		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		OPENING OF PROPOSALS
Sealing and	17.1	The Proponent shall submit a signed and complete Proposal
Marking of the		comprising the documents and forms in accordance with the
proposals		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 logal representative of the propagant or a Power of
		issued by the legal representative of the proponent, or a Power of
	Proposals Pre-Proposal meeting C. SUBMISSION / Sealing and Marking of the	Amendment       of         Proposals       15.1         Proposals       15.2         Pre-Proposal       16.1         meeting       16.1         Sealing       and         Sealing       and         Marking       of         proposals       17.1



19.       Deadline       form       19.1       Complete Proposals must be received to the Lessor in the maximum data and time, specified in the PDS Lessor shall only recognize the actual date and time that proposals and Late Proposals       20.1       The Lessor shall reject any Proposal that is received after deadline for the submission of Proposals         20.       Proposal opening       20.1       The Lessor shall reject any Proposal in the proposal of the proposal of the submission of committee formed by Lessor of at least two (2) members.         20.       Proposal opening       20.1       The Lessor shall reject any Proposal in the proposal opening state of the proposal	18.	Hard Copy	18.1	Hard	copy (m	anual) submission shall be governed as follows
19.       Deadline       for       19.1       Complete Proposals shall be rejected at the proposal shall on the enception of the proposal shall be rejected at the proposal opening status         20.       Proposal opening       20.3       No Proposal shall be rejected at the proposal opening status				a)	The si	gned Proposal shall be marked "Original", and its
19.       Deadline       for       19.1       Complete Proposals must be received to the Lessor in the mage and to later than the date and time, specified in the PDS Lessor shall only recognize the actual date and time that proposals         19.       Deadline       for       19.1       Complete Proposals must be received to the Lessor in the mage and time, specified in the PDS Lessor shall only recognize the actual date and time that proposals and Late Proposals       19.2       The Lessor shall reject any Proposal that is received after deadline for the submission of Proposals         20.       Proposal opening       20.1       The Lessor shall reject any Proposal in the presence of an and committee formed by Lessor of at least two (2) members.         20.       Proposal opening       20.1       The Lessor vill open the Proposal in the proposal opening so the proposal opening so the proposal opening so the proposal shall be rejected at the proposal opening so the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the proposal opening so the proposal shall be rejected at the p					copie	s marked "Copy" as appropriate. The number of
20.       Proposal opening       20.1       The Lessor shall reject any Proposal shall be received by the Lessor.         20.       Proposal opening       20.1       The Lessor shall reject any proposal in the proposal shall be received at the proposal opening so the proposal opening so the proposal opening so the proposal in the proposal in the proposal in the proposal is not sealed and marker is proposal opening so the proposal is not sealed and marker is proposal in the proposal is not sealed and marker is proposal in the proposal is not sealed and marker is proposal in the proposal is not sealed and marker is proposal in the proposal is not sealed and marker is proposal in the proposal is not sealed and marker is proposal in the proposal in the proposal in the proposal is not proposal in the proposal is not proposal in the proposal is proposal was received by the Lessor.         19.       Deadline for proposal is and Late Proposals       19.1       Complete Proposals must be received to the Lessor in the marker is proposal was received by the Lessor.         19.2       The Lessor shall only recognize the actual date and time that proposal was received by the Lessor.         19.2       The Lessor shall reject any Proposal that is received after deadline for the submission of Proposals.         20.3       No Proposal shall be announced at the proposal opening is proposal opening is proposal and the proposal and proposal shall be rejected at the proposal opening is proposal and proposal shall be rejected at the proposal opening is proposal and proposal shall be rejected at the proposal opening is proposal and proposal shall be rejected at the proposal opening is proposal and proposal shall be rejected at the proposal opening is proposal and propo				copies is indicated in the PDS. All copies shall be ma		
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b)All the pages of the Original Proposal and Copies of proposal must be bound together, and all pages contain the page number and the stamp of the propo- c)c)Proposals shall be sealed in an envelope, which shall i.ii.Bear the name of the Proponent; iii.iii.Bear the name of the Proposal.19.Deadline Submission of Proposals19.Deadline for Submission19.1Complete Proposals must be received to the Lessor in the mat and no later than the date and time, specified in the PDS Lessor shall only recognize the actual date and time that proposal was received by the Lessor.20.Proposal opening 20.120.120.2The Lessor shall reject any Proposal in the presence of an ac committee formed by Lessor of at least two (2) members.20.2The Proponents' names, prices, and any other information th Lessor deems relevant will be announced at the proposal opening stall be rejected at th					betwe	en the original and the copies, the original shall
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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 marker required, the Lessor shall assume no responsibility for misplacement, loss, or premature opening of the Proposal.         19.       Deadline       for         Submission       of         Proposals       and no later than the date and time, specified in the PDS         Lessor shall only recognize the actual date and time that proposal was received by the Lessor.         19.2       The Lessor shall reject any Proposal that is received after deadline for the submission of Proposals.         20.       Proposal opening       20.1         20.       Proposal opening       20.1         20.2       The Proponents' names, prices, and any other information the Lessor deems relevant will be announced at the proposal opening state is received at the proposal opening state is received at the proposal opening state is received opening state is relevant will be announced at the proposal opening state is relevant will be announced at the proposal opening state is relevant will be announced at the proposal opening state is relevant will be announced at the proposal opening state is relevant will be announced at the proposal opening state is relevant will be announced at the proposal opening state is re					propo	osal must be bound together, and all pages must
i.       Bear the name of the Proponent;         ii.       Bear the name of the Proposal.         iii.       Bear the name of the Proposal.         If the envelope with the Proposal is not sealed and marker required, the Lessor shall assume no responsibility for misplacement, loss, or premature opening of the Proposal.         19.       Deadline       for         19.       Deadline       for         19.       Deadline for       19.1         Submission of       Proposals and       Lessor shall only recognize the actual date and time that proposal was received by the Lessor.         19.2       The Lessor shall reject any Proposal that is received after deadline for the submission of Proposals.         20.       Proposal opening       20.1         20.2       The Lessor will open the Proposal in the presence of an accommittee formed by Lessor of at least two (2) members.         20.2       The Proponents' names, prices, and any other information th Lessor deems relevant will be announced at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor of at the proposal opening so and committee formed by Lessor and any other information the Lessor deems relevant will be announced at the proposal opening so and					contai	in the page number and the stamp of the proponent.
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				Lesso	r deems	relevant will be announced at the proposal opening.
			20.3	No Pi	roposal	shall be rejected at the proposal opening stage,
except for late submissions, in which case, the Proposal sho				excep	t for lat	e submissions, in which case, the Proposal shall be
returned unopened to the Proponents.				return	ed unop	pened to the Proponents.



C	D. EVALUATION	AND	COMPARISON OF PROPOSALS			
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	22.1	The Lessor will conduct the evaluation solely based on the			
	Proposals		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,			



			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	24.1	To assist in the examination, evaluation, and comparison of			
	Proposals		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				
			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	25.1				
	Proposals		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			
L						



			Proponent by correction of the material deviation, reservation, or				
			omission				
26.	Nonconformities,	26.1	Provided that a Proposal is substantially responsive, the Lessor may				
	Reparable Errors		waive any non-conformities or omissions in the Proposal that, in				
	and		the opinion of the Lessor, do not constitute a material deviation.				
	Omissions	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.				



i	E. AWARD OF CONTRACT				
27.	Right to Accept,	27.1	The Lessor reserves the right to accept or reject any proposal, to		
	Reject, Any or All		render any or all the proposals as non-responsive, and to reject all		
	Proposals		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	29.1	Within five (5) days from the date of receipt of the Contract, the		
	Signature		successful Proponent shall sign and date the Contract and retum 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	30.1	A performance security, if required in the PDS, shall be provided in		
	Security		the amount specified in PDS		
31.	Liquidated	31.1	If specified in the PDS, the Lessor shall apply Liquidated Damages		
	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	Date: September 18 <sup>th</sup> , 2022,
		for clarifications/questions	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: September 29 <sup>th</sup> , 2022 Time: 09:00 am
12	IFP 19	Manner of Submitting Proposals	1 hard copy
13	IFP 19	Proposal Submission Address	6 <sup>th</sup> Floor, H. Suez Ameer Ahmed Magu Male, Maldives
14	IFP 20	Date, time, and venue for the opening of proposal	Date: September 29 <sup>th</sup> , 2022 Time: 09:00 am Venue: 6 <sup>th</sup> 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 Submission	
		Requirement	
ELIGIBILITY	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.

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	<b>Rent-</b> 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			
5.1.1	Setting	g 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 <sup>nd</sup> month onwards.	
	c)	Rent for the space shall be paid direct to the Lessor.	
5.1.2	Oper	Operational Guideline	
	a)	The selected party (Lessee) will be responsible for the operation of the shop	
	b)	Operator have to take respective licenses required to operate the facility	
	c)	Operator should follow any regulation imposed by Economic Ministry regarding the	
		operation of business in the Maldives	
	d)	The facility must be open 3 hours before flight departure and should be open till the	
		flight leaves the runway.	
	e)	Lessee is allowed to run the facility for 24 hours	
5.1.3	Produ	roduct pricing and product conditions to sell	
	a)	Prices must be displayed on all products sold in the shop	
	b)	All prices should be inclusive of goods and service tax (GST)	
	c)	Expired goods shall not be sold in the shop	
	d)	All product sold must be packed and bottled and must be in original packaging	
5.1.4	Utilities		
	a)	Utility charges shall be borne by the Lessee and its not part of the rent	
5.1.5	Promo	otional Activities	
	a)	All racks & display materials must be kept inside the shop and within given area.	





### 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?	Please tick (to be filled by the proponent)	Reference to page number in Proposal (to be filled by the proponent)
Form A: Proposal Submission Form		
Form B: Proposed Lease		
Form C: Conformity to Schedule of Requirement		
Form D: Proposal Securing Declaration		





#### FORM A: PROPOSAL SUBMISSION FORM

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

+(960) 330 6969



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:

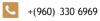
Title:

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 [insert number]			
Number:			
To: Regional Airport	s Company Limited		
We, the undersigned	l, declare that:		
We understand that	, according to your conditions, Proposals must be supported by a Proposal-		
Securing Declaration	n.		
We accept that we w	ill automatically be suspended from being eligible for submitting proposals in		
any contract with Re	gional Airports Company Limited for the period of 1 year starting on the date		
that we receive a no	tification from Regional Airports Company Limited, if we are in breach of our		
obligations under the	e proposal conditions, because we		
(a) have withdra	wn 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 durir	ng the period of proposal validity,		
(i) fail o	refuse to execute the Contract, if required; or		
(ii) fail o	r 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	Proponent, upon the earlier of (i) our receipt of your notification to us of the name of the successful		
Proponent; or (ii) 28	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	[insert complete name of the Proponent]		
sign the proposal			
for and on behalf			
of:			
Date: day of			
Corporate Seal:			



### Annex 1:

Location





+(960) 330 6969