



# **REQUEST FOR PROPOSAL (RFP)**

## **CONSULTANCY SERVICES FOR REINSTATEMENT WORKS FOR AIRCRAFT HANGAR FLOOR**

**Reference: PROC/452/23/RN**

**Date: 11 November 2023**

## **1. Introduction**

Air Mauritius Ltd (MK) intends to undertake works for the reinstatement of the floor of its aircraft hangars located at SSR International Airport and is hereby inviting civil/structural engineering consulting firms to bid for the related consultancy assignment as more fully described in section 4 below.

The civil/structural engineering consultant may appoint its own associates or sub-consultants as deemed appropriate for the effectiveness of the assignment and shall be the team leader reporting to Air Mauritius while all team members shall be jointly and severally liable to Air Mauritius.

### About Air Mauritius

Air Mauritius is the national carrier of the Republic of Mauritius. Created in 1967, the airline's network today covers several destinations in Europe, Asia, Africa, Australia and in the Indian Ocean. It operates a fleet of 4 Airbus A350-900, 2 Airbus A330-900(neo), 2 A330-200 and 3 ATR 72-500. A 4<sup>th</sup> ATR 72-600 is expected to be added to the fleet in the coming weeks. The company has achieved the four Star Skytrax rating and has been a ten times winner of the airline of the year award for the Indian Ocean region at the World Travel Awards. More information can be accessed via its website: [www.airmauritius.com](http://www.airmauritius.com)

## **2. RFP Objectives**

This Request for Proposal (RFP) exercise aims at selecting a service provider capable to meet successfully the needs of Air Mauritius.

It is part of a **competitive procurement process** which helps Air Mauritius selects the best provider of services both in financial and qualitative terms. At the same time, it provides suppliers with a fair opportunity for their services to be considered. With this structured tender process in place, Air Mauritius aims at obtaining the best value from service providers.

For ease of reference, each potential bidder of the specified services receiving this RFP is referred to as a "service provider" and the bidder selected to provide the services to Air Mauritius is referred to as the "selected service provider".

## **3. Eligible Bidders**

To be eligible to participate in this tender exercise, the service provider must:

- (a) have legal capacity to enter into a contract to execute the services;

- (b) ensure that consultants, whether local or foreign, are registered with the Construction Industry Development Board (CIDB) prior to bidding for the project in accordance with CIDB Act 2008 (details concerning registration of consultants are available on the website of the CIDB <https://www.cidb.mu>);
- (c) have provided, either through the lead firm or its associates/sub-consultants, consultancy service for at least one project related to reinstatement (repair or refurbishment) or construction of aircraft hangar floor;
- (d) not have a conflict of interest in relation to this procurement requirement.

#### **4. Scope of Services (Terms of Reference)**

The aircraft hangars have been constructed since 1989 and through normal ageing process, the floor is cracked, recessed and uneven at several locations and expansion joints damaged.

The reinstatement works, amongst others, comprise of the replacement of joint fillers, repair of hairline cracks, repair of deflected/uneven and settled concrete floors, repair of epoxy screed of the hangar door floor and epoxy treatment of the hangar door rails.

It is the intent of MK to enter into a contract agreement with the selected service provider for the provision of consultancy services for the reinstatement works in two stages:

##### **Stage A: Project Planning**

- Carry out necessary assessments and recommend the best long-term repair solutions. The project planning report shall include details and outcome of surveys and feasibility studies, design/repair schemes, output specifications, schematics drawings and repair cost estimates.

##### **Stage B: Project Implementation**

- Assist Air Mauritius for selection of the contractor for implementation of the works through tender exercise and be responsible for preparation of the tender documents (including the bills of quantities and technical specifications) and submission of the tender evaluation report.

- Inspect the works carried out by the contractor on a regular basis until completion, produce various contract management reports including progress of works, cost control & commissioning and issue payment certificates until final account.
- Be responsible for snagging and design/repair performance during the Defect Liability Period (DLP) and submit a maintenance program for hangar door rails and hangar floor for post DLP phase.

It is estimated that the minimum duration of the assignment for Stage A shall be two (02) months and for Stage B, two (02) months for the tender process and appointment of contractor and four (04) months for carrying out the works.

Service providers are requested to make proposals for Stage A and Stage B respectively. Air Mauritius reserves the right to postpone or not to pursue with Stage B if required.

## **5. Site Visit**

Service providers should familiarise themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and local conditions, service providers are strongly advised to visit the site before submitting a proposal and should contact Air Mauritius for necessary arrangements via email address indicated in Section 9.

The selected service provider shall be deemed to have satisfied himself as to the nature and extent of the consultancy assignment. No claims for extra expense under the contract will be allowed on the grounds that insufficient information was given in the RFP document and/or that the service provider was not conversant with the conditions prevailing at the site and its surroundings.

## **6. Evaluation and Selection**

Air Mauritius will evaluate proposals and select the service provider on the basis of the following:

1. The responsiveness of the proposal. That is, the level of conformity and compliance to the RFP requirements, especially to the eligibility criteria listed in section 3 above.
2. The proposal which is found to be most value adding to Air Mauritius, based on technical and financial criteria below:

- Specific experience of the consultants relevant to the assignment
- Adequacy of the proposed methodology and work plan in responding to the Terms of Reference
- Team structure and profile of key personnel
- Fee proposal for Stage A and Stage B

All proposals received will be carefully evaluated. Air Mauritius may subsequently seek for clarifications regarding certain aspects of the proposal and will subsequently conduct negotiations and select the service provider which, in its assessment, has made the best proposal.

A letter of award will be issued to the selected service provider, subject to finalisation and signature of a written agreement by both parties. Unless or until a formal agreement is executed, the conditions of this RFP, the tender proposal together with the letter of award and its acceptance thereof shall constitute a binding contract between Air Mauritius and the selected service provider.

## **7. Contents of Proposal**

The service provider's proposal must contain all information required for evaluation and selection as outlined in this RFP document and include but not limited to the following:

- **General Statement**

The enclosed **FORM I** must be duly completed and signed by the service provider.

- **Company Profile** (lead firm and associates/sub-consultants)

- a) Type of business activities engaged in, number of years in business, locations of business, employees, shareholding structure and names of directors.
- b) Copy of company's certificate of incorporation and CIDB registration certificate.
- c) Information regarding any litigation, current and during the last (05) five years, in which the consultant is involved.

d) Duly certified copies of the latest audited financial statements (Income Statement and Balance Sheet).

- **Specific Experience**

Provide details regarding the experience of the consultants (lead firm and associates/sub-consultants) in projects related to reinstatement (repair or refurbishment) or construction of aircraft hangar floor. A brief description of project, actual consultancy services provided including the start and end dates of the assignment and the corresponding value of the services provided should be included.

- **Methodology and Work Plan**

Provide a detailed description of the methodology/approach and work plan (for both Stage A and Stage B) which will be used by the service provider to achieve the Terms of Reference of the project.

- **Team Structure and Key Personnel**

Include comprehensive curriculum vitae (CVs) of key personnel that will be assigned to provide the consultancy service and an organization chart clearly defining the roles and responsibilities vis-a-vis the proposed methodology. CVs should clearly indicate competencies and qualifications in the areas relevant to the Terms of Reference.

- **Financial proposal**

Submit fee proposal for Stage A and for Stage B including a detailed breakdown of all cost elements involved and payment terms.

In addition to the above, the service provider may include in its proposal any other information supporting its capacity and willingness to satisfy Air Mauritius requirements.

## **8. Submission of Proposal**

Proposals must be signed by duly authorised person(s), submitted in English language and sent in PDF format exclusively to our secured electronic tender email address: [MKtender1@airmauriti.us.com](mailto:MKtender1@airmauriti.us.com)

The tender closing date or deadline for the submission of proposal is **20<sup>th</sup> December 2023 at 23.59hrs local Mauritius time**. Proposals received after the closing date and time will not be considered.

The following reference to be quoted in the subject line of your email: **“RFP - Consultancy Services for Reinstatement Works for Aircraft Hangar Floor, Ref PRO/452/23/RN”**

The maximum receiving capacity of the mailbox is **10 MB** per e-mail. Should your proposal exceed this size limit, you are requested to send same in two or more parts.

Once proposals are submitted at the above mentioned electronic tender email address, bidders are advised to notify Air Mauritius via email address stipulated in Section 9 below (**WITHOUT ATTACHING THE PROPOSAL**) of the submission of the bid.

Important Notes:

- The proposal shall constitute an offer by each service provider which will remain open and irrevocable for a period of **180 days** from the deadline for submitting proposal.
- Each proposal must include all information as outlined in this RFP document and failure to submit the required information/documents will entail the service provider’s elimination from the final selection process.
- Each service provider must include in its proposal all requirements, best terms and any conditions, and should not assume that another opportunity will exist to add any such matter after the proposal is submitted.
- Any deviations from the specifications, terms and conditions of this RFP and/or alternative proposals must be distinctly pointed out by the service provider.

**9. Communication**

All queries concerning this RFP should be addressed in writing to email address [RFP@airmauriti.us.com](mailto:RFP@airmauriti.us.com) by latest **10<sup>th</sup> December 2023**.

Air Mauritius Ltd shall, as far as possible, reply to all queries at least 6 days prior to the deadline date for submission of proposals.

Potential service providers shall notify Air Mauritius in writing for clarification of any inconsistency, discrepancy or conflict within the content thereof or any figures and wording, or any ambiguity regarding any part of this RFP document.

All communications and exchange of correspondences shall be formal from the date of issue of this Request for Proposal until a binding contractual agreement is agreed and signed with the selected service provider and the unsuccessful bidders have been notified.

## **10. General Conditions**

All proposals submitted are subject to the following conditions:

- Air Mauritius Ltd reserves the right to accept, split or reject any or all proposals received without incurring any liability towards any service provider and/or have any obligation to inform any service provider on the grounds of its action.
- Non-acceptance of a service provider's proposal will mean that one or more proposals were deemed more advantageous to Air Mauritius or that all proposals were rejected. Service providers, whose proposals are not accepted, will be notified after the award of the contract to the selected service provider and its acceptance thereof or in the event Air Mauritius Ltd rejects all proposals.
- Air Mauritius and its directors, employees or other representatives will not be liable for any cost or expenses incurred by any service provider in the preparation and submission of a proposal nor shall Air Mauritius, its directors, employees or other representatives be liable for any damage, loss or cost (including legal costs) incurred or suffered by any service provider in connection with this RFP process.
- Service providers, their employees, subcontractors and agents (if any) shall keep all information concerning Air Mauritius and any of their business activities acquired as a result of this RFP strictly confidential.
- Joint Venture : A tender submitted by a joint venture of two or more firms must be accompanied by the document of formation of the joint venture duly registered and authenticated by a Notary Public or other official deputed to witness sworn statements in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the address for



correspondence, the participation of several firms forming the joint venture and any other information necessary to permit a full appraisal of its functioning including a clause to the effect that the members of the joint venture are jointly and severally bound. One of the partners of the joint venture shall be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture. The execution of the entire contract, including payment, shall be done exclusively with the partner in charge.

- Any canvassing or trying to cause undue influence to obtain the contract will lead to disqualification from the selection exercise.

### **11. Anti-bribery and Corruption/Anti-money Laundering Provision**

Both MK and the service provider (each “a party” or together “the parties”) are fully committed to acting professionally, fairly and with integrity in all of its business dealings and relationships wherever it operates to counter bribery, corruption and money laundering. As such, each party represents and warrants to the other that neither it, nor its directors, employees or other persons authorised to act on its behalf shall offer, give, solicit or accept any bribe or form of bribe such as fee, commission, payment, gift or other consideration during the course of its engagement with the other party either in connection with this RFP or any further agreement pursuant to this RFP that contravenes any applicable anti-bribery or anti-corruption or anti-money laundering legislation, rules and regulations as may be imposed by the relevant authorities and/or internal policies.

In the event that either party is aware or suspect any person from the other party in its dealings with the first party who had or may be in breach of the anti-bribery or anti-corruption or anti-money laundering legislations as may be imposed by the relevant authorities and/or internal policies, it shall inform the other party immediately which shall be entitled to take any such action as it may deem fit including termination of any agreement between the parties.

### **12. Governing Law**

This RFP is governed by the Laws of the Republic of Mauritius and the Mauritian Courts shall have exclusive jurisdiction on all matters relating to this RFP.

**FORM I**  
**GENERAL STATEMENT**

To: Air Mauritius Ltd  
President John Kennedy Street  
Air Mauritius Centre  
Port Louis, Mauritius

(a) We, the undersigned, offer to provide the consulting services for Reinstatement Works for Aircraft Hangar Floor in accordance with your Request For Proposal, ref PROC/452/23/RN dated 11<sup>th</sup> November 2023 and our Proposal.

(b) We are submitting our Proposal in association with: [Insert a list with full name and address of each associate/sub-consultant]

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(c) We hereby declare that all the information and statements made in this Proposal are true and authorise Air Mauritius to effect any investigation to prove the truthfulness of the statements and documents submitted and to obtain clarification and information on the different aspects of our Proposal

Name: .....

In the capacity of: .....

Signature: .....

Duly authorized to sign the Proposal  
for and on behalf of: .....

Date: .....

Seal of Company .....