

INVITATION TO BID

Bid No. 07/2017
Date: 28-02-2017

Island Aviation Services invites sealed bids valid for 60 days from the date of opening the bids from Maldivian companies only, for procuring requirement as per attachment. All bidders are advised to study the Bid Document carefully.

Date and time for submission of bids: 9th March 2017 (20:00 Hrs)

Venue opening of bids:

Thaa. Atoll Education Center, TRC Room, Thimarafushi

Services/Goods Required:

Operating a Café' at Thimarafushi Domestic Airport (Island Aviation Services Ltd) – Refer to Appendix A.

Eligible bidders

The Bidders must submit relevant documents as per clause (s) of this document.

- a. Vendor must be a Maldivian firm or individual providing such services as attachment.
- b. Must have it's own operational office at Maldives and registered with Maldives Inland Revenue Authority (MIRA)
- c. The Bidder shall furnish the following documentary evidence.
 - If vendor is a firm, Profile of the Firm including the firm's shareholding structure and details.
 - Record(s) of similar projects carried out by the firm in the last three or Five years.
 - A letter stating if 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).
- d. Prospective bidder requiring any clarification on the bidding documents may notify Island Aviation Services Ltd (IASL) in writing to procurement.admin@iasl.aero. Please call 333 1230 / 333 1231 for further query.
- e. All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms will result in rejection of the bid as non-responsive.

- f. The project estimate and rates must be quoted in Maldivian Rufiyaa inclusive of all taxes and clearing charges for door step delivery.
- g. Bid must remain valid for a period of 60 days after the date of Bid.
- h. The bidder must submit the bids in original (sealed) addressed to IASL, Procurement Department.
- i. The bidder must submit the bid on: 9th March 2017 (20:00 Hrs)
- j. If less than two bidders have been submitted, IASL has the right to continue or reject the evaluation or request for a resubmission.
- k. The bid will be opened on the same day mentioned above in the venue stated above. Interested bidders of their representatives must attend the bid opening meeting.
- l. IASL will only accept one bid document from every bidder.
- m. 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.
- n. IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bidding document.
- o. IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the criteria decided by the Tender committee.
- p. Upon furnishing by the successful bidder, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.
- q. IASL intends to apply the following criteria for the selection of bids. The Bid will be evaluated by the procurement committee of IASL. Points will be given to proposals according to the evaluation criteria below.

Rent Offered	-	30%
Discount Offered to IASL Staff	-	10%
Service Quality	-	30%
Strength, Reliability, Experience	-	30%

NOTE:

- 1. Letters from clients stating the successful execution of similar tasks required to attain marks for the “Past Experience” category.**
 - 2. Marks will be awarded under “Service Quality” considering the list of items submitted to be served in the Café and the Layout Design and rendering submitted.**
- r. The bid submitted must contain the following. Failure to do so may result in disqualification from the bid.
1. **COVER LETTER**
The cover letter for the proposal must be signed by an authorized person who has the authority to bind the Bid to a Contract.
 2. **COMPANY PROFILE**
If vendor is a firm, Profile of the Firm including the firm’s shareholding structure and details.
 3. **PAYMENT TERMS**
 - The payment terms and arrangements quoted in Maldivian Rufiyaa (MVR) inclusive of all taxes. Bid must remain valid for a period of 30 days after the date of Bid.
 4. **IMPLEMENTATION PLAN**
 - Project implementation plan and schedule. IASL requires the entire project to be completed within 5 working calendar days.
 5. **INFORMATION ABOUT BIDDERS TECHNICAL AND FINANCIAL CAPACITY AND RELEVANT EXPERIENCE**
 - Provide information about the bidders capacity and experience of similar projects.
 - Provide financial statements (audited) to indicate financial strength of the company to execute a project of this nature.
 - List of past experience in similar projects with letters of completion. If past experiences are not accompanied with an official letter of completion marks will not be awarded to that section.
 6. **DISCLAIMER**
 - A letter stating if 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).

7. REJECTION AND DISQUALIFICATION OF BID

- If less than two bidders have been submitted, the Client has the right to continue or reject the evaluation or request for a resubmission.
- If any of the documents mentioned under Clause (s) is missing from the Bid the company has the right to reject the evaluation or request for a resubmission

END OF THE DOCUMENT

Appendix A

- The company expects a minimum rent of MRV 5,000.00 per month for the café'
- The café' will be leased for duration of 5 years. The contract will be reviewed after 5 years
- The café should have the capacity to serve 30 customers at any given time. The café should be opened for business before 1st July 2017
- The contractor must submit Floor Layout design with renderings.
- Proposed menu should include a list of items on the menu with details, and the maximum cost of items on sale.
- The percentage of discount to be given to the Island Aviation Staff from the café should be included in the bid.

- **LAYOUT**



