


# Supply and Delivery of Fuel for IASL Airports Operations Request for Proposal

**23<sup>rd</sup> April 2026**


<b>Tender no.:</b>	L4-BID NO 06-2026
<b>EOI Registration date</b>	Latest by 28 <sup>th</sup> April 2026, 23:59hrs.
<b>Information session details</b>	30 <sup>th</sup> April 2026, 14:00 hrs.  Venue at Procurement Office at 1 <sup>st</sup> Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
<b>Proposal Submission Date</b>	7 <sup>th</sup> May 2026, 14:00hrs Venue at Procurement Office at 1 <sup>st</sup> Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

*Island Aviation Services Ltd. is seeking bids for the items specified in this document. Interested bidders are invited to submit their proposals for the supply of the items as instructed in this document. Please ensure that all submissions comply with the instructions. Failure to comply with the instructions may result in disqualification of the bid.*

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## 1. Background

Island Aviation Services Ltd (IASL) is a hundred percent government owned limited liability company established by a presidential decree on 13th of April 2000. The company was initially established as an airline catering for the ever-growing demand for a domestic transport network. During a span of more than twenty-one years, the company has managed to become an established business operating an international airline all while providing a variety of services within the aviation industry.

IASL is the owner and operator of the National Airline of the Maldives, Maldivian, and is a hundred percent government owned limited liability company. The company operates its flights out of its primary hub in Velana International Airport (IATA: MLE; ICAO: VRMM).

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## 2. Information to Bidders (ITB)

### 2.1. BID Data

Description	Details
Bid Number	L4-BID NO 06-2026
Requirement	Supply and Delivery of Diesel and Petrol for IASL Airports
Contract Duration	2 years, with an option to renew for an additional 1 year based on performance.
Issuing Entity	Island Aviation Services Ltd (IASL), M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives
EOI Registration date	Latest by 28 <sup>th</sup> April 2026, 23:59hrs Via email to <a href="mailto:saamih4448@iasl.aero">saamih4448@iasl.aero</a>
Contact for Clarifications	Primary: <a href="mailto:saamih4448@iasl.aero">saamih4448@iasl.aero</a> CC: <a href="mailto:mohamed.ziyau@iasl.aero">mohamed.ziyau@iasl.aero</a> , <a href="mailto:mohamed.shae@iasl.aero">mohamed.shae@iasl.aero</a>
Information Session	Date: 30 <sup>th</sup> April 2026 Time: 14:00 hrs Venue: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Submission	Date: 7 <sup>th</sup> May 2026 Time: 14:00 hrs Venue: Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives
Proposal Validity Period	Minimum of 60 calendar days from submission deadline
Evaluation Criteria	- Price (60%) - Experience (40%)
Currency for Financial Proposal	Maldivian Rufiyaa (MVR), inclusive of all applicable taxes
Mandatory Documents	- Certificate of Incorporation/Registration - GST Registration Certificate - Company Profile - Proposal with payment terms - Relevant Experience - Price Schedule (Form B) - Completed Bid Forms A–G
Deliverables Required	Supply and delivery of diesel and petrol for IASL airport operations at B. Dharavandhoo, N. Maafaru, and Th. Thimarafushi.
Estimated Consumption & Delivery Frequency	N.Maafaru Airport (Monthly) <ul style="list-style-type: none"> <li>• Diesel:25,000 litres</li> <li>• Petrol: 200 litres</li> </ul>



	<p>B. Dharavandhoo Airport (Every 40-45 days)</p> <ul style="list-style-type: none"><li>• Diesel: 20,000 litres</li><li>• Petrol: 200 litres</li></ul> <p>Th. Thimarafushi Airport (Twice Monthly)</p> <ul style="list-style-type: none"><li>• Diesel: 3,000 litres</li></ul>
Appeals & Complaints	Must be submitted in writing within 5 days of bid opening or award notification.
Additional Notes	<ul style="list-style-type: none"><li>- Only one bid per proponent</li><li>- Late submissions will be disqualified</li><li>- All communications must be in writing and via email</li><li>- Bidders must not contact IASL staff outside official channels</li></ul>
Payment Terms	<p>Currency: MVR</p> <p>Tax Inclusion: Prices inclusive of all applicable taxes</p> <p>Payment Terms: 30 days credit</p> <p>Invoice Submission: Along with signed delivery note of said goods</p> <p>Payment Timeline: Within 30 working days of valid invoice</p> <p>Bank Details: To be provided by successful bidder</p>

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### 3. Goods/ Services required

This Request for Proposal (RFP) aims to obtain proposals (each a “Proposal”) from eligible parties, for the supply and delivery of fuel to the airport operations of Island Aviation Services Ltd on a monthly basis.

IASL invites sealed proposals valid for 60 days from the date of opening, from eligible participants as per this document, to supply and deliver fuel to the specified locations in the TOR.

### 4. Eligible Bidders

- 4.1 This bid is open for registered bidders who have declared their interest to participate in the bid via email through an EOI (Expression of Interest)
- 4.2 The bidder shall be a registered business entity, or government owned entity, sole-proprietor or freelancer or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- 4.3 Bidder shall be an interested party that has registered through an Expression of Interest (EOI) by email in the stipulated time period (a “Registered Party”).
- 4.4 The bidder shall be eligible under the laws and regulations of the Republic of Maldives and as such shall be operating under commercial law.
- 4.5 The bidder shall have the financial and legal capacity to enter a contract and as such, shall be legally and financially autonomous; and shall not be a dependent entity of IASL.
- 4.6 The bidder shall have the expertise and resources to carry out the work required.
- 4.7 A bidder shall not be insolvent, in receivership, bankrupt or being wound up; its affairs not being administered by a court or a judicial officer for debt / tax obligation or any criminal offence for the past five (5) years, its business activities not being suspended and not the subject of legal proceedings for any of the foregoing.

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## 5. Guideline for Proposal Submission

### a) Compliance Statement

- i. Bidder shall state that the offer is made in accordance with the Request for Bid and sign and submit the Form A (Bid Application Form)
- ii. Bidders who offer additional or alternative conditions shall clearly state those in their proposals.

### b) Evaluation of Proposals

Points will be given to proposals as outlined in *Clause 8. Evaluation criteria*. All the proposals will be ranked in descending order based upon total score and the party who scores highest points will be awarded the contract.

### c) Language of Proposal

The proposal documents must be in written in English.

### d) Clarifications about RFP

Prospective bidders requiring any clarification on the Request for Bids may notify *IASL* in writing to the mentioned below addresses. All questions and responses will be copied to all parties. (Bidder will not be identified).

Email: [saamih4448@iasl.aero](mailto:saamih4448@iasl.aero)

Copied to: [mohamed.ziyau@iasl.aero](mailto:mohamed.ziyau@iasl.aero) and [mohamed.shae@iasl.aero](mailto:mohamed.shae@iasl.aero)

### e) Proposal Validity


All Proposals shall be valid for a minimum period of **60 days** from the due date of submission for Proposals.

### f) Appeals and Complaints

- i. Regarding conduct of an application
  - Applicants are to file appeals and complaints regarding conduct of an application, in writing, within 5 (Five) days of opening of an application.
- ii. Regarding outcome of an application (an award or decision to award)
  - Applicants are allowed to file appeals and complaints regarding outcome of an application (an award or decision to award), in writing within 5 (Five) days of receiving the award or rejection letter from IASL.

### g) Communications

Except as provided in the preceding section relating to questions about this RFP, Bidders shall not contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with an employee concerning this RFP is not binding on Client and shall in no way alter a specification, term or condition of this RFP or any contract documents.

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**h) Information session**


Date of Information Session	30 <sup>th</sup> April 2026 at 14:00 Hrs
Venue for Information Session	Procurement Office at 1st Floor, H. Silversand, Kalaafaanu Hingun, K. Male', Maldives

**i) Bid Submission**

Date and Time	7 <sup>th</sup> May 2026 at 14:00 Hrs
Venue for proposal submission	<i>No party will be allowed after the mentioned time.</i> Procurement Office at H.Silversand 1 <sup>st</sup> Floor, Kalaafaanu Hingun, K.Male', Maldives.


**j) Schedule of Events**

<b>Event</b>	<b>Time</b>	<b>Date</b>
IASL issues RFP	-	23 <sup>rd</sup> April 2026
Information Session	14:00	30 <sup>th</sup> April 2026
Deadline for submission of Proposals	14:00	7 <sup>th</sup> May 2026
Estimated Proposal evaluation completion time and IASL notify the winning bidder.	-	14 <sup>th</sup> May 2026

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## 6. General Terms and Conditions

- a) If it is the first (1<sup>st</sup>) instance of RFP and no proposals are received to IASL by the bid submission due date, as a norm, IASL will cancel the RFP Process, and refloat the tender.
- b) Bidders shall be evaluated in accordance with the Party's demonstrated capacity, experience and expertise. The awarding criteria and weightage will be mentioned in *Clause 8. Evaluation criteria*.
- c) Bidders shall bear all costs associated with the preparation and submission of the bids and IASL will not in any case be responsible and liable for the costs incurred.
- d) All information given in writing to or verbally shared with the Bidders in connection with this Request for Bids is to be treated as strictly confidential. The Bidders shall not share or invoke such information to any third party without the prior written approval of IASL. This obligation shall continue after the procurement process has been completed whether the Bidder is successful or not.
- e) All materials submitted in response to the Request for Bid shall become the property of IASL. Bids and supporting materials will not be returned to the Bidder.
- f) All information provided will be subjected to verification by IASL. Submission of incomplete or unsigned forms may result in rejection of the proposal as non-responsive.
- g) IASL will only accept one bid document from every proponent.
- h) To assist in the evaluation and comparison of bids, IASL may, at its discretion, request any bidder for clarification of their proposal. This will be clarified in writing, but no change in substance or price of the bidder will be sought.
- i) IASL will evaluate and compare only those bids determined to be responsive in accordance with requirements specified in the bid document.
- j) IASL will award the contract in writing to the bidder who scores the highest marks in compliance with the evaluation criteria.
- k) Upon furnishing by the successful bid, IASL will promptly notify the other bidders through telephone or email that their bids have been unsuccessful.
- l) Any change to the contents of RFP will be clearly briefed during the information session.
- m) At any time prior to the deadline for submission of Proposals, IASL may amend the RFP documents by issuing an addendum.
- n) Prospective respondents shall be given reasonable time as IASL deems reasonable to take an addendum into account in preparing their proposals by extending the deadline for submission of Proposal.

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## 7. Bid proposal

The responsiveness of the bid to the RFP will be based on how well bidders meet the requirements outlined in this section. Bids which do not meet the mandatory requirements will not be considered for further evaluation.


### 7.1. General Compliance

Prior to detailed evaluation of the bid, IASL will examine the bid to determine whether it is generally compliant by considering the following below. If a bid is determined to be not meeting any of the following or missing any mandatory documents stated below or is generally non-compliant or is incomplete, the bid will be rejected as generally non-responsive, and will not be considered for further evaluation:

- Bid is properly signed/initialed/stamped as appropriate with due authorizations in accordance with the RFP Document.
- Is responsive to the eligibility criteria (ITB).

### 7.2. Mandatory Documents

No.	Item	Description	Requirement Level
1	Certificate of Incorporation/Registration	Certified copy of the company / SP (Sole Proprietor) incorporation or registration document.	Mandatory
2	GST Registration Certificate	Copy of GST Registration Certificate	Mandatory
3	Company Profile	Profile of the Company / SP (Sole Proprietor)	Mandatory
4	Proposal and terms	The proposal shall be submitted in the form of a quotation, including unit prices for diesel and petrol. The proposal must also state the payment terms and the delivery duration following placement of an order.	Mandatory
5	Relevant Experience	<ul style="list-style-type: none"> <li>• Portfolio and supporting documents demonstrating experience in the supply and delivery of fuel (e.g., reference letters, completion certificates)</li> <li>• If past experiences are not accompanied by an official letter of completion by the client, the bidder will be disqualified from further evaluation.</li> <li>• If the value of the project is not included in the reference letter for the project, the reference letter may be supplemented by supporting documents such as the Letter of Award/Notification of Award or the</li> </ul>	Mandatory

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		Contract/Agreement to provide the value of the project.	
6	Price Schedule	Detailed pricing schedule as provided under the Bid Forms.	Mandatory
7	Bid Forms (From A-G)	Bid Forms, signed by duly authorized personnel	Mandatory

## 8. Evaluation Criteria

IASL intends to apply the following criteria for the selection of proposals. Proposals will be assessed based on the scores obtained for said criteria at the percentages given, with the highest total scoring party being the winner.

8.1 Price Offered (Further divided into below two components)	60%
8.1.1. Diesel Per Liter	55%
8.1.2. Petrol Per Liter	5%
8.2 Relevant Experience	40%

Proposals will be awarded based on the scores obtained for the following criteria at the percentages given, with the highest total scoring party being the winner.

### 8.1. Financial Evaluation (60%)

The highest score shall be awarded to the Proposal with the lowest Proposal price. For the remaining Proposals, points will be given using the formula below.

$$\text{Diesel per litre} = \frac{\text{Lowest proposed price per liter out of the proposals received.}}{\text{Participants proposed price per liter}} \times 55\%$$

$$\text{Petrol per litre} = \frac{\text{Lowest proposed price per liter out of the proposals received.}}{\text{Participants proposed price per liter}} \times 5\%$$


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**8.2. Relevant Past Experience (40% of the Total Score)**

Experience will be counted as the total no of client accepted work completion letters submitted. Such project shall be

- a) Similar in nature to the purpose of this particular Proposal,
- b) Projects successfully executed within last 03 Years.
  - Documents such as “Letters of Award” or “Agreement/Contract Copies” or “Notifications of Award”, etc. will only be used for clarification purposes and will not be considered for awarding any points.
- c) Experience (projects) simply stated in tabular or other format (not backed by the client’s certification will not be considered in allocating marks.
- d) It is up to the sole discretion of the Employer to determine the similarity in nature of the Participant’s experience to the current scope of work and the score awarded by Employer will be final and shall not be contested.
- e) The Employer reserves the right not to consider those Proposals that do not fulfil the requirements stated above in this clause for further evaluation.
- f) All the Proposals that fulfil the requirement will be given points in the following manner.
  - The formula thus used for the computation of the score is as follows.

$$\text{Past Experience Score} = \frac{\text{Particular Participant's total no of letters}}{\text{Highest total no of letters submitted}} \times 40\%$$

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## 9. Term of Reference (TOR)

### 1. Background

Island Aviation Services Ltd (IASL) requires a reliable supplier for the continuous **supply and delivery of automotive diesel oil (ADO) and unleaded petrol** to three domestic airport locations: **N. Maafaru Airport, B. Dharavandhoo Airport** and **Th. Thimarafushi Airport**. This requirement ensures uninterrupted airport operations and adequate fuel stock levels at these sites.

### 2. Airport Locations & Storage Capacities

#### a) N. Maafaru Airport (Noonu Atoll)

- **Diesel storage tank capacity:** 30,000 litres
- **Petrol storage:** 200-litre steel barrels

#### b) B. Dharavandhoo Airport (Baa Atoll)

- **Diesel storage tank capacity:** 20,000 litres
- **Petrol storage:** 200-litre steel barrels

### 3. Estimated Consumption & Delivery Frequency

#### a) N. Maafaru Airport

- **Estimated Monthly Diesel Requirement:** 25,000 litres ( $\pm 5\%$ )
- **Estimated Monthly Petrol Requirement:** 200 litres ( $\pm 5\%$ )
- **Delivery Frequency:** **Monthly**, or as instructed by IASL
- **Delivery Volume:** To be determined by IASL through call-off requests


#### b) B. Dharavandhoo Airport

- **Estimated Monthly Diesel Requirement:** 20,000 litres ( $\pm 5\%$ )
- **Estimated Monthly Petrol Requirement:** 200 litres ( $\pm 5\%$ )
- **Delivery Frequency:** Every **40–45 days**, or as instructed by IASL
- **Delivery Volume:** Based on call-off instructions by IASL

#### c) Th. Thimarafushi Airport

- **Estimated Monthly Diesel Requirement:** 3,000 litres ( $\pm 5\%$ )
- **Delivery Frequency:** Twice monthly, or as instructed by IASL
- **Delivery Volume:** Based on call-off instructions by IASL

**Note:** Quantities above are estimates for planning; actual orders will be issued according to operational needs.

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#### 4. Ordering & Lead Time Requirements

- IASL will issue **delivery requests at least ten (10) days in advance.**
- Supplier must **acknowledge within 24 hours** and confirm the delivery schedule.
- All deliveries must be made **as per the notified date and time.**
- Any change or delay must be communicated to IASL and requires written approval.

#### 5. Product Requirements

##### Diesel

- Automotive Diesel Oil suitable for generator and ground operations.

##### Petrol

- Unleaded petrol supplied in **new or good-quality 200-litre sealed barrels.**

##### Quality Requirements

- Fuel must be clean, free from contamination and water.
- Suppliers must use clean, dedicated tankers or boats.
- Supplier is responsible for ensuring correct quantities through calibrated meters or dip checks.

#### 6. Delivery Requirements


- Delivery to IASL-designated fuel storage/receiving points at each airport.
- Supplier must provide:
  - Delivery notes
  - Quantity verification records
  - Batch/lot identification (for petrol barrels)
- Transfer must be safe, compliant with applicable handling standards, and supervised by IASL personnel.

#### 7. Petrol Barrel Requirements

- Capacity: **200 litres each**
- Barrels must be:
  - Clean, seaworthy, rust-free
  - Properly sealed and labeled
  - Identified with fuel type, batch number, and net volume

#### 8. Supplier Responsibilities

- Ensure timely delivery aligned with IASL's scheduled requirements.
- Maintain appropriate transport equipment (fuel tankers/boats).
- Follow safety procedures during loading/unloading.
- Maintain compliance with all relevant Maldivian regulations for fuel transport and handling.

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**10. Bid Forms A-G**

**10.1. Form A - Bid application form**

<b>Description of Work:</b>	Supply and Delivery of Fuel for IASL Airport operations
<b>Bid to:</b>	Island Aviation Services Ltd
<b>Address:</b>	Island Aviation Services Limited, M. Dar Al-Eiman Building, Majeedhee Magu, Male' 20345, Republic of Maldives

Having examined the Request for Proposal (RFP) documents, including the conditions, technical specifications, and scope of requirements for the supply and delivery of fuel, I/we, the undersigned, hereby offer to supply and deliver Automotive Diesel Oil (ADO) and unleaded petrol for IASL airport operations in full conformity with the stated requirements, terms, and conditions, for the total quoted sum of MVR: \_\_\_\_\_ (\_\_\_\_\_).

We undertake, if our Bid is accepted, to commence the works as per the confirmed Implementation Plan and to complete whole of the works in the Contract.

We agree to abide by this bid for a period of 60 days from the date of submission of the proposal, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any Bid you receive.

Unless and until a formal agreement is prepared and executed, this bid, together with our written acceptance thereof, shall constitute a binding contract between us.

Yours sincerely,

Signed \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign bids for and on behalf of \_\_\_\_\_


\_\_\_\_\_ (Company Name & Stamp)

Date: \_\_\_\_\_

**Name & Address of Signatory**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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## 10.2. Form B - Price Schedule

Airport	Item Description	Unit	Price (MVR)	Applicable Taxes (GST)	Annual Qty (Est)	Grand Total (Inclusive of Taxes) Annual	Remarks
Maafaru	Diesel	Ltrs			300000		
	Petrol	Ltrs			1200		
Dharavandhoo	Diesel	Ltrs			120000		
	Petrol	Ltrs			1600		
Thimarafushi	Diesel	Ltrs			72000		


Note: All rates shall be quoted in MVR and shall be the applicable Net amount payable to the supplier at the time of settlement.

### Payment Terms:

All payments under this contract shall be made in Maldivian Rufiyaa (MVR) and must be inclusive of all applicable taxes, including GST.

Invoices must be submitted upon completion of each delivery must be accompanied by formal acceptance confirmation from IASL (Delivery Note). IASL will process payments within thirty (30) working days of receiving a valid invoice and acceptance confirmation. The successful bidder is required to provide bank details upon award of the contract. IASL reserves the right to withhold the final payment until all deliverables have been verified and accepted in full.

Name of Authorized Signatory (Person signing the proposal)	
Designation	
Company Name	
Signature	
Date	

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**10.3. Form C - Related Party Disclosure**

Island Aviation Services Limited  
M. Dar Al-Eiman Building,  
Majeedhee Magu,  
Male’ 20345,  
Republic of Maldives

[Date]

Dear Sir/ Madam,

Project: Supplier Works

**Subject: Related Party Disclosure**

With the exception of the below specified, I hereby declare that we, the party is in no way, shape or form related to Island Aviation; created either through an employer-employee agency relationship between employees or directors of Island Aviation or by way of ownership of Island Aviation Services Ltd.

Name of the Related Party	Designation of the Related Party	Relationship

Yours sincerely,

[Name of signatory]


[Title]

**Note:**

*1. Related parties for this purpose include:*

*1.1. Employees or directors of the Company*

*1.2. Close family members of any employee/ director of the Company. Close family members here refer to spouse, including former spouse relatives, which comprise: siblings, cousins, uncles and aunts, nephews and nieces, lineal ancestors (presumably, it means parents, grandparents and other ancestors of direct lineage), lineal descendants (children, grandchildren and other direct descendants).*

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**10.4. Form D: General Information (Business profile/Work profile)**

**Bidder Information**

Company Name	
Registered Address	
Postal Address	
Telephone Number	
Email Address	
Website (if any)	

**Legal Status of the Company**

Legal Status	<ul style="list-style-type: none"> <li>▪ Sole Proprietorship [ ]</li> <li>▪ Partnership [ ]</li> <li>▪ LLC [ ]</li> <li>▪ Corporation [ ]</li> <li>▪ Other:</li> </ul>
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**Registration Details**

Business Registration Number	
Date of Registration	
Country of Registration	

**Contact Person**

Full Name	
Designation	
Phone Number	
Email Address	

**Declaration**

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_


Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**10.5. Form E: Experience Records**


List of all completed Contracts and supplies executed during the last 3 years.

Name of the Project with nature of work	Total Value	Contract Start	Contract Completion	Client's Name

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		<b>Date:</b>	23 <sup>rd</sup> April 2026

**10.6. Form F: Litigation/ Arbitration**

SI	Contract identification and matter in	Value of pending claim in MVR or any other
	Contract name: Name of Employer: Address of Employer: Matter in dispute: Total value of the Contract:	

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**10.7. Form G: Declaration on Ethical Conduct and Fraud and Corruption**

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to ISLAND AVIATION SERVICES LTD.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow ISLAND AVIATION SERVICES LTD to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of ISLAND AVIATION SERVICES LTD, Client or Employer.


Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## 11. Submission Checklist

This checklist is supplied to help bidders ensure full compliance with the RFP requirements issued by Island Aviation Services Ltd.

#	Required documents	Tick if submitted
1	Certificate of Incorporation/Registration	
2	Copy of GST Registration Certificate	
3	Company Profile	
4	Relevant Experience	
5	Delivery Timeline	
6	Price Schedule (Form B)	
7	Total cost quoted in Maldivian Rufiyaa (MVR), inclusive of all applicable taxes	
8	Payment terms acknowledged	
9	Form A – Bid Application Form	
10	Form B – Price Schedule	
11	Form C – Related Party Disclosure	
12	Form D – General Information	
13	Form E – Experience Records	
14	Form F – Litigation/Arbitration	
15	Form G – Declaration on Ethical Conduct and Fraud and Corruption	

**Note:** Failure to submit any of the mandatory documents may result in disqualification. Ensure all documents are signed, complete, and submitted before the deadline.